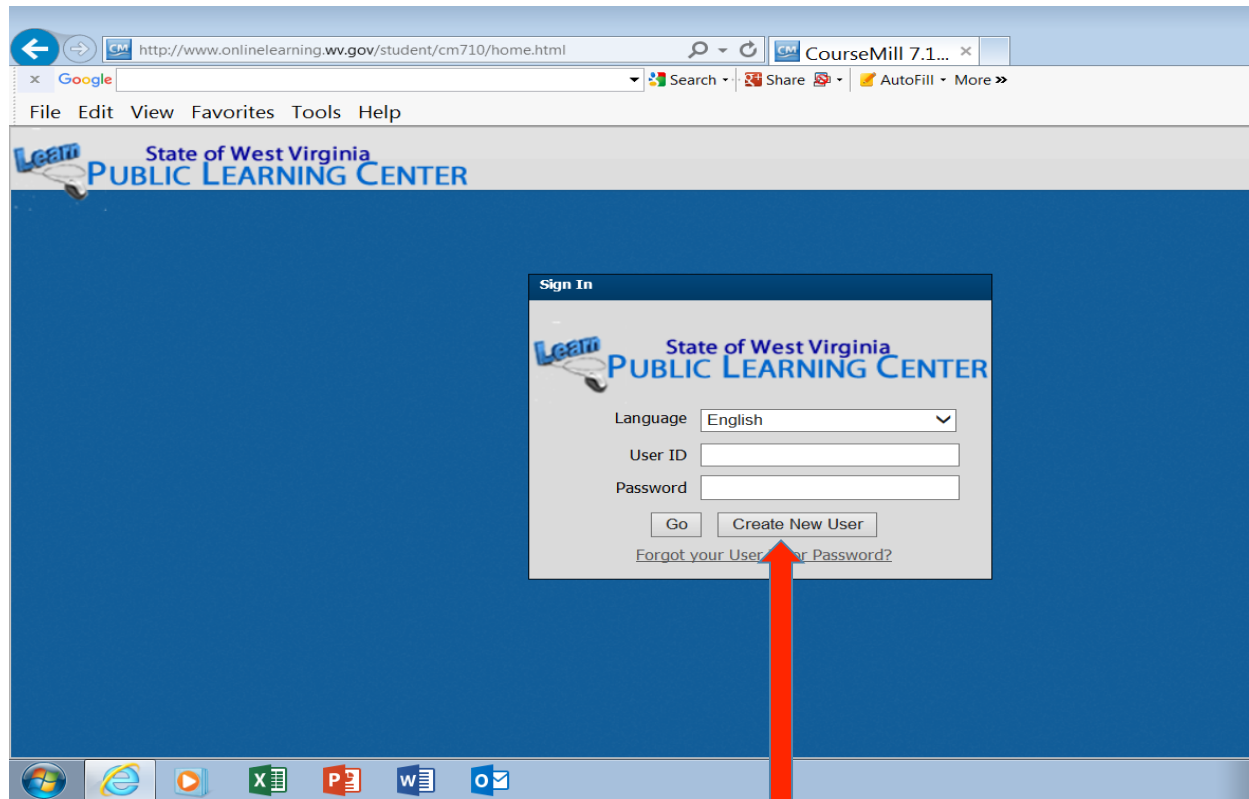


The next few slides will show you how to create an online learning account.

