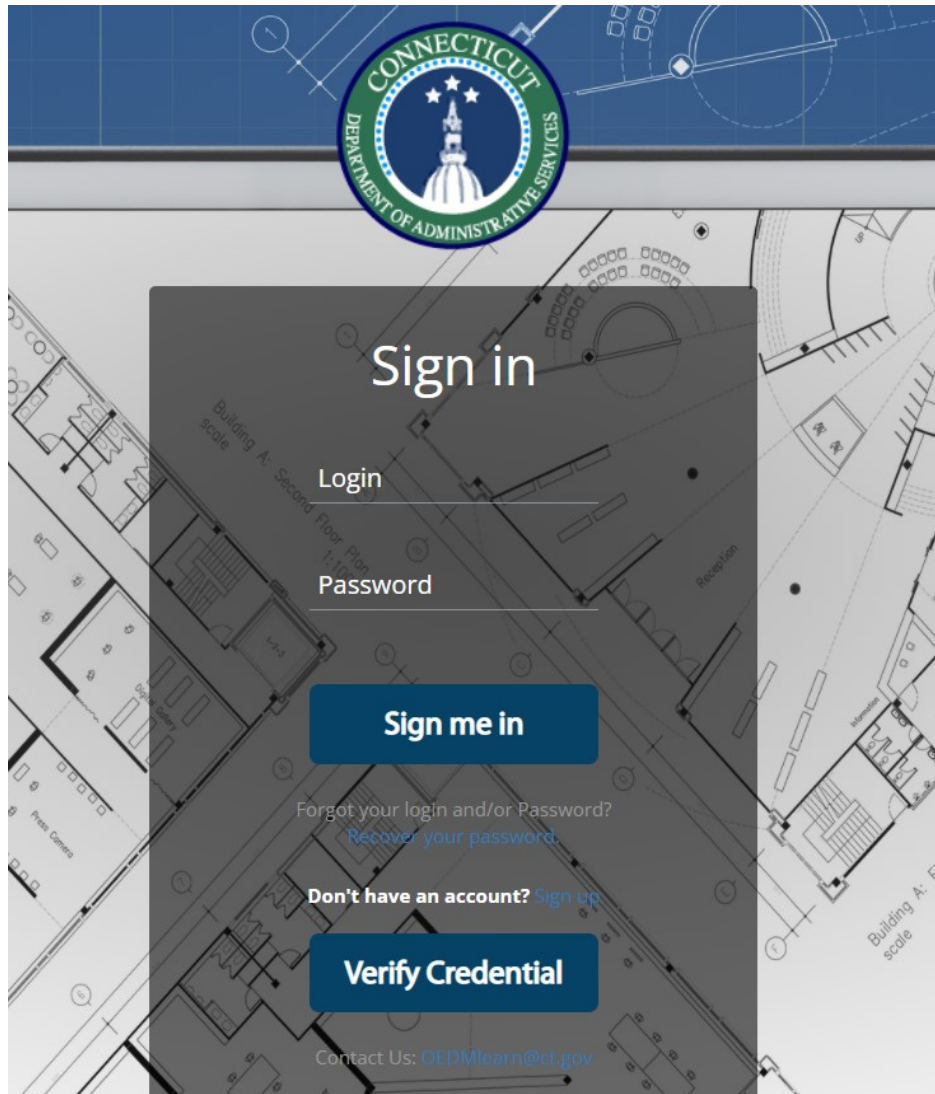## Set up Your Account

The first page you see when you go to OEDM's Learning Management System (LMS) page is the **Sign in** page.


Check your email for a message with login information. Your Login and password will have been emailed to you. (Check your spam folder.) This includes your user ID number and temporary password. The User ID (Login) replaces the old ID (Lastname+SSN) and will serve as a user name for logging into the system as well as for all CEU tracking. You cannot change your User ID number. You will be asked to change your password.

