



LMS SELF-REGISTRATION GUIDE

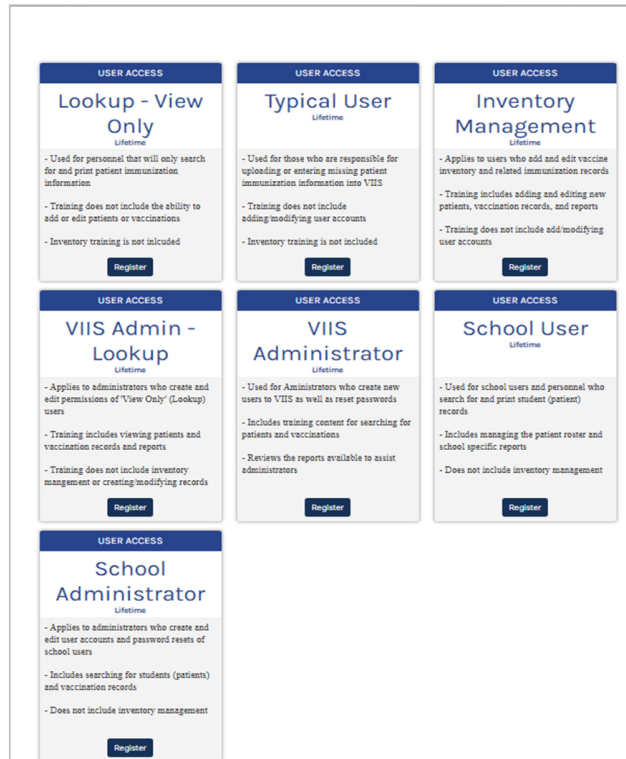
This guide provides step-by-step instructions for creating a new account in the VIIS Learning Management System (LMS). Self-registering allows you to access training modules assigned to your specific role. The process takes just a few minutes and requires only basic information such as your name, email address, and a secure password. Be sure to select the correct role during registration as this determines the training content available to you.

- Use the following link to access the Virginia Learning Management System (LMS) website: <https://virginialms.stchealth.us>
- Click on **'Register Here'** in the top right corner.



Choose Your Role:

- Review each role description carefully.
- Click **'Register'** on the appropriate user role tile to register for that training.





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- On the next screen, you will be required to enter your name, email address, a username, and your personal password.

Note: Do not use a group or shared email address (e.g., helpdesk@gethelp.com), as each user must have a unique login tied to their individual account for proper tracking and access. Your password must include at least 8 characters, upper- and lower-case letters, a number, and a special character.

- Click **'Register'**.

User Access

Account Information

First Name *

Last Name *

Email *

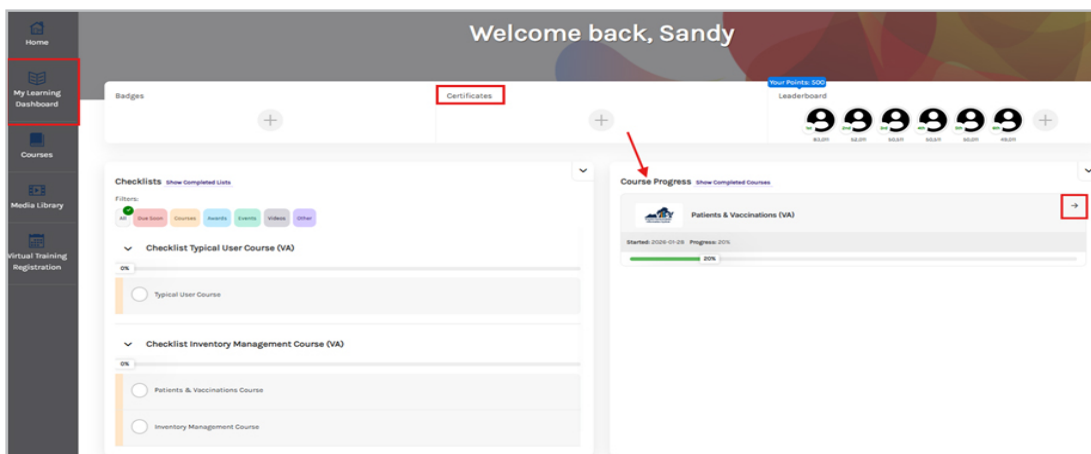
Username *

Password *

Confirm Password *

Register

- After you receive the registration confirmation, click on **'My Learning Dashboard'** located on the left-hand navigation panel. This is where you can access your courses.
- On the right side of the screen under **'Course Progress'** click on the arrow next to your training module to begin your training.



- When your training module has been completed, a certificate will be generated on your dashboard, and a green check mark will appear next to your course name.