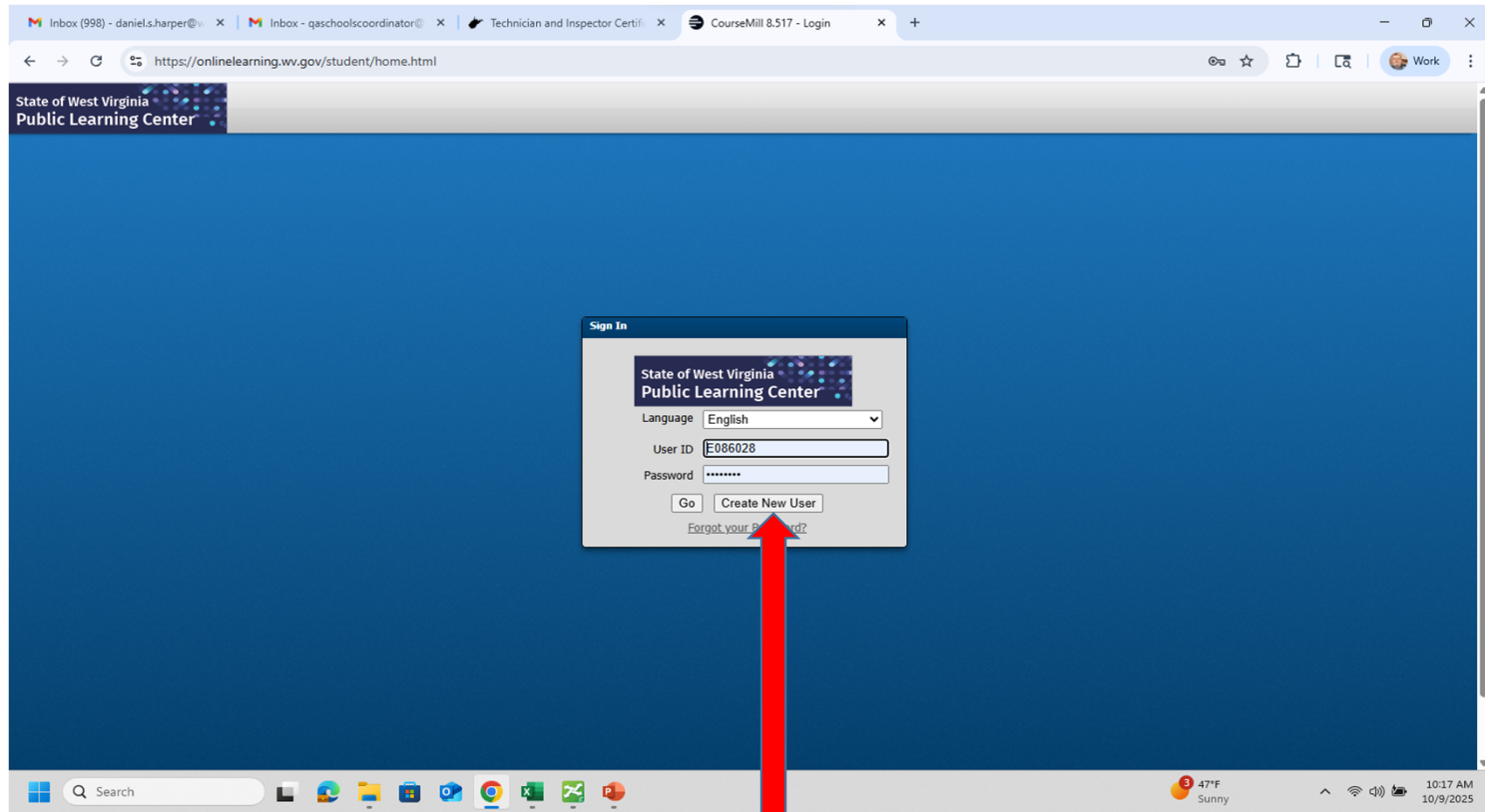


## **How to set up an online account in Coursemill 7.1.**

**The next few slides will show you how to create an online learning account.**

**After you read these instructions, please go to the following address to create your online learning account.**

[\*\*https://onlinelearning.wv.gov/student\*\*](https://onlinelearning.wv.gov/student)