If you are an active user in our system, use the ID number that was emailed to you. Do not create a new account, because your credits will not be tied to the new account number.
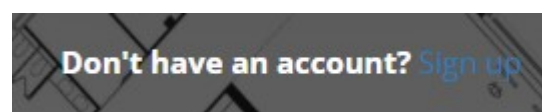
Set up Your Account

If you have forgotten either your Login or password, click on **Recover your password**. Reminder: Your password must have a capital letter, a number, and a special symbol.
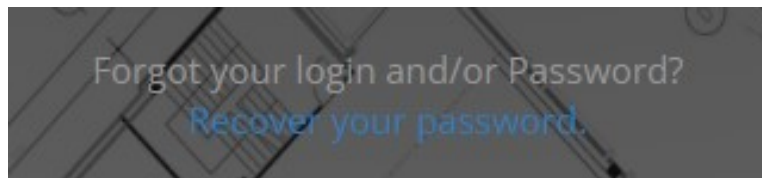
This will bring you to this page where you enter either your Login (User ID number) **or** your email address. (Please make sure your email address is up-to-date.)

If you do not have an account, **sign up** here.

Set up Your Account

This will bring you to a **registration** page.

Registration

New to the Learning Portal? Create your account below.

| First Name* | | Last Name* |
| Date of Birth* | | |

	Confirm password*

By clicking on register, you agree with our Usage Terms.

Register

Check your email for a message with login information. Your Login and password will have been emailed to you. (Check your spam folder.) This includes your user ID number and temporary password. The User ID (Login) replaces the old ID (Lastname+SSN) and will serve as a user name for logging into the system as well as for all CEU tracking. You cannot change your User ID number. You will be asked to change your password.

