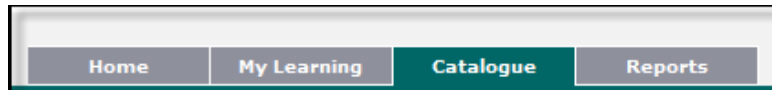


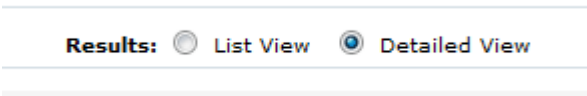
LMS User Help Documents

Registering for a Course

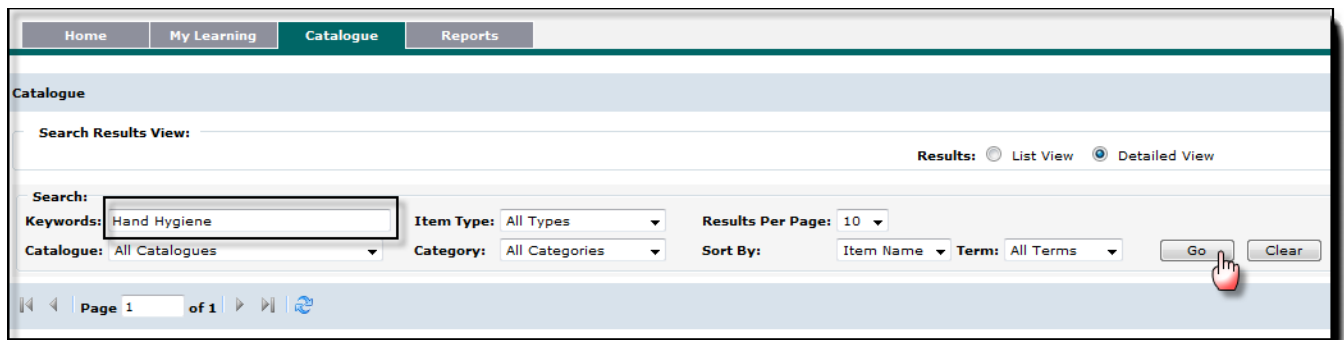
1. Log into the LMS Learning Studio here: <http://lms.cdha.nshealth.ca>
2. Select 'Catalogue' on the menu



3. Searching a learning item can be accomplished through a few ways
4. The entire list of courses can be viewed as 'List View' or 'Detailed View'

