OEDM Learning Management System

User Guide

Office of Education and Data Management
Department of Administrative Services

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If you require assistance with log in or navigating the system, email:

OEDMlearn@ct.gov

Set up Your Account

Your login will be your new ID number, which you received in an email. This login number cannot be changed.

This ID replaces your old ID (first three letters of last name, last 4 digits of SS number).

All passwords MUST be at least **9** characters and contain:
- An upper case letter
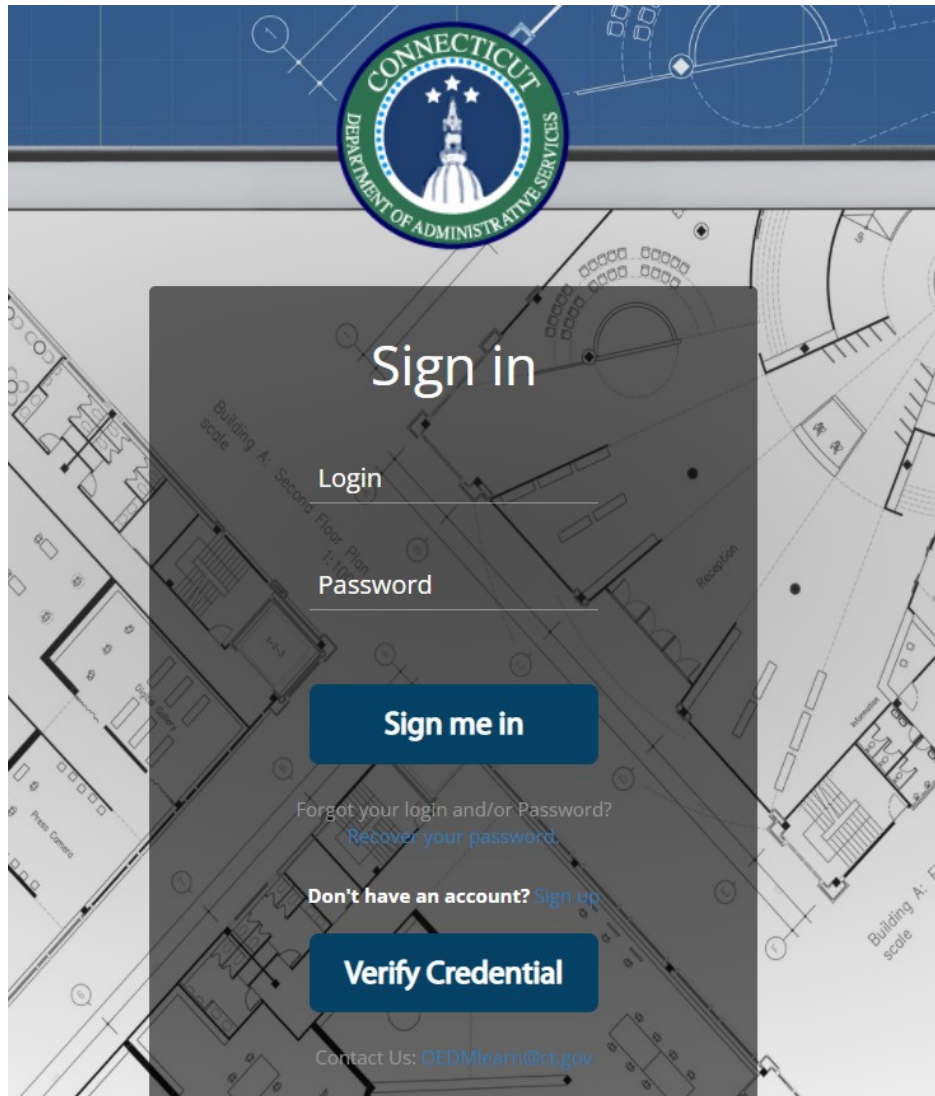- A lower case letter
- A number
- An approved special character: !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Public look up to verify that Official is compliant with credentialing requirements

