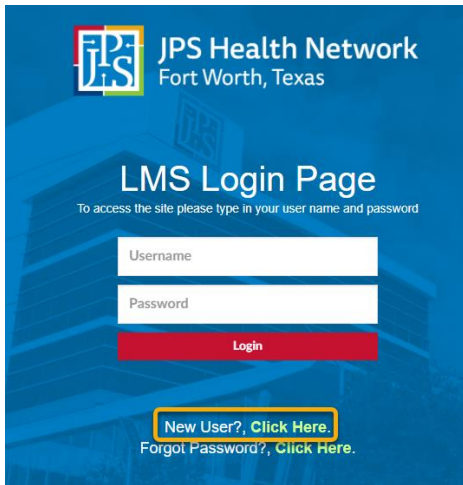


Completing Contractor Orientation

Registering for JPS Learn

1. Use the following link to access JPS Learn
<https://lsglm700.learnssoft.com/LSGLM/Login/JPSLOGIN.ASPX?ecart=1>
2. Click on the **New User Link**



3. Enter all of the required information, and select **Facility Contractor** as a User Type. Once you have entered all of the information click the **Save** button. You will receive a confirmation email confirming your registration.

New User Save

User Registration

First Name:* Test	Last Name:* Tester	E-Mail Address:* test@test.com	Cell Phone Number:* (123) 123-1234
User Type:* Facility Contractor			
User Name:* test@test.com	New Password:* ••••	Confirm Password:* ••••	Save

Your email will become your Username*

Enrolling in the Contractor Orientation Course in JPS Learn

1. Once you have completed registration you will need to log in using you username (email address) and new password.

2. Click on the **Search** tab

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3. In the Search box type **“Contractor Orientation”** and press **Enter** or click the **Search** button.

