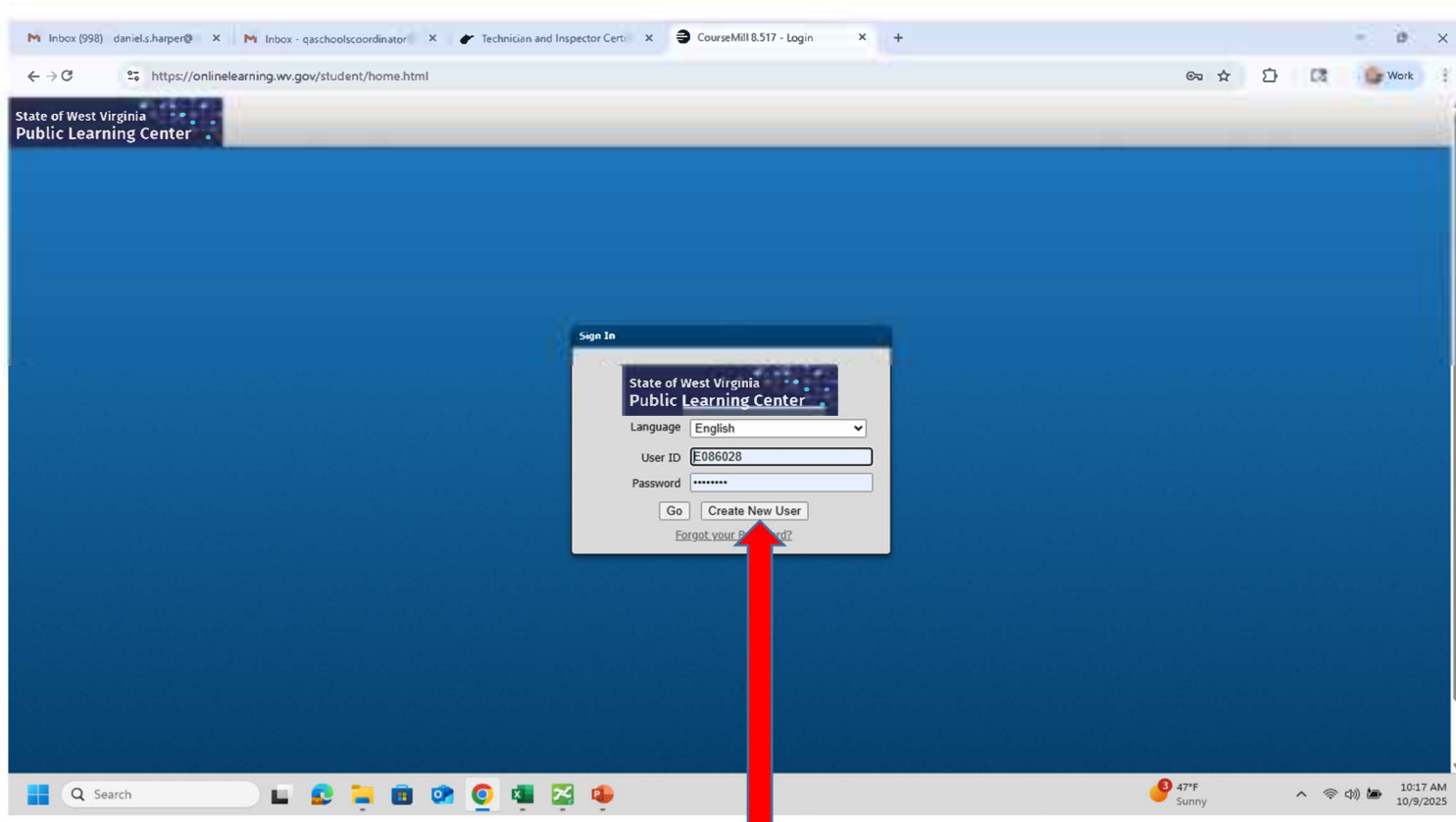


How to set up an online account in Coursemill 7.1.

The next few slides will show you how to create an online learning account.

After you read these instructions, please go to the following address to create your online learning account.