**First Time Users Must Setup An Account**

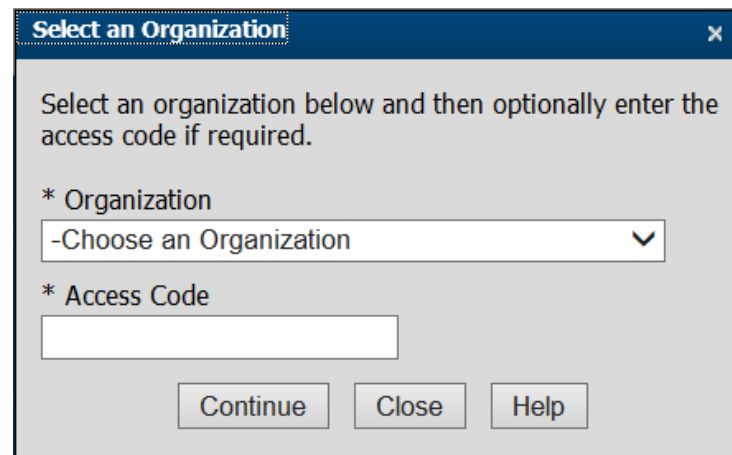
**Click on Create New User –**  
**DO NOT put in an ID or password**

The next Dialog box will ask you to select the agency you are affiliated with. Open the drop down arrow to select your agency affiliation.

Select TRAN – Highways M&S

Enter access code 9883.

Click the **Continue** button.



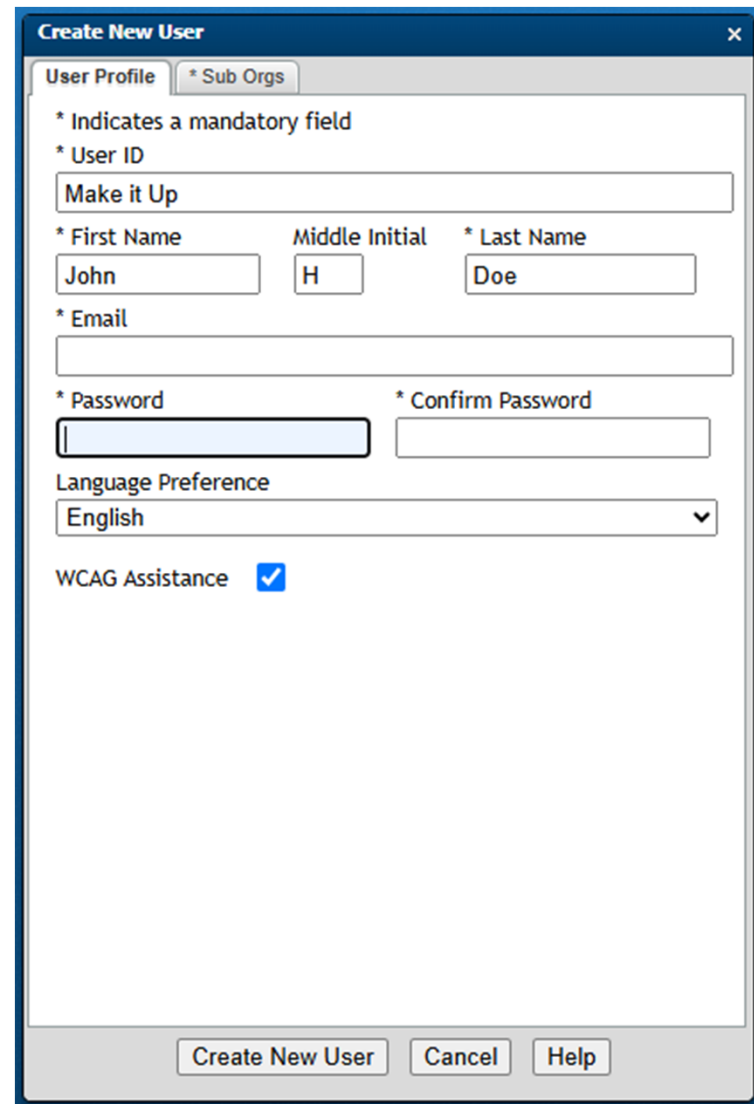
The screenshot shows a dialog box titled "Select an Organization" with a close button (X) in the top right corner. The dialog box contains the following text and controls:

- Instruction: "Select an organization below and then optionally enter the access code if required."
- Field 1: A dropdown menu labeled "\* Organization" with the text "-Choose an Organization" and a downward arrow.
- Field 2: A text input field labeled "\* Access Code".
- Buttons: Three buttons at the bottom: "Continue", "Close", and "Help".

The **(Create New User) User Profile** box appears. You may use any **USER ID** and **PASSWORD** that you choose. (Passwords must be a minimum of 8 characters, do not use Spaces)

Put this information in a safe place. You will use it each time you log into the system.