contractor orientation Search

Contractor Orientation - Facilities Catalog

Learning Object Type

- All
- Classroom
- Online
- Certification

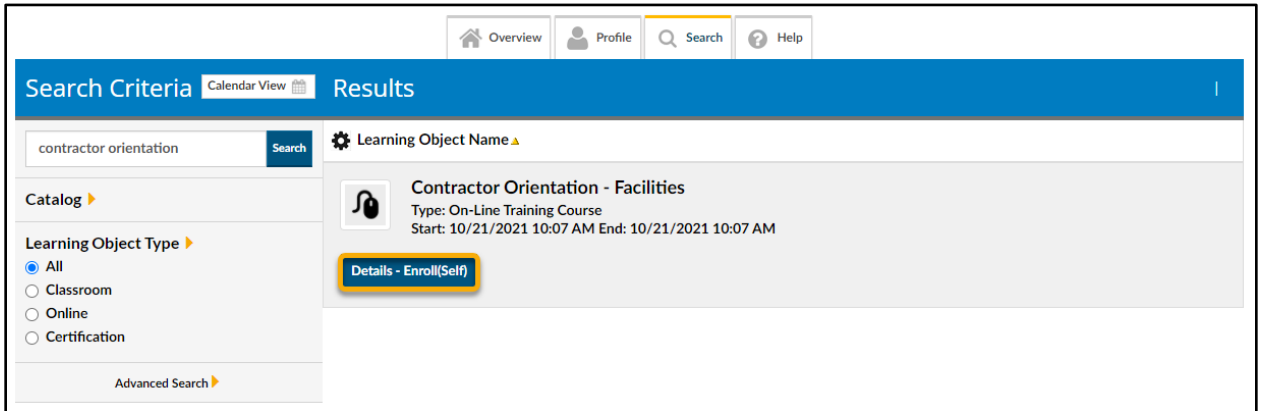
Advanced Search

Learning Object Name

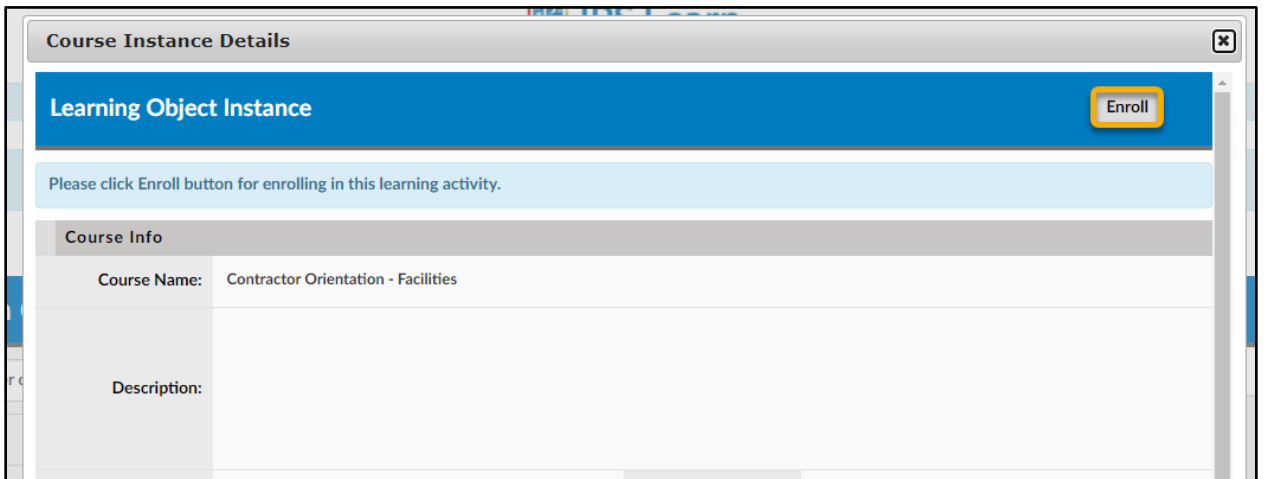
2020 Abuse and Neglect
Type: On-Line Training Course
Start: 10/21/2021 10:06 AM End: 10/21/2021 10:06 AM
Details - Enroll(Self)

2020 ADA Training
Type: On-Line Training Course
Start: 10/21/2021 10:06 AM End: 10/21/2021 10:06 AM
Details - Enroll(Self)

4. Locate the Contractor Orientation – Facilities courses and click on the **Details – Enroll(Self)** button.



5. Click the Enroll button in the top right corner to complete enrollment.



Completing the Contractor Orientation Course in JPS Learn

1. Once enrolled click on the Overview tab to navigate back to your homepage.

The screenshot shows the search results page in JPS Learn. The 'Overview' tab is highlighted in the top navigation bar. The search criteria are 'contractor orientation'. The results show a course titled 'Contractor Orientation - Facilities' with the type 'On-Line Training Course' and start/end dates of 10/21/2021 10:07 AM. A 'Details - Enroll(Self)' button is visible next to the course listing.

2. Click on the **Launch** icon next to the course.

The screenshot shows the user dashboard in JPS Learn. The 'Overview' tab is highlighted. The dashboard displays various statistics: 1 Past Due, 0 Upcoming Courses, 0 Course(s) in Progress, 0 Certifications, 0 Completed Courses, 0 Incomplete Evaluations, 0 Hours in Training, 0 Total Credits, and 0 Printable Certificates. A calendar for July 2021 is shown on the right. The 'My Task' section displays the course 'Contractor Orientation - Facilities' with a 'Launch' button highlighted in a yellow box.

3. Review the material and navigate through the entire course, complete the questionnaire, and click on the Exit button at the end to receive credit for the course.

The screenshot shows two side-by-side screens. The left screen is titled 'Contractor Questionnaire' and contains the text 'Please Complete the following questionnaire:' and a 'Contractor Questionnaire' button highlighted in a yellow box. The right screen is titled 'Training Complete' and contains the text 'Thank you for completing your Contractor Training. Click on the button below to exit this training.' and an 'Exit' button highlighted in a yellow box.