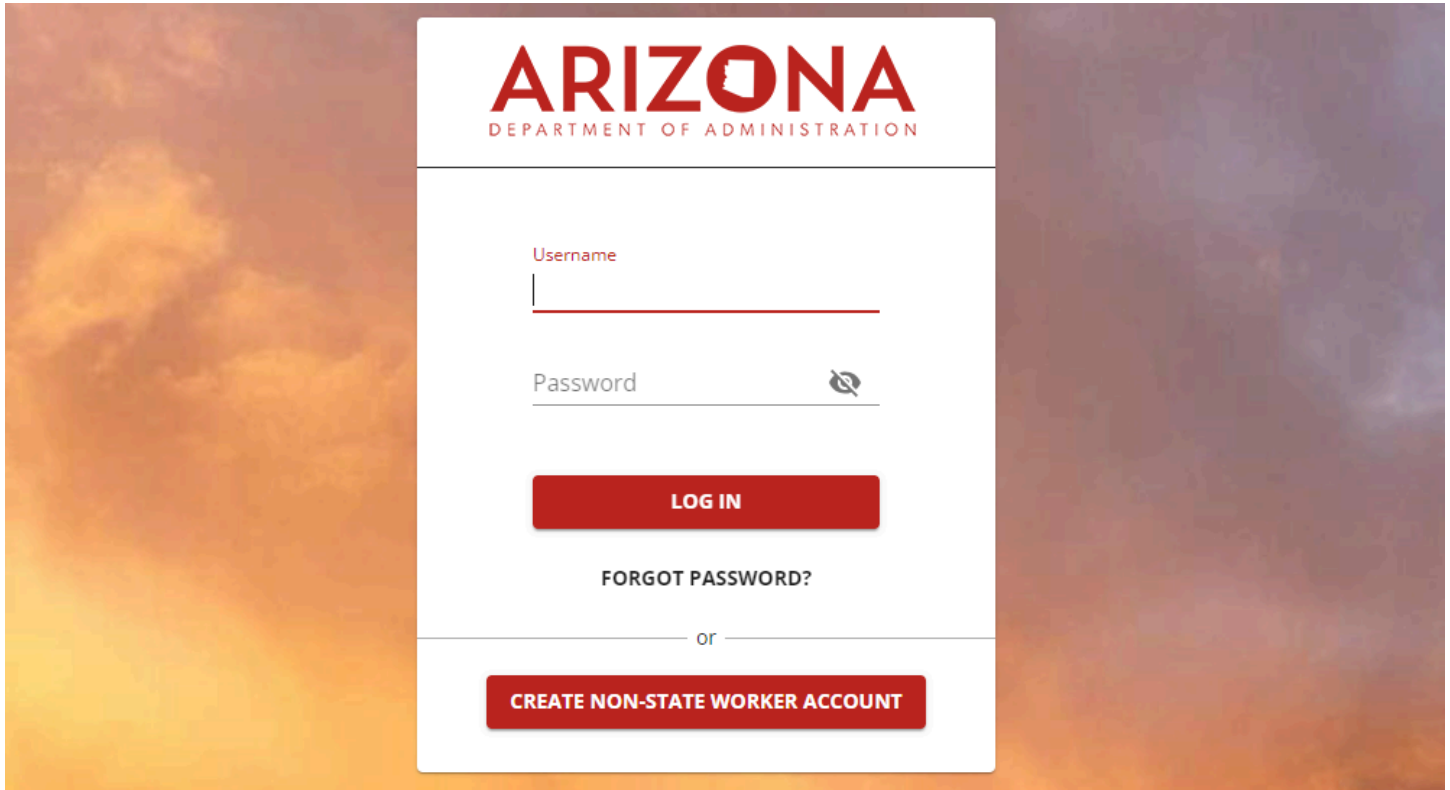


**State of Arizona Learning Management System
Student Instructions for Accessing Courses**

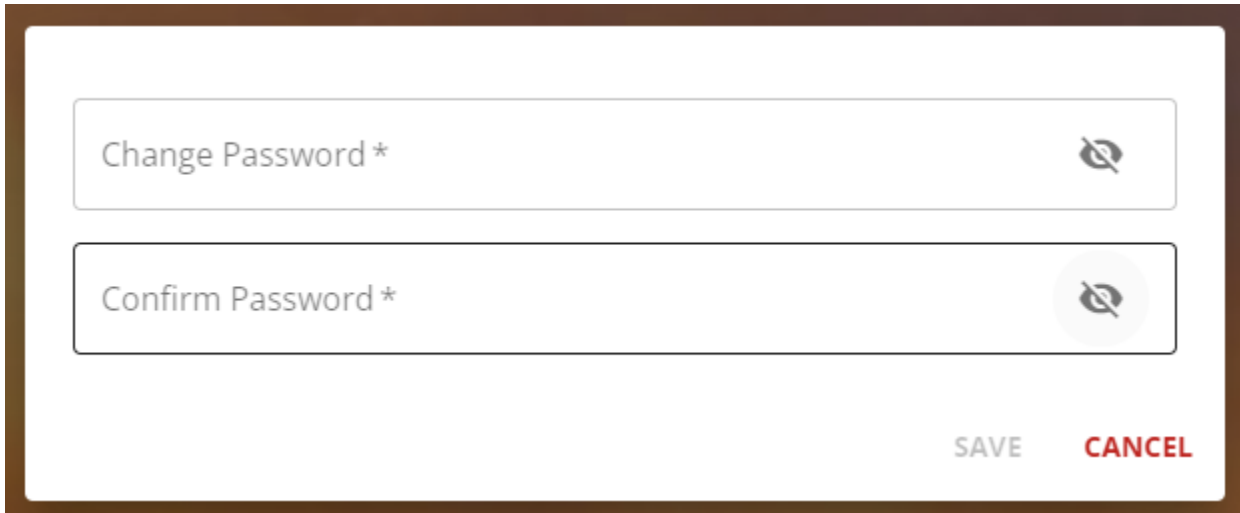
1 Log into the system

Enter your Employee Identification Number (EIN) into the username field, and the password NewUser1 into the password field if this is your first time signing in. (No spaces in the password and both the N and U should be capitalized.) Click “Forgot Password?” to enter your company issued email address if a password reset is required.



2 Change your password

If you need to update your password once logged in, select your name from the top right menu, then select profile. Select the edit pencil to the right of your password under account details. Type your new password in the Change Password field, and re-enter your new password in the Confirm Password field. Note that passwords are required to be at least eight characters long with at least one number and one uppercase letter. Once both password fields have been filled, select the “Update” button.



The screenshot shows a user interface for changing a password. It features two text input fields. The first field is labeled "Change Password *" and the second is labeled "Confirm Password *". Both fields have a small circular icon with a slash through it on the right side, indicating a password toggle. Below the input fields, there are two buttons: "SAVE" in a light gray font and "CANCEL" in a red font.

3 Navigate to the content page

Select the “Assigned Content” button in the main body of the page, or the “Library” tab at the top to navigate to the content page.

**State of Arizona Learning Management System
Student Instructions for Accessing Courses**

4 Find desired content

Content items will appear on the screen as a scrollable list, with search and filter tools on the top. The search tool requires specific keywords to find relevant content, so ensure you are using appropriate courseIDs or identifiers when searching. If a content item has already been assigned to you, there will be a “Launch this content” button; which will launch the content in a new window. Ensure popup blockers are disabled for the LMS to ensure the new window loads properly. If the content item has not been assigned, there will be an “Assign and Launch” button which will simultaneously assign the content to you, as well as launch the content in a new window.