Register for Course

The **Register for Course** link is on the left side menu of your dashboard.
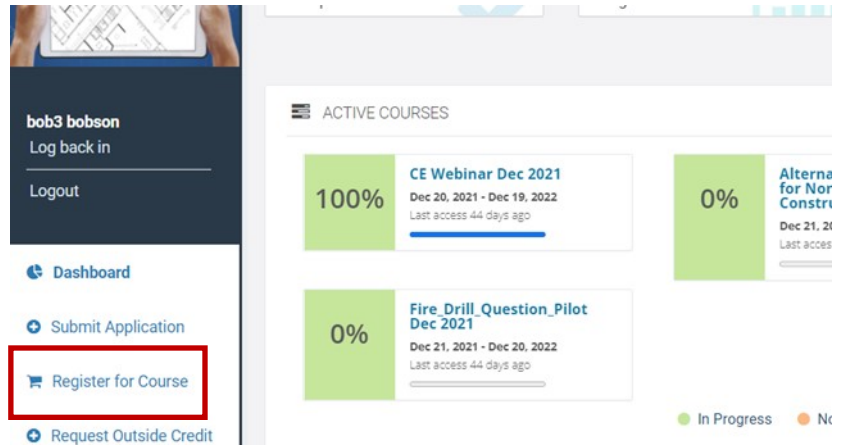
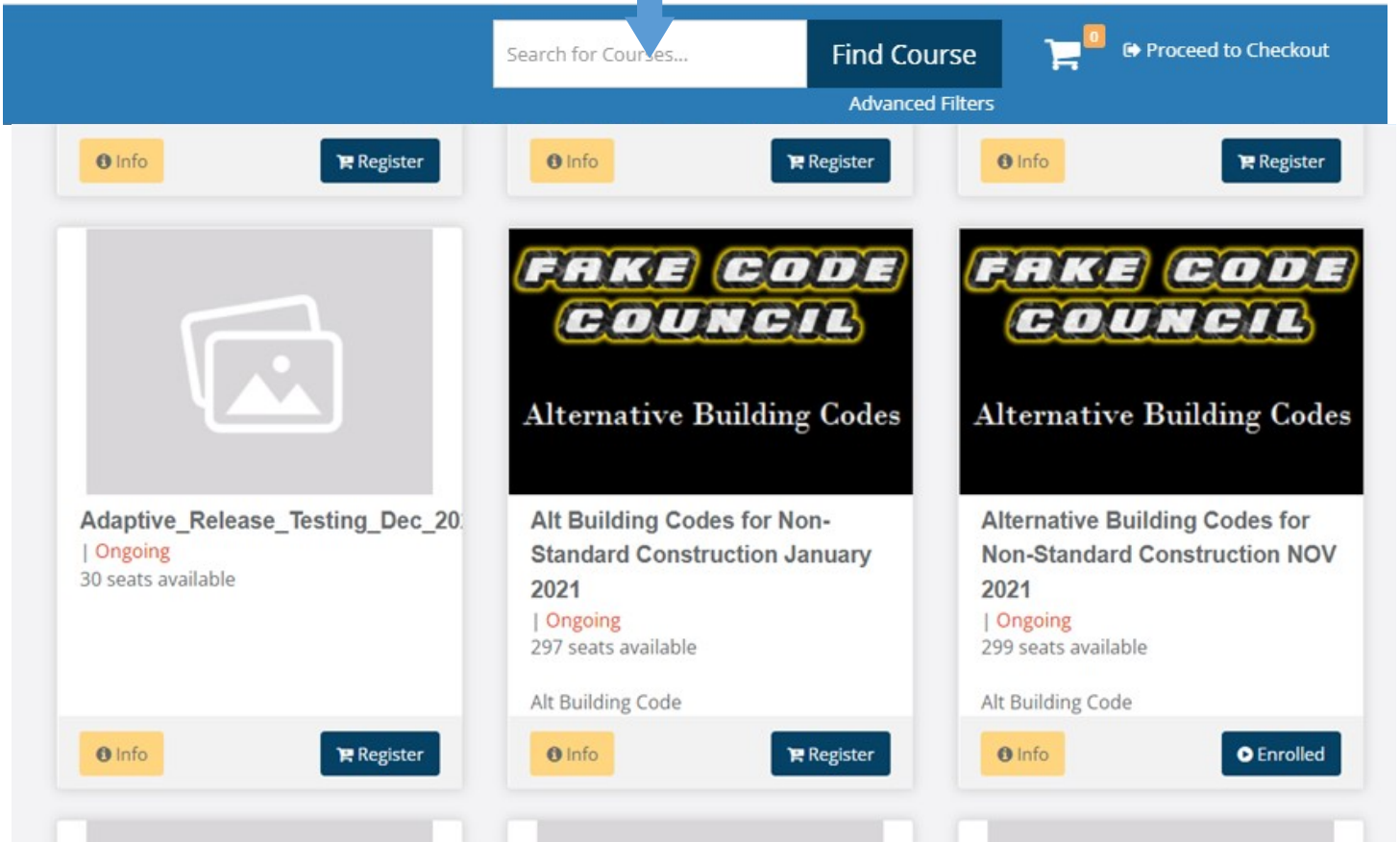This will take you to a list of all the courses being offered. Search for a specific course using the search function at the top of the page.
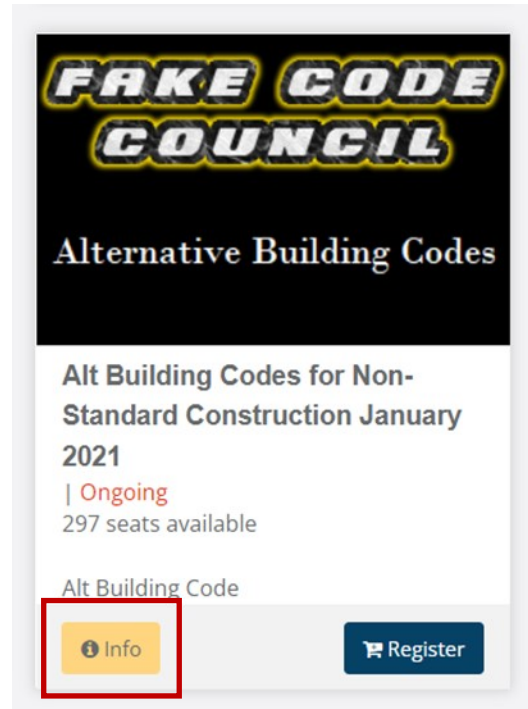
Register for Course continued

Once you find the course you want to take, you will see the information about the course listed.

This includes the name of the course, the semester and year it is offered, whether it is ongoing or if there is a specific date, and how many seats are available.

