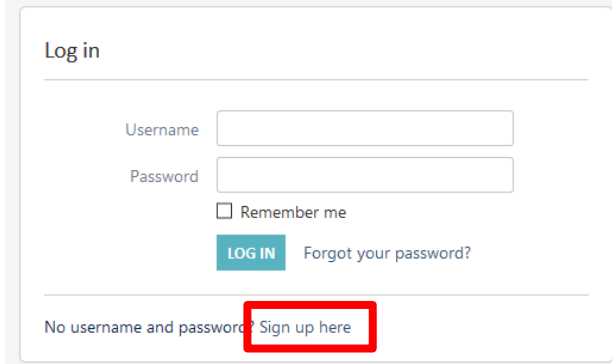


# Provider Learning Management System (LMS)

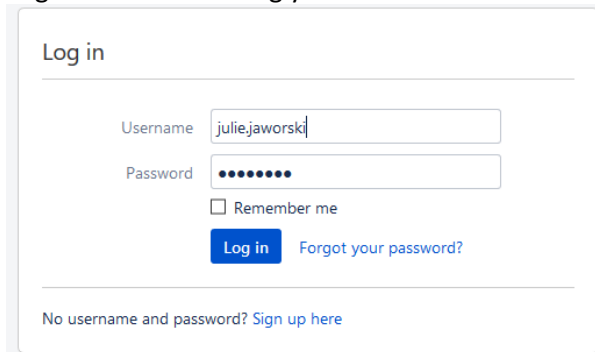
The provider learning system works best using the following web browsers: Chrome, Microsoft Edge, or Firefox

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"



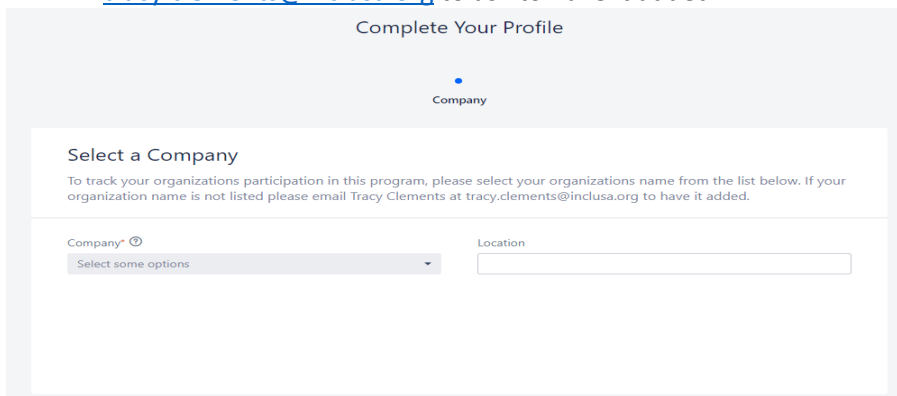
The screenshot shows a login form titled "Log in". It includes fields for "Username" and "Password", a "Remember me" checkbox, a "LOG IN" button, and a "Forgot your password?" link. At the bottom, there is a link "No username and password? Sign up here" which is highlighted with a red box.

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



The screenshot shows the same login form as above, but with "juli.jaworski" entered in the "Username" field and "••••••••" in the "Password" field. The "Log in" button is now blue. The "Sign up here" link is still present at the bottom.

4. Complete your profile by selecting the name of your organization
  - a. If your organization name is not shown, please email Tracy Clements at [tracy.clements@inclusa.org](mailto:tracy.clements@inclusa.org) to ask to have it added



The screenshot shows a page titled "Complete Your Profile". Under the heading "Company", there is a section "Select a Company" with instructions: "To track your organizations participation in this program, please select your organizations name from the list below. If your organization name is not listed please email Tracy Clements at [tracy.clements@inclusa.org](mailto:tracy.clements@inclusa.org) to have it added." Below this is a dropdown menu for "Company" with the text "Select some options" and a "Location" input field.

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.



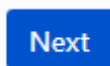
Or you can search for a course in the category field

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 center, with a red arrow pointing to it from the text above. A dropdown menu is open below the search bar, listing categories: Community, Contract Compliance, Dementia, Member Rights, and Prevention and Wellness. Below the search bar, there are three course cards. The first card is titled 'Relationships, Gifts, and Community' by Tracy Clements, with 116 Followers. The second card is titled 'Riding Life' by Tracy Clements, with 89 Followers. The third card is titled 'Start with why - How great leaders inspire action' by Tracy Clements, with 68 Followers. Each card has a play button icon in the bottom right corner.

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

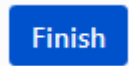


8. Most videos will automatically start playing, if they do not click within the video to start playback

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