Employee Documentation

LMS site = http://lms1.stclaircollege.ca

Section I - Create a new account (if you haven’t created one already):

1. Fill in your specific details > [Create my new account]

FYI - Note the INSTRUCTIONS link

The username can only contain alphanumeric lowercase characters, underscore (_), hyphen (-), period (.) or at symbol (@)

FYI – ‘Unmask’ will let you see your password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)
Check your email for the account creation/confirmation and login to the site.

Enter your username and password, then ‘click’ the [Login] button

*NOTE*: On first login, navigate to Settings > My profile settings > and ‘click’ Edit profile (located on the bottom left hand side):

Scroll down to the ‘Required.’ data area.

- **USE ONLY** numbers
  - No letter E required.
  - If you are a college employee, enter your seven digit employee ID number (if known)
  - **OR**
  - If you are a contractor, please enter contractor in the ‘Employee ID number’ field
  - **OR**
  - If you are a volunteer, please enter volunteer in the ‘Employee ID number’ field

Enter your college assigned Employee ID Number (if known) and click [Update profile] to save.
Section II - Enroll in Course:

*Note:* Enroll in all your required courses initially. Select a course and click > [Enroll Me]

Confirm enrollment by checking your email.
Section III – Take a Course:

3.1 – Complete course materials

Proceed with the assigned modules and then complete the required test.

3.2 – Take the Test/Quiz

Attempt the test/quiz.

When complete, you will be presented with the ‘Summary of attempt’

On completion of the test either ‘Return to attempt’ or ‘Submit all and finish’
Note the ‘Confirmation’ warning popup before submission.

If you are prepared to submit test, ‘click’ ‘Submit all and finish’.
Section IV - Forgotten your username or password?

When you click the ‘Forgotten your username or password?’ link it will take you to a search page. You can search either by ‘username’ or ‘email address’.

If you supplied a correct username or email address, check your email for the password reset instructions.

You will receive an email ‘St. Clair College Staff Learning Management System: Change password confirmation’. Click the link and a second email ‘St. Clair College Staff Learning Management System: Changed password’ will issue the new temporary password for you to log on.

* You should change the password at this time.
Go to Settings > My profile settings > Change password