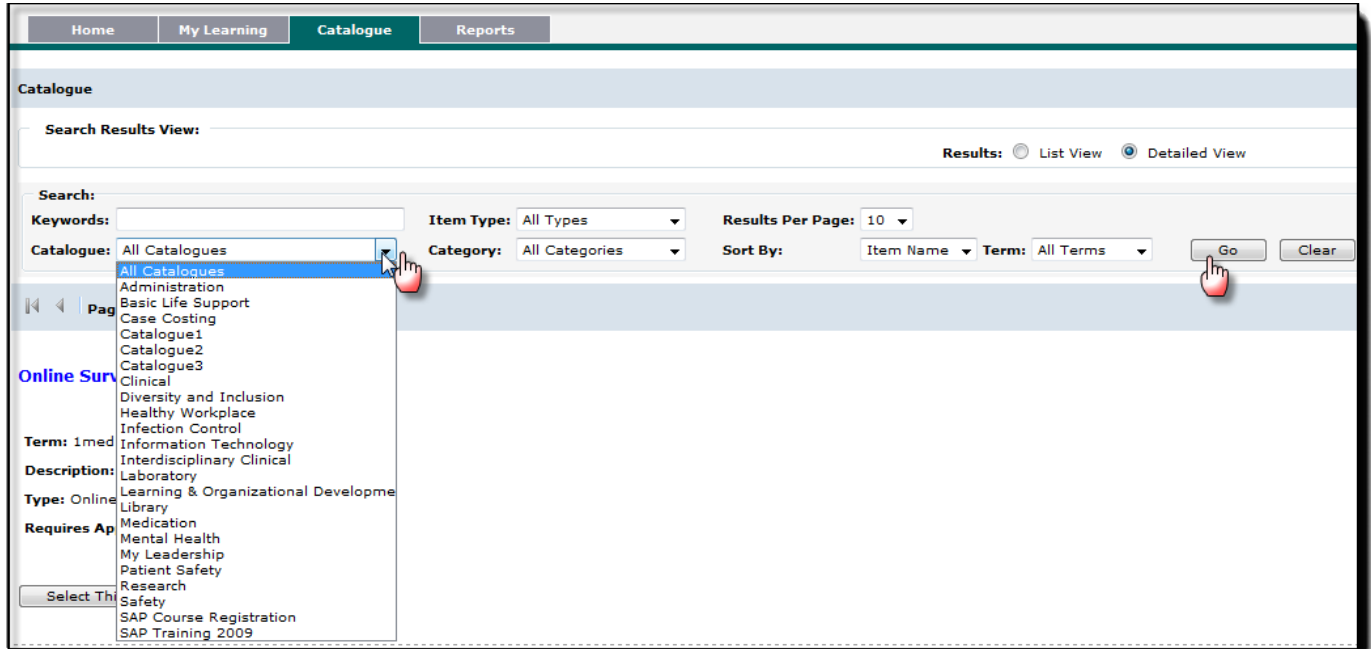


5. Search through the keyword search, using some or all of the course title.

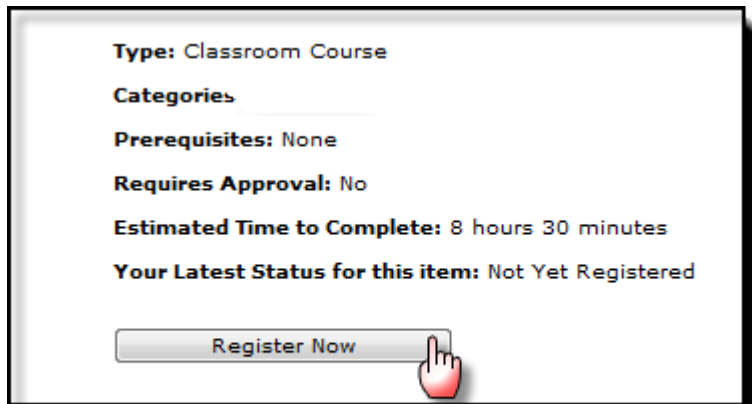


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6. Search the Catalogue. Locate appropriate catalogue and select 'Go'. All courses relating to catalogue will populate in list

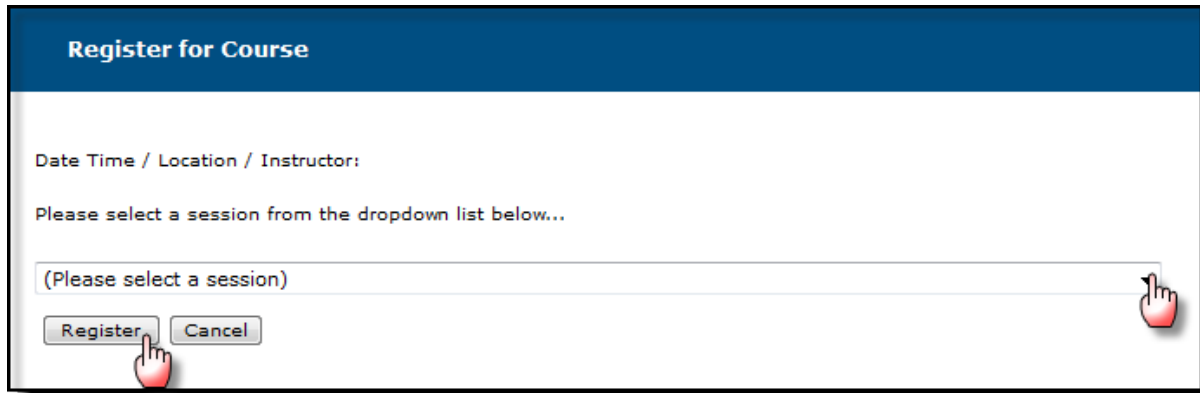


7. Once the desired course item is located, click the 'Register Now'



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8. In the new window locate the desired session and click 'Register'



The screenshot shows a dialog box titled "Register for Course" with a dark blue header. Below the header, the text "Date Time / Location / Instructor:" is displayed. Underneath, it says "Please select a session from the dropdown list below...". A dropdown menu is open, showing the text "(Please select a session)". Below the dropdown are two buttons: "Register" and "Cancel". A hand cursor is positioned over the "Register" button, and another hand cursor is positioned over the dropdown menu.

9. To see the course that was registered for, select the 'My Learning' tab. The course will be highlighted in yellow.