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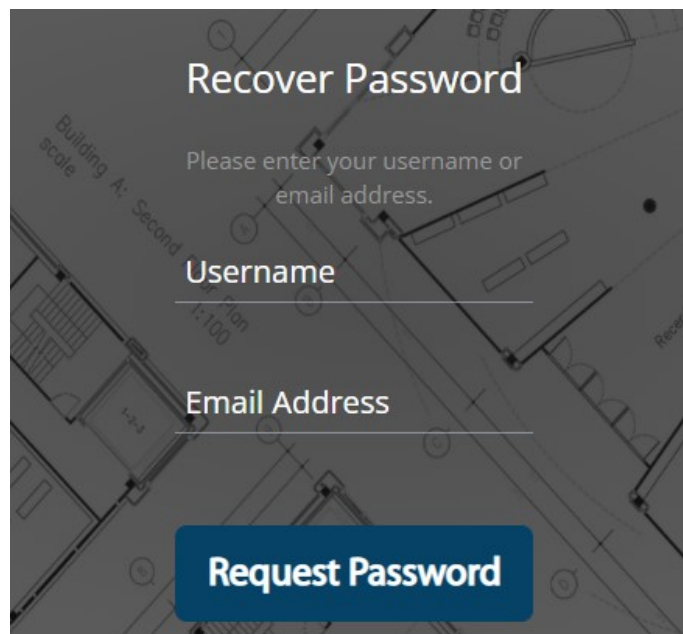
If you are an active user in our system, use the ID number that was emailed to you. Do not create a new account, because your credits will not be tied to the new account number.

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.
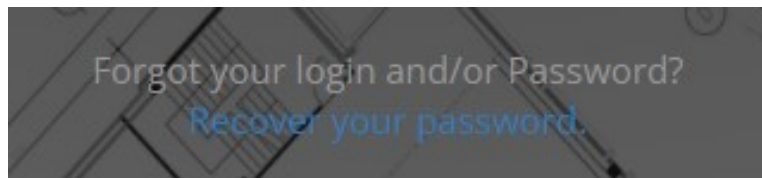
This will bring you to this page where you enter either your Login (User ID number) **or** your email address. (Please make sure your email address is up-to-date.)

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.

Your Dashboard

Your Learner Dashboard is the page you see once you have **signed in**. There are seven widgets (sections) to this page.

The left-hand side of your Learner Dashboard has a menu with links to the following (see next page):

Your Menu

Your Name
Log back in

Logout

Dashboard — Brings you to a list of your active, pending and completed courses, and credential credit status

Apply for pre-certification or pre-licensure training programs or challenge exams — Submit Application

Register for Course — Register for in-person or online training from the catalog of offerings

Apply for outside credit. You'll need to upload certificates or proof of attendance and training schedule — Request Outside Credit

Withdraw from Course

Print Transcript — Print a copy of all training ever taken within the LMS, sorted by year

Print a copy of all training within your current cycle — Print Credential Report

Print ID Card — Print a card for your wallet with your credentials, ID number and cycle end date(s)

Shows all files you ever uploaded into the LMS — External Files

Help — Help takes you to a searchable screen that provides general directions for using the system

Change your email, phone, address or password — Edit Account

Your Dashboard continued

Active Courses

The Active Courses shows all the courses you are currently enrolled in. If they are green, they are in progress. If they are orange, they have not started yet. If they are purple, they are overdue. If your course is a webinar or an online module, clicking on the course box will bring you to the class.

Credential Status

The Credential Status shows your current credentials, their cycle's start and end date, and how many credits have been earned

Learning Paths

The Learning Paths shows any learning paths you have registered for. Learning paths are groups of courses.

Pending Courses

The Pending Courses shows any courses you have registered for but have not yet been approved by an instructor.