For more information, click on the yellow info button in the lower lefthand corner. This will provide a popup with information including the number of credits awarded, the instructor, any prerequisite courses, and any other necessary documentation.
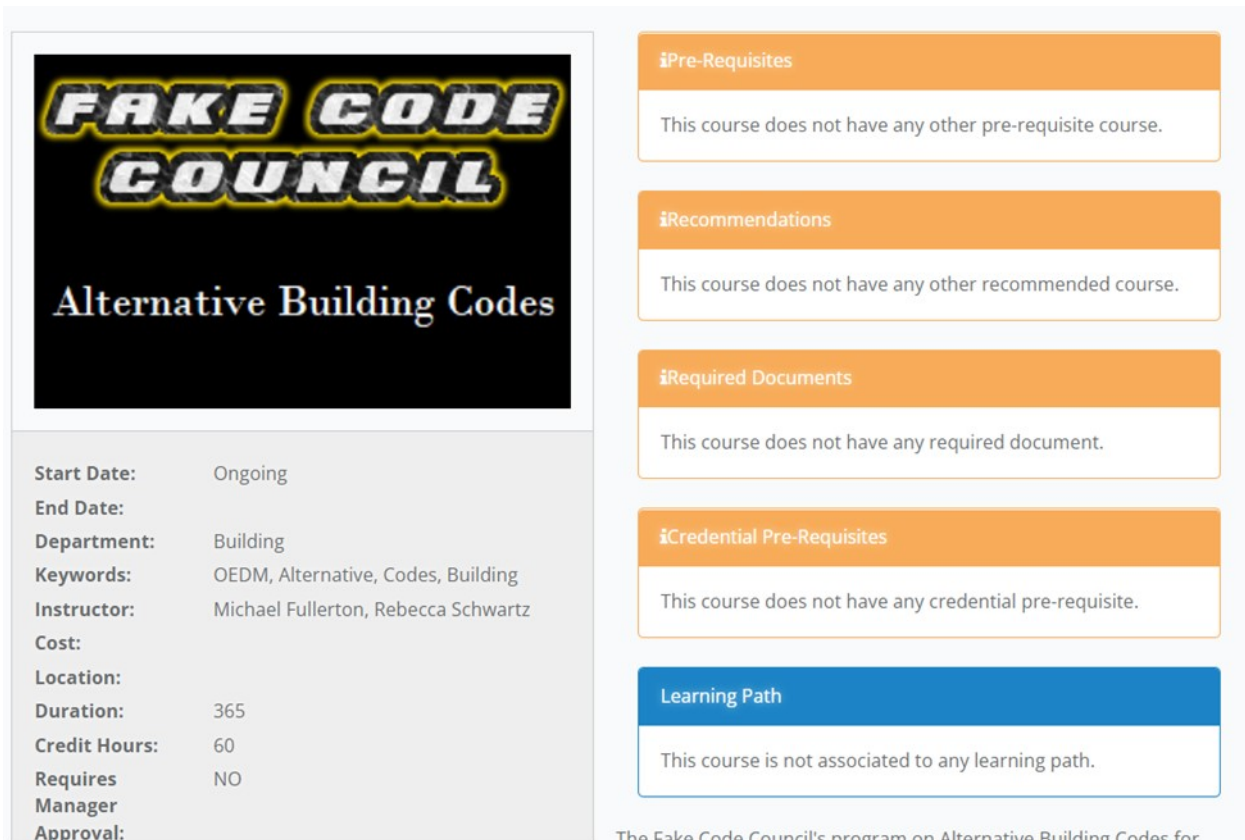

Alt Building Codes for Non-Standard Construction January 2021
| Ongoing
297 seats available

Alt Building Code

🅸 Info   🛒 Register

Start Date:	Ongoing
End Date:	
Department:	Building
Keywords:	OEDM, Alternative, Codes, Building
Instructor:	Michael Fullerton, Rebecca Schwartz
Cost:	
Location:	
Duration:	365
Credit Hours:	60
Requires Manager Approval:	NO

𝒊Pre-Requisites

This course does not have any other pre-requisite course.

𝒊Recommendations

This course does not have any other recommended course.