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

<https://www.onlinelearning.wv.gov/student>



First Time Users Must Setup An Account

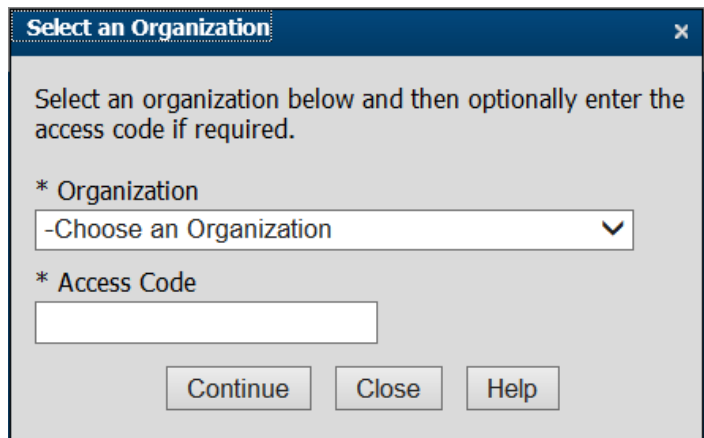
**Click on Create New User –
DO NOT put in an ID or password**

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.



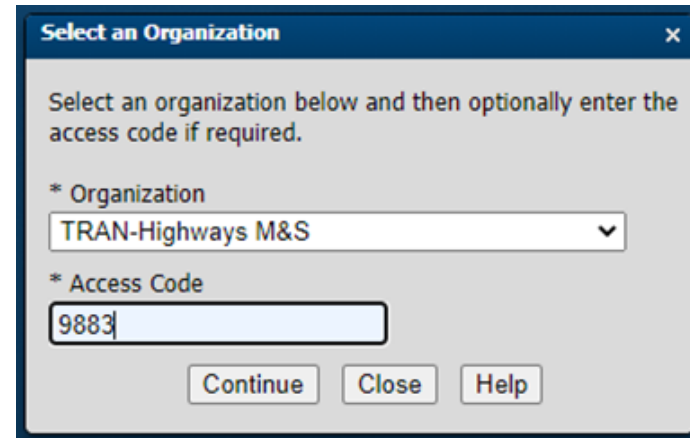
Select an Organization

Select an organization below and then optionally enter the access code if required.

* Organization
-Choose an Organization

* Access Code

Continue Close Help



Select an Organization

Select an organization below and then optionally enter the access code if required.

* Organization
TRAN-Highways M&S

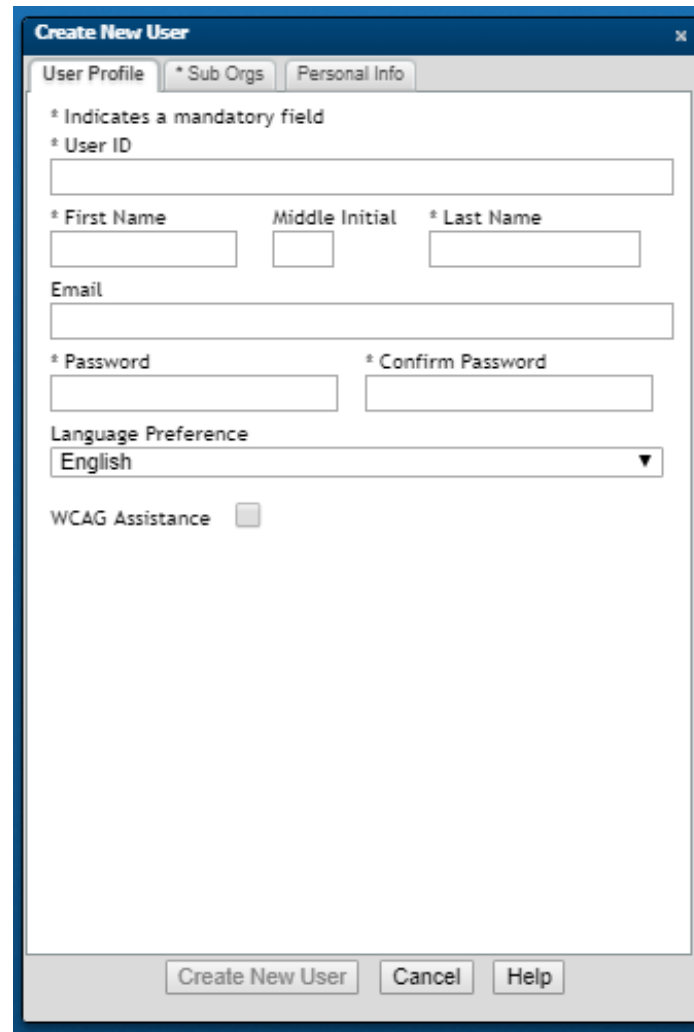
* Access Code
9883

Continue Close 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.