Your Dashboard continued

Completed Courses

The Completed Courses shows every course you have completed in the LMS and earned credit for taking. These can also be shown on your transcript and credit report when you go to Print Transcript or Print Credit Report.
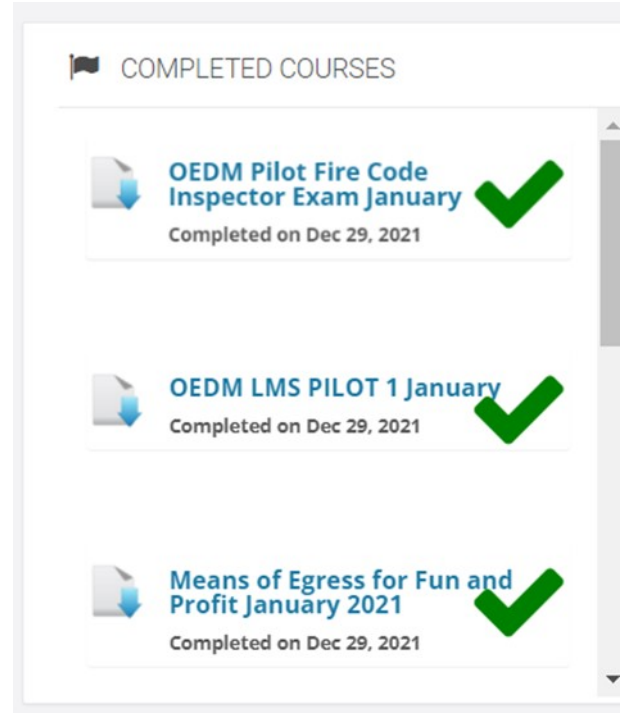
To Print a Certificate

For every course that you complete, you can print a certificate to validate your attendance. Go to **Completed Courses** and left click on the course title. A window will pop up with **Download Certificate**. Left click on **Download Certificate** then print or save.
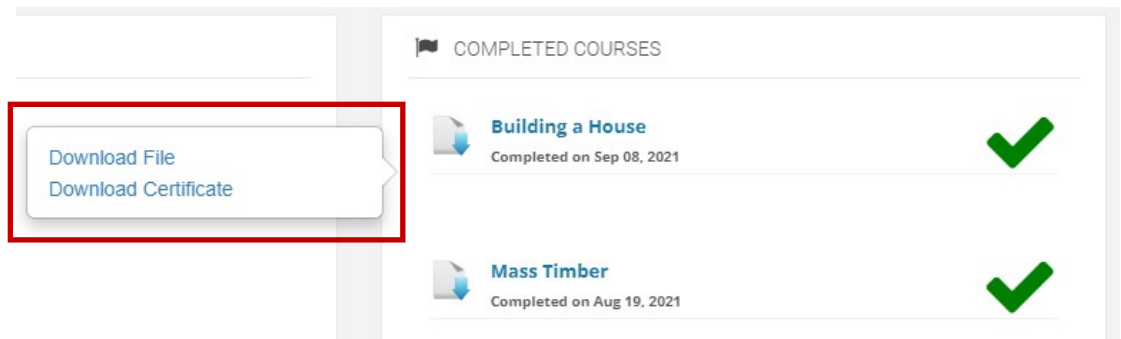
Submit Application

This is for applying to the Pre-Licensure or Pre-Certification Training Programs, or to the Challenge Exam.   You'll need to have supporting document files ready to upload.

The Submit Application link is on the left side menu of your dashboard.

At the top of the page, there will be the option to **Request Credential Application**. If you have submitted an application previously, it will show below with the status.

Click on **Request Credential Application**, and a drop-down menu will ask you to select which program you are applying to. Select **Building** or **Fire**.

Submit Application continued

You will then be asked to fill out a form. There will be an option for classes or the exam.

Continue to the end or save and continue later. The application will not be processed until you hit submit at the end of the application.

The application requirements have not changed, and you will be required to submit a detailed work history and letters of reference.

Click on **Edit** to get back into the application you left unfinished.

You will receive an email when your application has been submitted. You will receive a second email letting you know if your application has been approved or denied.

