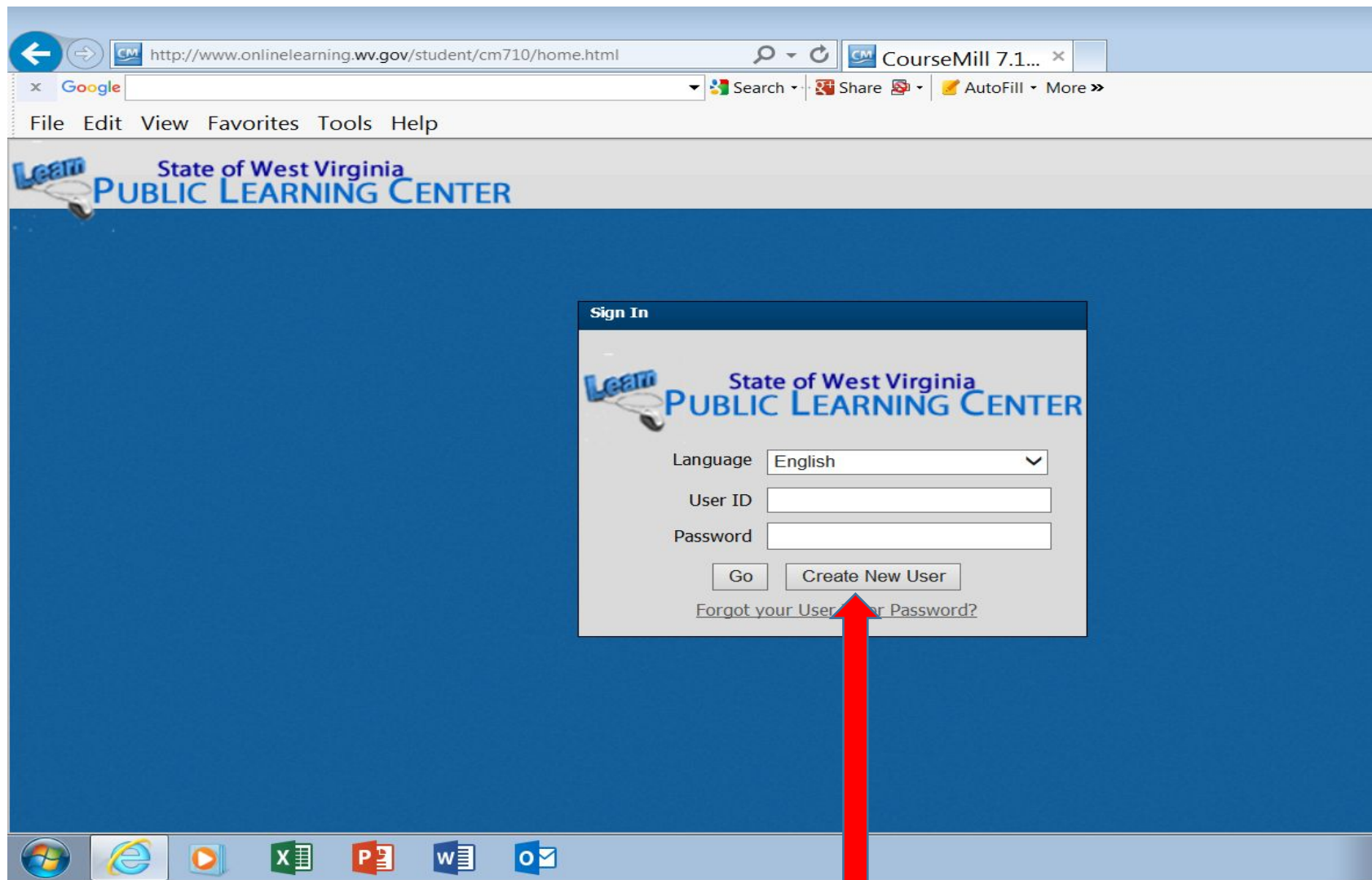# How to set up an online account in Coursemill 7.1.