[**https://onlinelearning.wv.gov/student**](https://onlinelearning.wv.gov/student)



First Time Users Must Setup An Account

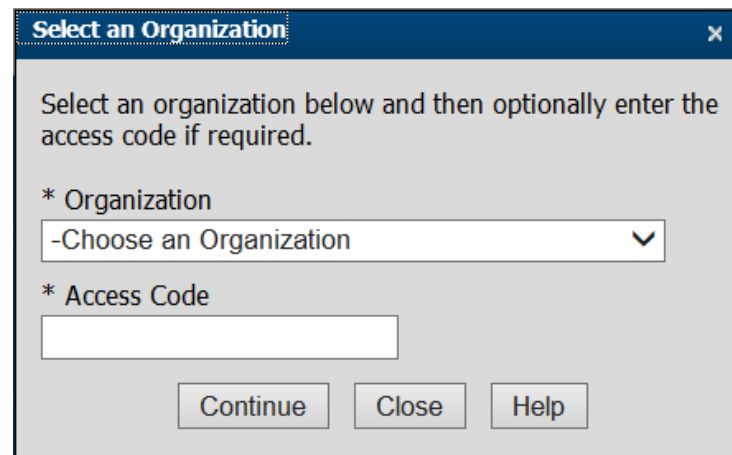
Click on Create New User –
DO NOT put in an ID or password

The next Dialog box will ask you to select the agency you are affiliated with. Open the drop down arrow to select your agency affiliation.

Select TRAN – Highways M&S

Enter access code 9883.

Click the **Continue** button.



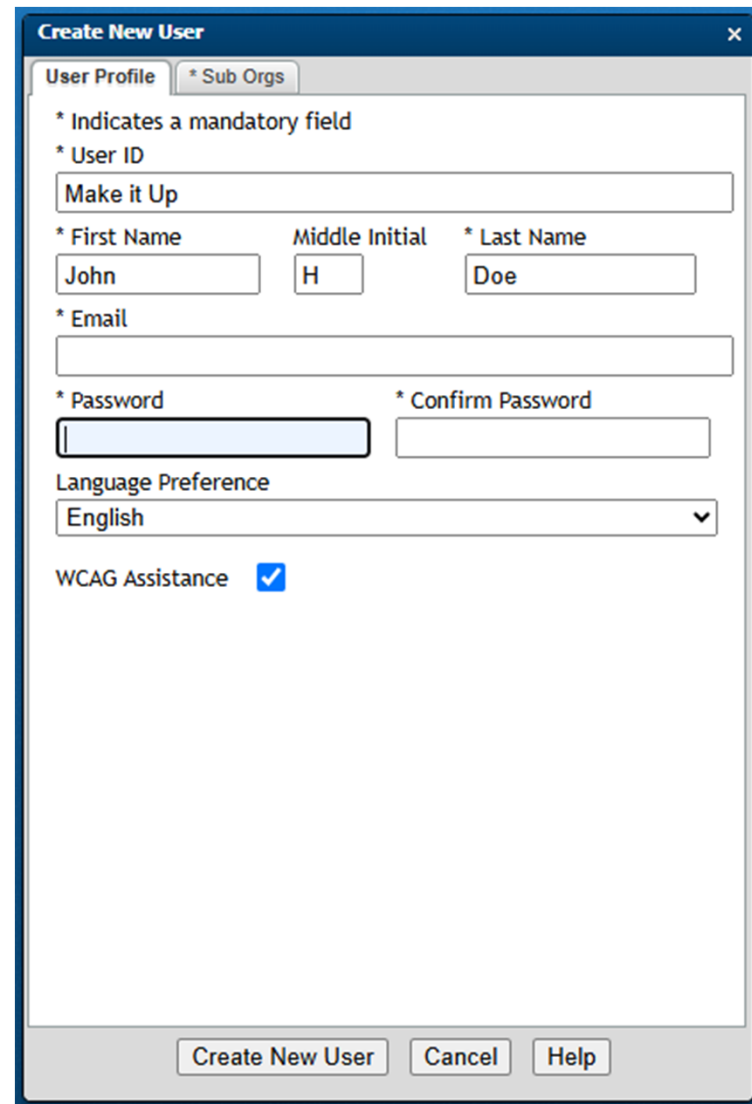
The screenshot shows a dialog box titled "Select an Organization" with a close button (X) in the top right corner. The dialog contains the following elements:

- Instructional text: "Select an organization below and then optionally enter the access code if required."
- A required field labeled "* Organization" with a dropdown menu currently showing "-Choose an Organization" and a downward arrow.
- A required field labeled "* Access Code" with an empty text input box.
- Three buttons at the bottom: "Continue", "Close", and "Help".

The **(Create New User) User Profile** box appears. You may use any **USER ID** and **PASSWORD** that you choose. (Passwords must be a minimum of 8 characters, do not use Spaces)

Put this information in a safe place. You will use it each time you log into the system.

It is essential that you put in a valid email address.



