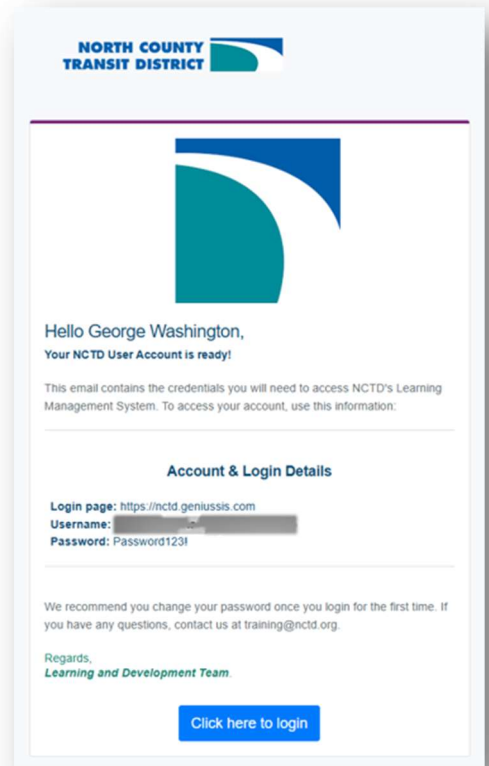


ACCESS Learning Management System

Computer-Based Trainings

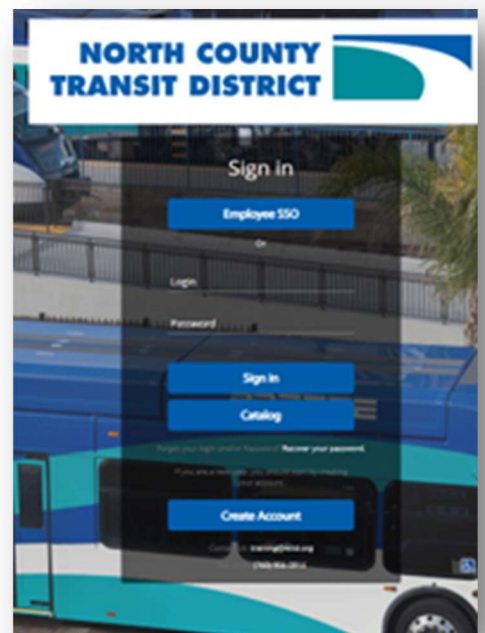
Step 1 – Access Learning Management System

1. Locate your **GENSIS SIS – Account Creation Notification**.
2. Identify your **Username and Password** (you will need this to authenticate yourself)
3. Click: **Click here to login** button



Step 2 – Log in using Single Sign-on Access (SSO)

1. Click: **Employee SSO button**
2. You will be directed to Sign-in to authenticate yourself.
 - a. Enter your Username (ex.gwashington@nctd.gov)
 - b. Enter your Password: (ex. Password123!)



ACCESS Learning Management System

Computer-Based Trainings

Step 3 – You will be directed to your **Dashboard**.

1. In the **ACTIVE COURSE** section, locate the course you need to complete and
2. Click on the link.

Step 4 – In the **Course Content** section,

1. Click the dropdown arrow to expand the section.
2. **Click: On the Getting Started link**

Step 5 – To begin your course, **Click: Course Description (if available)**

1. You will be directed to the **Getting Started Page** – Review additional information, instructions, or watch video before proceeding to next page.
2. In the top right corner, click: **Next** to advance to the next page.
 - a. Review any instructions and follow all directions.
3. Click: Next to advance to next page; (if necessary)

Step 6 – **Attestation**

1. To successfully complete the course, you must affirm by checking **‘Yes’** or **‘No’**
2. Click: **Submit**
3. Click: **Submit** again
4. Click: **Close**
5. Click: The purple **‘X’** to exit the **Attestation** section

Step 7 – **Confirm all sections are completed for the course.**

1. From the **Course Content** section
2. Click the dropdown arrow to expand the section.
3. You should see green checkmarks in front of all sections that you are required to complete.
4. Click: The purple **‘X’** to exit the **Course Content** section
5. Click: Next course from the **Activity** page
6. Repeat: Steps 4 – 7 until all courses have been completed.

