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”

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

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 to ask to have it added
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.
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

   Finish

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