It is essential that you put in a valid email address.



The screenshot shows a 'Create New User' dialog box with a dark blue title bar and a close button (X) in the top right corner. The dialog has two tabs: 'User Profile' (selected) and '\* Sub Orgs'. Below the tabs, a legend states '\* Indicates a mandatory field'. The form contains the following fields and controls:

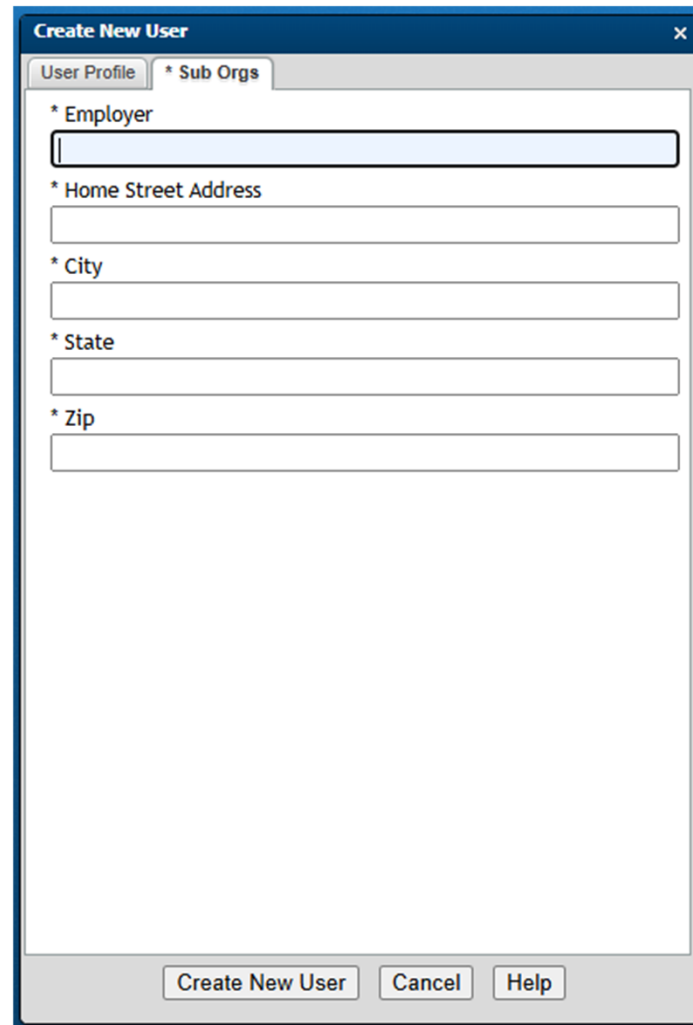
- \* User ID**: A text box containing 'Make it Up'.
- \* First Name**: A text box containing 'John'.
- Middle Initial**: A text box containing 'H'.
- \* Last Name**: A text box containing 'Doe'.
- \* Email**: An empty text box.
- \* Password**: A text box with a light blue background.
- \* Confirm Password**: An empty text box.
- Language Preference**: A dropdown menu showing 'English' with a downward arrow.
- WCAG Assistance**: A checkbox that is checked, indicated by a blue square.

At the bottom of the dialog, there are three buttons: 'Create New User', 'Cancel', and 'Help'.

**In the Sub Orgs Tab Enter  
your employer name.**

**This is a mandatory field.**

**Click the Create New User  
Button.**



The image shows a software window titled "Create New User" with a close button (X) in the top right corner. Inside the window, there are two tabs: "User Profile" and "\* Sub Orgs". The "\* Sub Orgs" tab is currently selected. Below the tabs, there are five text input fields, each preceded by an asterisk (\*) indicating it is a mandatory field. The fields are labeled: "Employer", "Home Street Address", "City", "State", and "Zip". The "Employer" field is the first and is currently empty. At the bottom of the window, there are three buttons: "Create New User", "Cancel", and "Help".

**A terms of agreement window will display. Click that you accept the terms of using the LMS. (Learning Management System)**

**You are now registered in the LMS and will be allowed to take test online as well as maintain your certification account.**

**After completing the registration log out of the system.**

# Email address is important

Your completed course certificates will be sent to the email address you enter into your profile page.



If you can't remember your user ID  
or password email [gaschoolscoordinator@wv.gov](mailto:gaschoolscoordinator@wv.gov) to have it  
reset, or call 304-414-6624 (O) 681-317-2925 (C).  
**DO NOT CREATE ANOTHER ACCOUNT!**