Register for Course

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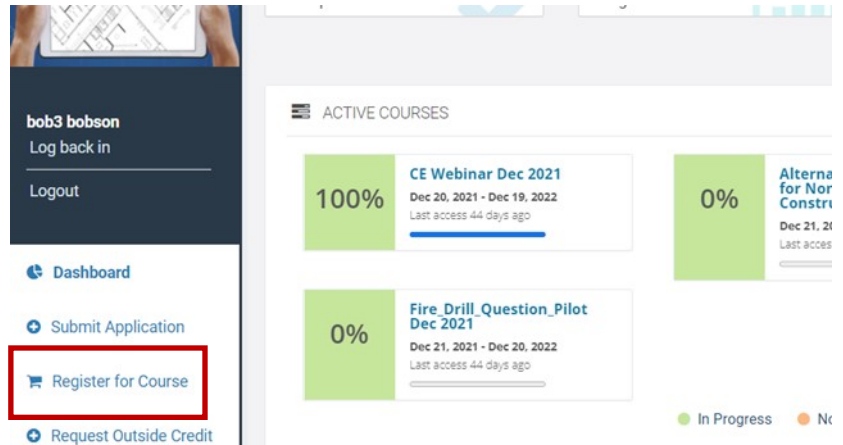
This will take you to a list of all the courses being offered. Search for a specific course using the search function at the top of the page.
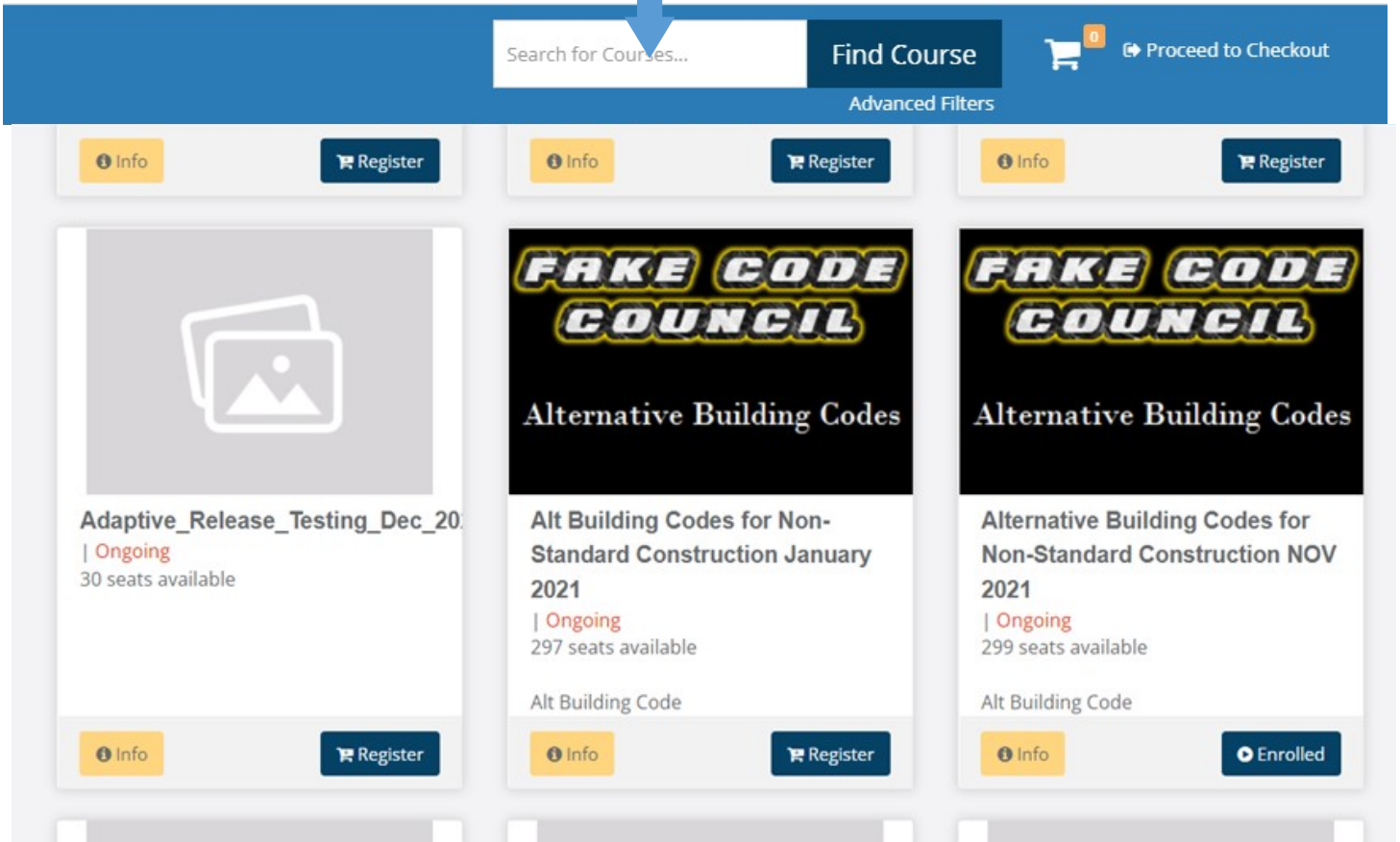
Register for Course continued

