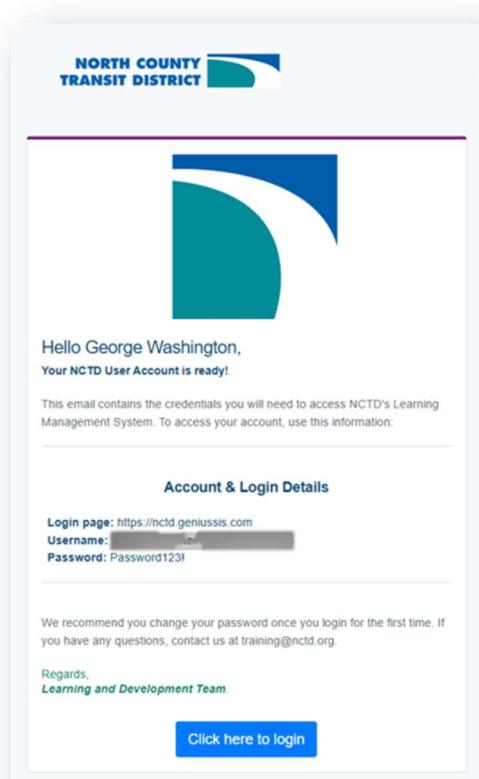


# *ACCESS Learning Management System*

## *Computer-Based Trainings*

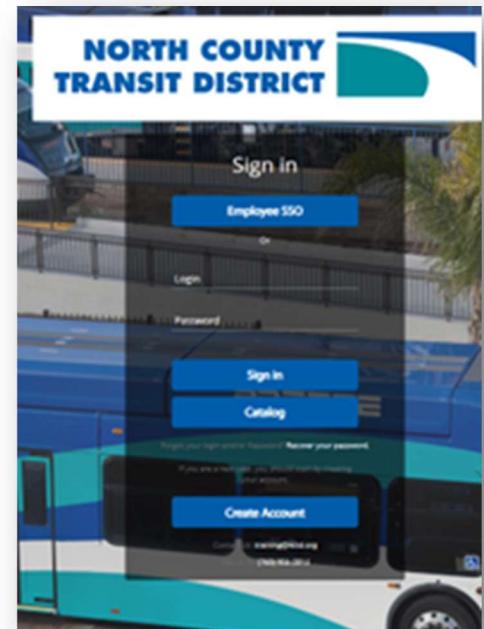
### **Step 1 – Access Learning Management System**

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.gwashingt@nctd.gov](mailto:ex.gwashingt@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.

