

HOW DO I TAKE THE LMS PURCHASING TRAINING?

Once you have your log-in information, follow these instructions to take the courses:

1. **Logging on:** Go to the LMS Website: <http://lms.des.wa.gov> The log-in screen will appear. Key in your username and temporary password and click the box marked **'Enter'**. (*Your username is your email address, without the word 'email'. i.e. john.smith@edcc.edu*) After you log in, if you get a message that says, "Do you want to remember this password", say YES. Then you will be asked to create a new password. Say, yes again to 'remember this password'!
2. **Accessing our Courses:** Once you have changed your password and are logged in, a box will pop up that says "To access the courses, click on "My Courses". Please ignore this box, close it. Once that is closed you will see 12 colored boxes, click **once** on the purple box that says: **Course Catalog**.

This will pull up a list of courses. Those are NOT our courses. To get to OUR courses you need to key into the "Search for" box, one of the following titles, that you see below, that I have bolded, depending on which course you want to take:

If you want to take → [Executive Management Course](#), or [State Purchasing and Procurement 101](#), or [Purchasing and Procurement Ethics](#), type in **WA-State Purchasing and Pro**, then click **the little magnifying glass icon**.

If you want to take → [Contracts 101](#), type in **WA-State Contract Management** Click the icon

If you want to take → [Small Purchases](#) , type **WA-State Small Purchases** Click the icon.

3. **Taking a Course:** Once you see the course you want (it will be listed below in blue) Click on the box to the right of the course, called "Featured Course". Then click the box titled "Enroll". If there is no Enroll button, don't worry, just continue to the "Launch" key and this will start the course. It is video and audio, so turn your speakers on.

4. **There are Five Courses:** **Purchasing 101** and **Contracts 101** courses have 4 modules. Take them in order and take the assessment after each module; each takes about 4 hours to complete. The other courses, **Executive Management**, **Small Purchases** and **Ethics** are one course each and take about an hour each to complete

5. **Print Certificate:** Once you have completed a course, it should take you to another screen that says, "Congratulations on completing your course" and it will show the course you have just taken. On the right you will see a box that says 'Print Certificate'. Click that to print the certificate.
Note: Sorry, not all the courses have a certificate, and you do not need a certificate to get credit for the course, I receive a report on what everyone has taken.

6. **Survey:** After you close the certificate screen you will still be on the "congratulations" screen. Scroll down to just below the course name and you will see a link to a survey. You may take the survey if you want; however, it is not required.

If you would like to take another course, just click 'Close Record' and you will go back to the page that lists all the courses, and you can choose another course. If you are done for the day, exit out of the program.

You do not have to complete a course in one session. If you need to exit, just close and when you are ready to continue, just log back in and go to that course. It will ask you "Would you like to resume where you left off? Click "yes" and the course will begin from where you left off.

Questions? Call Nettie at x 1427 or email: annette.rothstein@edcc.edu