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

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 <u>TRAN – Highways M&S</u>

Enter access code <u>9883</u>.

Click the Continue button.

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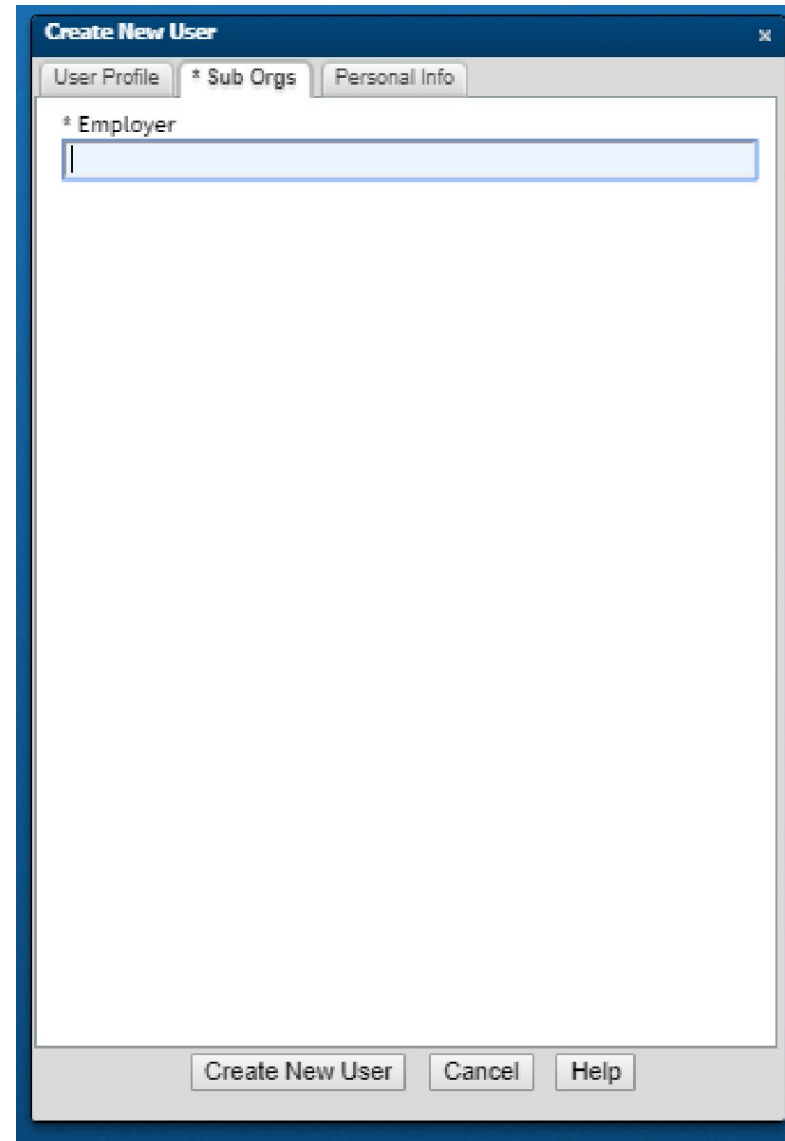
It is essential that you put in a valid email address.

Create New User   ✕

User Profile   * Sub Orgs

* Indicates a mandatory field
* User ID
[   ]

* First Name   Middle Initial   * Last Name
[   ]   [   ]   [   ]

Email
[   ]

* Password   * Confirm Password
[   ]   [   ]

Address
[   ]

City
[   ]

State/Province
[--   ∨]

Zip/Postal
[   ]

Country
[--   ∨]

Phone
[   ]

Language Preference
[English   ∨]

WCAG Assistance   ☐

In the Sub Orgs Tab Enter your employer name.

This is a mandatory field.

Click the Create New User Button.

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 qaschoolscoordinator@wv.gov
to have it reset, or call 304-414-6624.**

DO NOT CREATE ANOTHER ACCOUNT!