

Learning Management System Access for Non-WellSpan Employees Reference Sheet[©]



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Self Registration

1. From browser window (i.e. Internet Explorer) type **www.wellspan.org** in address bar
2. Click **Remote Access** on vertical toolbar
3. Click **Learning Management System button**
4. The LMS login page displays, click **Non-WellSpan Users button**
5. Click **New Registration button**
6. Click **View Codes button** to view affiliation codes
7. Select **code** best describing your WellSpan affiliation and write down the code letters because you will need to enter them later
8. Close **View Codes** list
9. Type **appropriate code letters** in Affiliation Code field
10. Click **OK**
11. Complete **required fields** indicated with red asterisk

NOTES:

- Some fields require you to click **search icon**  and make a selection
- If you make an incorrect selection in a search field, delete the selection by clicking the trash can  and making another selection

12. Click **Login**

13. You have successfully established an account on the WellSpan LMS

NOTES:

- Remember your username and password for future LMS access. This log in will not change unless you request it from the system. It can be recovered, if forgotten, by entering the same email address you entered when you registered. Passwords are case sensitive.
- From the Welcome page, you can complete an 8 minutes tutorial entitled "Managing My Education," found under the LMS Quick Tutorials heading. This tutorial will explain how to use the LMS to register for and launch training (if you have access to online classes).

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Search and Register for Training

Search Field


There are different ways to search for training; after you find the training, you can request the training. Search field is always available

1. Click **Search field** near upper right corner



2. Type ***what you are searching for***

TIP: Less is best. Don't try to type the complete title.

3. Press **Enter** or click ; courses list in Search Results area

4. Click **desired course title**

5. Click **Request This Training button** or **Request link** for instructor-led courses

Get Support

Please call the Help Desk at extension 5555, or if off-site, call 851-5555 or 1-800-682-9657