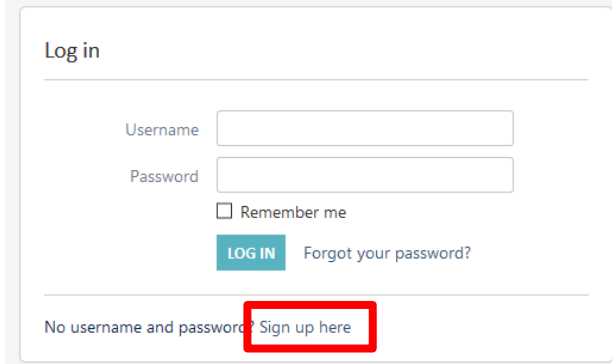


# Provider Learning Management System (LMS)

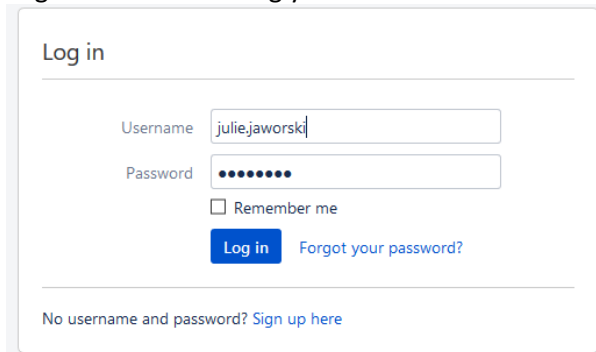
The provider learning system works best using the following web browsers: Chrome, Microsoft Edge, or Firefox

1. To access the Provider LMS use the following link:  
<https://providerlearning.inclusa.org>
2. If you do not have a login, you may create one, click "Sign up here"



The screenshot shows a login form titled "Log in". It contains two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". A teal button labeled "LOG IN" is positioned to the left of a link that says "Forgot your password?". At the bottom of the form, there is a link that says "No username and password? Sign up here", which is highlighted with a red rectangular box.

3. Log in to the LMS using your first.lastname



The screenshot shows the same login form as above, but with the "Username" field filled with the text "juliejaworski". The "Password" field is filled with ten black dots. The "Remember me" checkbox is unchecked. The teal "Log in" button is now active. The "Forgot your password?" link is still present. The "Sign up here" link at the bottom is also visible.

5. On the home page of the learning site, select “Click Here to Access the Courses” or choose from the helpful links menu on the left side.



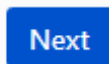
Or you can search for a course in the category field

The screenshot shows the 'Learning center' interface. At the top right, there is a 'New course' button with a settings icon. Below the header, there are tabs for 'All courses' and 'My courses', and a 'Metrics' link. A search bar is located on the right side. On the left, there are filters for 'Popularity' and 'All levels'. A search bar is also present in the top left. A red arrow points to a dropdown menu that is open, showing a list of categories: Community, Contract Compliance, Dementia, Member Rights, and Prevention and Wellness. Below the search bar, there are several course cards. Each card features a title, a subtitle, a star rating, and a play button. The first card is titled 'Relationships, Gifts, and Community' by Tracy Clements, with 116 followers. The second card is 'Riding Life' by Tracy Clements, with 89 followers. The third card is 'Start with why - How great leaders inspire action' by Tracy Clements, with 68 followers. Below the course cards, there are four small video thumbnails.

6. Under each course is a play button, click the **play button** to begin the course



7. To advance to the next section within the learning module, click the **Next** button on the lower right side of the screen

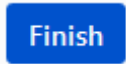


8. Most videos will automatically start playing, if they do not click within the video to start playback

9. Answer the questions at the end of the video, click the **red arrow** to ensure your answers are saved



10. When the learning module is complete, click the **Finish** button



11. At any point during the training you need to leave, click the X on the browser tab to close, when you come back to the course you will pick up where you left off

12. If you would like to retake the training course, click the **Replay** button



- a. Note: if retaking the course all previous information will be erased and new data will be recorded
- b. If you have multiple users within your organization that you wish to view the videos, you may have them create their own login