

Quick Reference Guide for the Learning Management System (LMS)



Accessing the LMS

- To access the LMS, click on the Learning & Development Icon (red-roofed schoolhouse) on your desktop or enter <https://milwaukeelearning.csod.com>
- Have your clock number and LMS password handy. For assistance logging on, contact your [LMS Department Administrator](#) or email a password request/change to hrlmssupport@milwaukeecountywi.gov

Viewing Assigned Courses

- On the LMS Welcome page - click **“My Transcript”** or **“My Assigned Training”** button
- Your **“active”** training will appear on the screen. This is training that has been assigned to you to complete

Completing a Course in the LMS

- Follow the buttons to **“Launch”** and **“Open Curriculum”**, and complete the on-line course(s)
- Be sure to select **“Complete”** and **“Acknowledge”** to ensure the LMS recognizes your having completed 100% of the training

Searching for Additional Courses

- If you want to register for additional training, you can select **“Learning”** and **“Browse for Training”** buttons from the home page
- You can search for training by title or review the **“Events Calendar”** button for scheduled upcoming courses
- Click the **“Request”** button to obtain your manager’s approval
- Once approved, you can click the **“Register”** button to complete the course (online or instructor-led as indicated in the LMS)