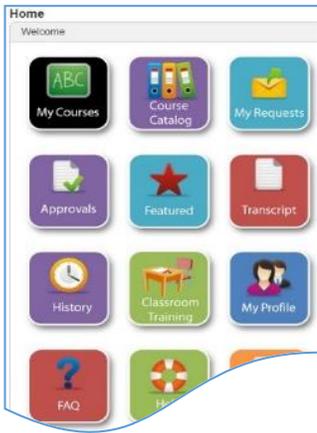


Contracts & Procurement Training LMS Tips For Learners

Learn more about the LMS icons on the LMS Home page.



Log into the LMS. Your LMS account is already created.

If you are logging in for the first time:

➤ Username:

- **State Employees:** Your eight digit personnel number (including leading zeros), and follow your agency process.
- **Higher Education:** Enter your email address.

➤ Password:

- **State Employees:** *Training#1* is your initial password.
- **University of WA:** *Husky#1* is your initial password.

- **IMPORTANT!! Using Internet Explorer?** Do not use the **Back** and **Forward** arrows in IE to navigate through LMS screens. Use the buttons and links *native to the LMS* to navigate between screens within the LMS.
- The LMS does not support Apple products, tablets, or cell phones.

Find Courses & Launch Modules

1. Log into the [LMS](#).
2. Your LMS account is already created. If you are logging in for the first time:
 - a. Use your email address as your user name.
 - b. Use Training#1 as your initial password.
 - c. University of Washington use Husky#1 as your initial password.
3. Click on the Course Catalog Button.
4. Find the Course you Need - There are two options that we recommend for searching for the courses you need:
 - a. *Option #1:* Copy and paste the name of the course you need into the search bar. For these training tracks you can scroll through all of the courses by copying and pasting this into the search bar: WA-State Contract Management.
 - b. *Option #2:* Click on the **Categories** tab. Check the **Contract and Procurement box** and scroll down to click **GO**. Scroll down to find the module you need.
5. Click on the module you need to take.
6. Click the **Enroll**; Popup Blocked may appear. Click **Launch Course**.

Difficulty with Course Launch

- “Course does not launch when I click the **My Courses** tab.”
- “I click on the course link and I receive a blank window.”
- “The course window opens after I click the course link, but the course content does not load.”

If you need assistance, ask your IT Specialist or refer to the **LMS Troubleshooting Tips for IT Specialists** under on the Contracts and Procurement Training and Development webpage under LMS Tips.

My Course is Freezing Troubleshooting

Option One of Two

Log into the LMS using a different browser. We recommend using Google Chrome or FireFox, if you have already tried Internet Explorer or Edge.

Option Two of Two

1. Clear your internet cookies and cache. Ask your IT Specialist *or* follow the instructions below:

For Internet Explorer:

Clear Cache

- a) Navigate to Tools > Internet options
- b) **General** tab > **Browsing history** section > select the **Delete...** button.
- c) Select the first four checkboxes.
- d) Select **Delete**.
- e) Select **Apply** then **OK** at the bottom of the **Internet options** window.
- f) Close and reopen IE for these changes to take effect.

Clear Cookies

- a) Navigate to Tools > Internet options
- b) Select the **Security** tab
- c) Select the **Custom Level** button.
- d) In **Reset custom settings** section, select the drop-down arrow for **Reset to:** and choose the **Medium** setting.
- e) Select **Reset....**
- f) To confirm the change, click **Yes**.
- g) Select **OK**.
- h) Select **Apply** then **OK**.

My Course is Freezing Troubleshooting

If using a different browser other than Internet Explorer, find instructions on clearing Cache and Cookies here:

<http://www.wikihow.com/Clear-Your-Browser's-Cache>

2. Then close the browser window. Relaunch the browser and log back into the LMS.
3. If you are using a laptop and have recently placed it into the docking station, we recommend rebooting the computer.
4. Try taking the course again to see if the issues have been resolved.

****Note:** If you clear your cookies and cache, the course will start over from the beginning.

Printing a Certificate

Courses with certificates will have the option to print the certificate on the LMS page after you complete and exit the course.

If you forget to print the certificate right after you take the course, or you need another copy, follow the below steps.

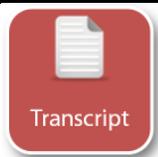


1. On the Home page, **click the History icon.**

All the courses you have completed will be removed from the "My Courses" icon and will be available here. Once a course has been completed, you may refer back to the content by clicking on the course name. Here is where you will find the option to print your Certificate of Completion.

2. Click on the View "Elective" Course History (self-enrolled) link.
3. Click the bullet next to the course and click on the Print Certificate button.

View My Learner Transcript



On the **Home** page, click the **Transcript** icon.

Contract and Procurement Training Course Titles

- WA-State 18-03-Worker's Rights
- WA-State Contract Management 101
- WA-State Contract Management 102
- WA-State Contract Management 201
- WA-State Contract Management 301
- WA-State Contract Management 401
- WA-State Executive Management Purchasing and Procurement
- WA-State Purchasing and Procurement Ethics
- WA-State Purchasing and Procurement 101
- WA-State Small Purchases
- WA-State PCBs and Procurement
- WA-State Master Contracts

To learn more about these courses go to [Contracts and Procurement Training and Development](#).