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.
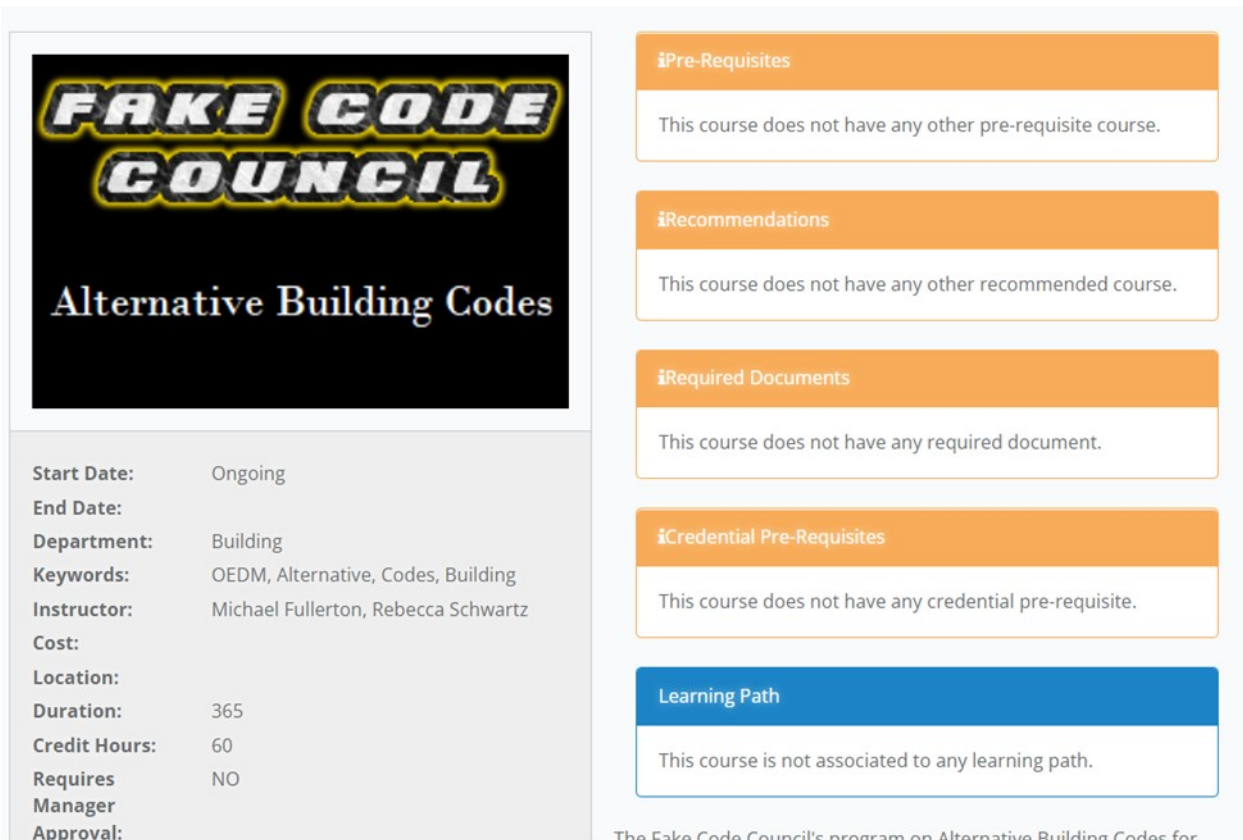
FAKE CODE COUNCIL