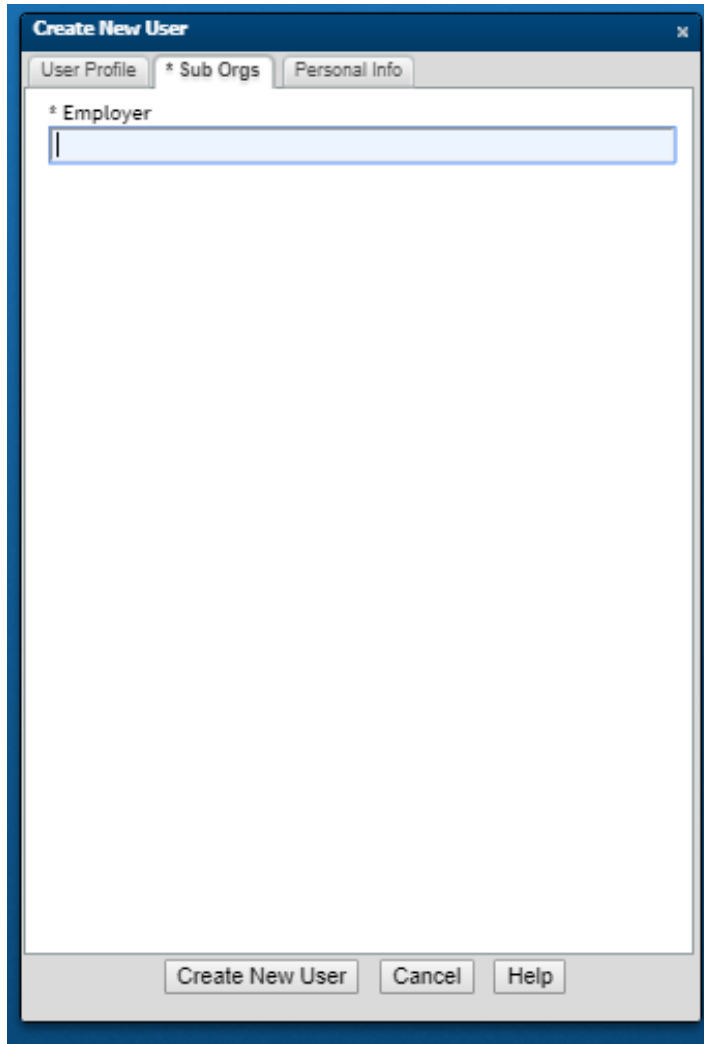


The screenshot shows a 'Create New User' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog has three tabs: 'User Profile' (selected), '* Sub Orgs', and 'Personal Info'. Below the tabs, a legend states '* Indicates a mandatory field'. The form contains the following fields: a text box for '* User ID'; three text boxes for '* First Name', 'Middle Initial', and '* Last Name'; a text box for 'Email'; two text boxes for '* Password' and '* Confirm Password'; a dropdown menu for 'Language Preference' currently set to 'English'; and a checkbox for 'WCAG Assistance' which is unchecked. At the bottom of the dialog 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. The window has three tabs: "User Profile", "* Sub Orgs" (which is selected), and "Personal Info". In the "* Sub Orgs" tab, there is a label "* Employer" followed by a text input field. The input field is empty and has a blue border. At the bottom of the window, there are three buttons: "Create New User", "Cancel", and "Help".

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

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

After completing the registration log out of the system.

Your 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
to have it reset, or call 304-414-8934.
DO NOT CREATE ANOTHER ACCOUNT!