𝒊Required Documents

This course does not have any required document.

𝒊Credential Pre-Requisites

This course does not have any credential pre-requisite.

Learning Path

This course is not associated to any learning path.

The Fake Code Council's program on Alternative Building Codes for
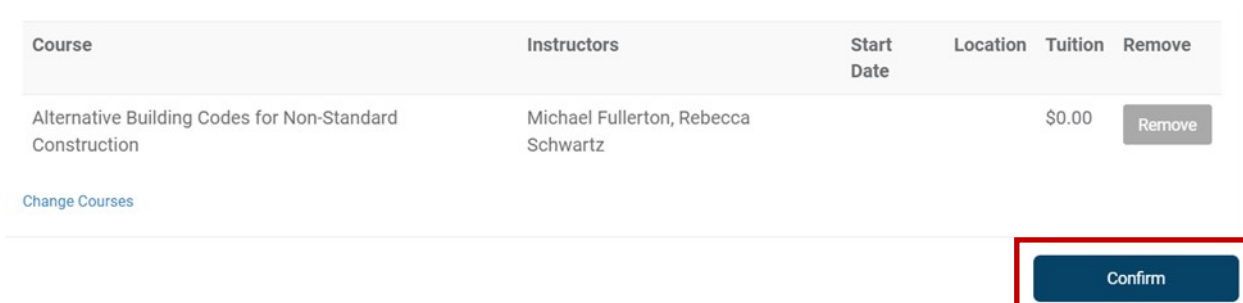
Register for Course continued

To register for the course, click on the blue register button in the bottom righthand corner.

This will place the course in your checkout cart. Once you have clicked **registered** for all the courses you wish to register for, click on the checkout cart in the top righthand corner of the page and proceed to check out.
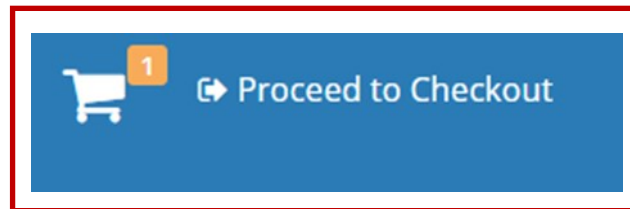
It will bring you to your cart. All courses are free, but it works just like Amazon or any other online shopping cart.

Course	Instructors	Start Date	Location	Tuition	Remove
Alternative Building Codes for Non-Standard Construction	Michael Fullerton, Rebecca Schwartz			$0.00	Remove

Change Courses

Confirm

If you wish to remove a course, click remove. If you want to take all the courses in your cart, click **Confirm**. You will receive notification of enrollment here as well as confirmation via email.

Learner Registration

Thank you, your registration was received!

You will receive an email with instructions.

Accessing a Course

Click go to Dashboard to return to your dashboard and see your classes in Active Courses. This is where you will find the link to the training.

Go to Dashboard

0%   **Alt Building Codes for Non-Standard Construction January 2021**
Feb 15, 2022 - Feb 14, 2023

For Continuing Education Credits, the course will look something like this. The schedule and handouts will be provided before the live portions of the class begin.

Spring_2022_CE_Webinar
Spring 2022 CE Webinar

Content   Calendar   Discussions   Gradebook   Messages

Course Faculty

Rebecca Schwartz
INSTRUCTOR

Details & Actions

Learner List
View everyone in your course

Blackboard Collaborate
Room closed   ...

Attendance
View your attendance

Groups
View groups to join

Announcements
No announcements

Books & Tools
View course & organization tools

Course Content

Webinar Schedule

Handouts

On the left you will see a link for Black-board Collaborate.

Click on the Webinar Schedule and Handouts to see the schedule and handouts for the class.

Accessing a Course continued

The link for Blackboard Collaborate will most likely say that the room is closed. The room will automatically open 15 minutes before the scheduled start of class.

If it is less than 15 minutes before the start of class and the room is still closed, refresh the page or go back to your Dashboard and enter the class again. When the room is open and the live part of class is about to begin, click on Join session and you will be brought to the Collaborate Classroom.

Blackboard Collaborate
Join session ▾