Alternative Building Codes

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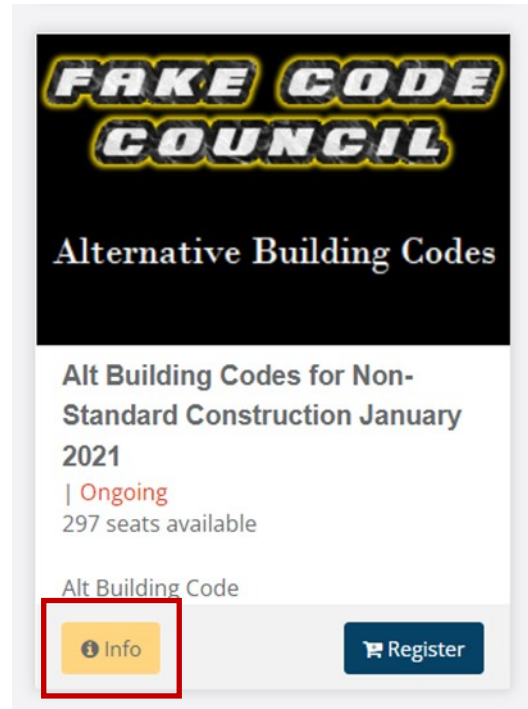297 seats available

Alt Building Code

❶ Info   🛒 Register

FAKE CODE COUNCIL

Alternative Building Codes

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.
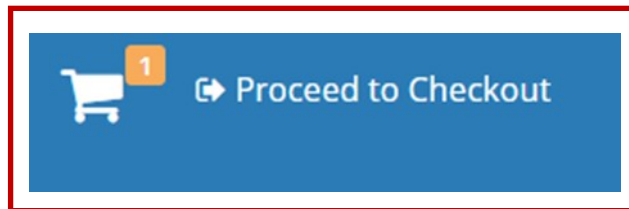
It will bring you to your cart. All courses are free, but it works just like Amazon or any other online shopping cart.
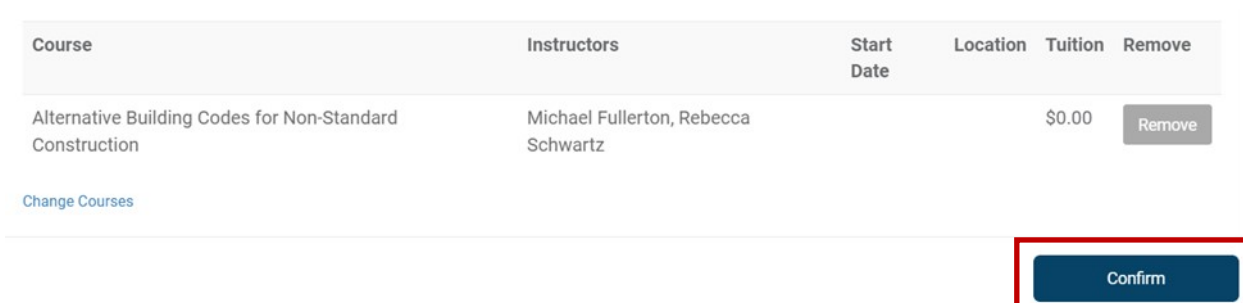
If you wish to remove a course, click remove. If you want to take all the courses in your cart, click **Confirm**. You will receive notification of enrollment here as well as confirmation via email.