The image shows a 'Create New User' dialog box with a blue title bar and a close button (X) in the top right corner. It contains two tabs: 'User Profile' (selected) and '* Sub Orgs'. A legend indicates that an asterisk (*) denotes a mandatory field. The form includes the following fields: 'User ID' with the text 'Make it Up'; 'First Name' with 'John', 'Middle Initial' with 'H', and 'Last Name' with 'Doe'; an empty 'Email' field; 'Password' and 'Confirm Password' fields (both empty); a 'Language Preference' dropdown menu set to 'English'; and a 'WCAG Assistance' checkbox which is checked. At the bottom, there are three buttons: 'Create New User', 'Cancel', and 'Help'.

Create New User

User Profile * Sub Orgs

* Indicates a mandatory field

* User ID
Make it Up

* First Name Middle Initial * Last Name
John H Doe

* Email

* Password * Confirm Password

Language Preference
English

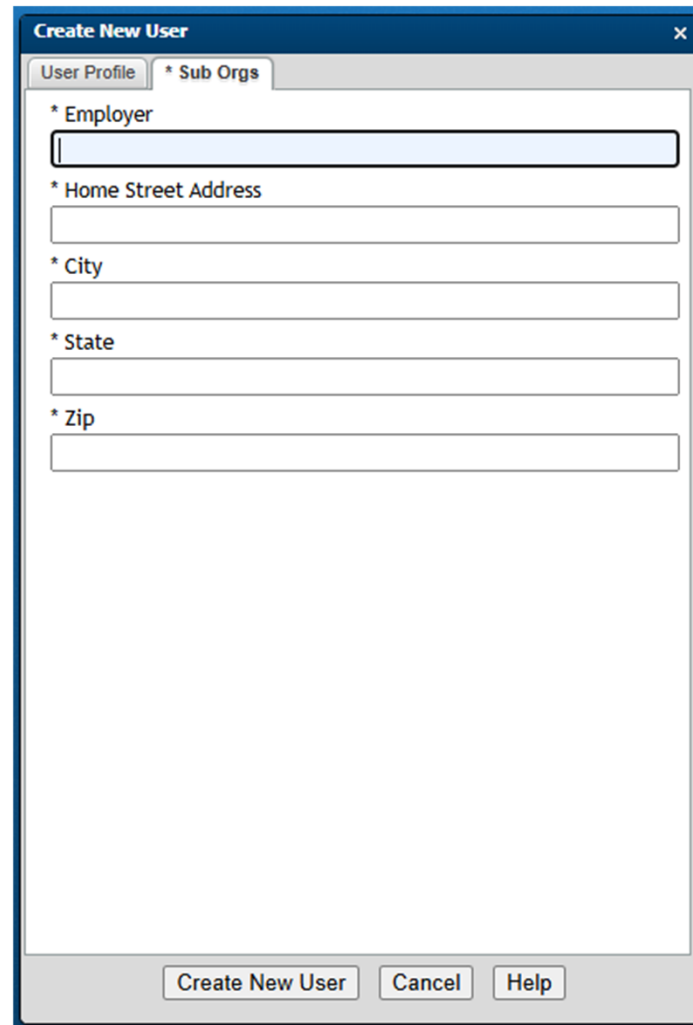
WCAG Assistance ☒

Create New User Cancel Help

**In the Sub Orgs Tab Enter
your employer name.**

This is a mandatory field.

**Click the Create New User
Button.**



The image shows a 'Create New User' dialog box with a dark blue title bar and a close button (X) in the top right corner. Below the title bar are two tabs: 'User Profile' and '* Sub Orgs'. The '* Sub Orgs' tab is selected and contains five text input fields, each preceded by an asterisk indicating it is mandatory. The fields are labeled: '* Employer', '* Home Street Address', '* City', '* State', and '* Zip'. The '* Employer' field is currently active, showing a light blue selection bar. At the bottom of the dialog box, there are three buttons: 'Create New User', 'Cancel', and 'Help'.

Create New User

User Profile * Sub Orgs

* Employer

* Home Street Address

* City

* State

* Zip

Create New User Cancel Help

A terms of agreement window will display. Click that you accept the terms of using the LMS. (Learning Management System)

You are now registered in the LMS and will be allowed to take test online as well as maintain your certification account.

After completing the registration log out of the system.

Email address is important

Your completed course certificates will be sent to the email address you enter into your profile page.



**If you can't remember your user ID
or password email gaschoolscoordinator@wv.gov to have it
reset, or call 304-414-6624 (O) 681-317-2925 (C).
DO NOT CREATE ANOTHER ACCOUNT!**