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 Blackboard 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
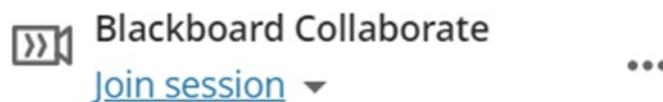
Request Outside Credit

The Request Outside Credit link is on the menu on the left side of your dashboard.
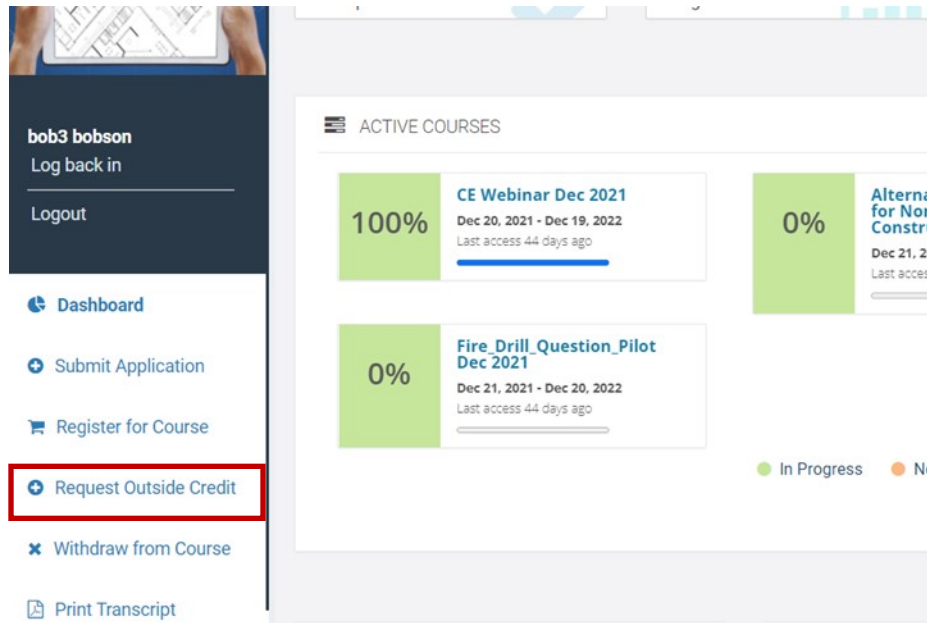
This will take you to a link where you can request new outside credit and find a list of all the outside credit you have applied for.

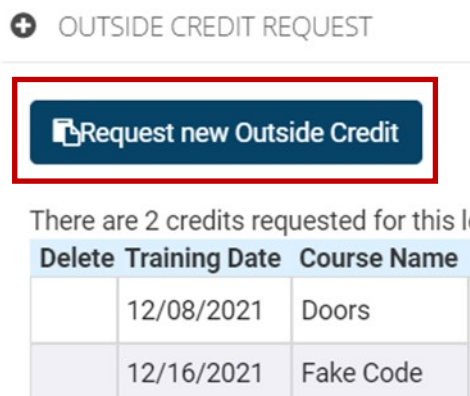Click Request new Outside Credit to upload all relevant information for outside credit.

Request Outside Credit continued

You must answer all the questions, and be ready to upload a certificate of completion, course syllabus and/or training schedule. When you are finished click on **Request Outside Credit**.

Outside Credit Both

Outside Credit Building

Outside Credit Fire

Select Equivalent Course has a drop down window.

You will have to select from one of the first three selections in the drop down: Outside Credit Both, Outside Credit Building or Outside Credit Fire.

Because the system can enforce the 50% policy (OEDM allows 50% of your credits to come from Fire courses if you hold a Building credential, or 50% of your credits to come from Building courses if you hold a Fire credential.) it is important that you select the correct outside credit type. **If you identify the course type incorrectly, your application will be denied with directions for resubmitting.**

Withdraw from Course

The **Withdraw from Course** link is on the left side menu of your dashboard.
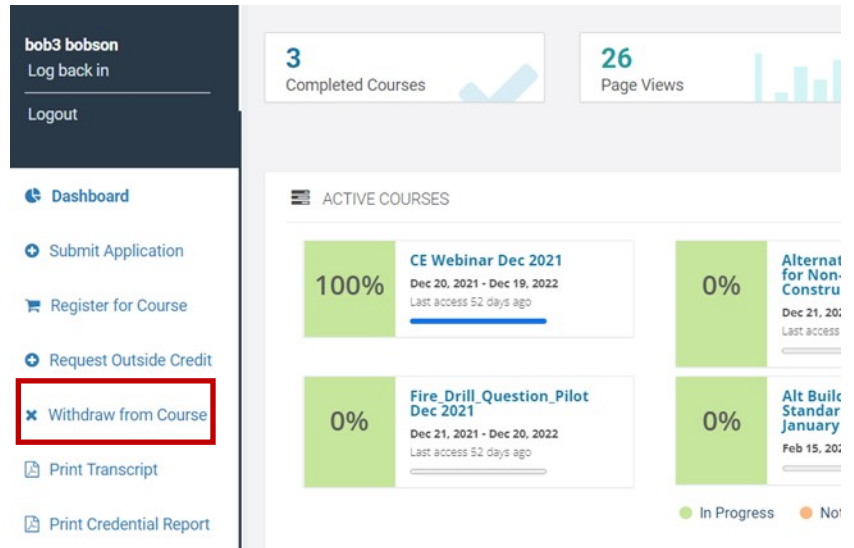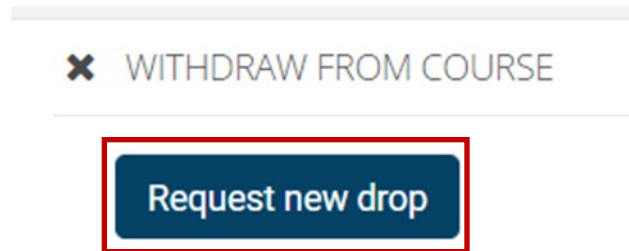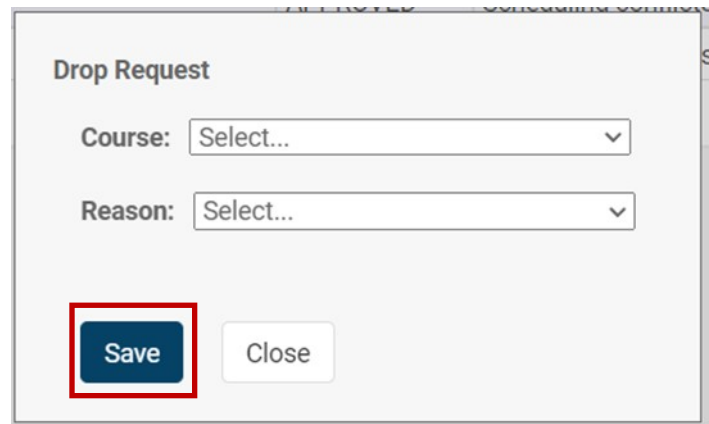
This will take you to a link where you can request to drop from a course.

There will be a popup with two drop-down menus: the course you wish to drop and the reason. After making your selections, click **Save**.

An instructor will approve this if necessary, and you will be removed from the course. There is a list of all pending, approved, and denied requests under the **Request new Drop** link.

There are 3 drops requested for this learner:

Edit	Course	Status	Reason
	OEDM Pilot Fire Code Inspector Exam	APPROVED	Selected the wrong course
		APPROVED	Scheduling conflicts
		APPROVED	Scheduling conflicts

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Print Transcript and Print Credential Report

Transcript
The Training Transcript is a list of all your courses and credits within the LMS by **year**.

Credential Report
The Credential Report lists classes that you have received credit for within your current training cycle. This includes the **Legacy Credits**—number of training hours transferred from the old OEDM database.

The report shows how credits were awarded based on the 50% rule—OEDM allows 50% of your credits to come from Fire courses if you hold a Building credential, or 50% of your credits to come from Building courses if you hold a Fire credential.
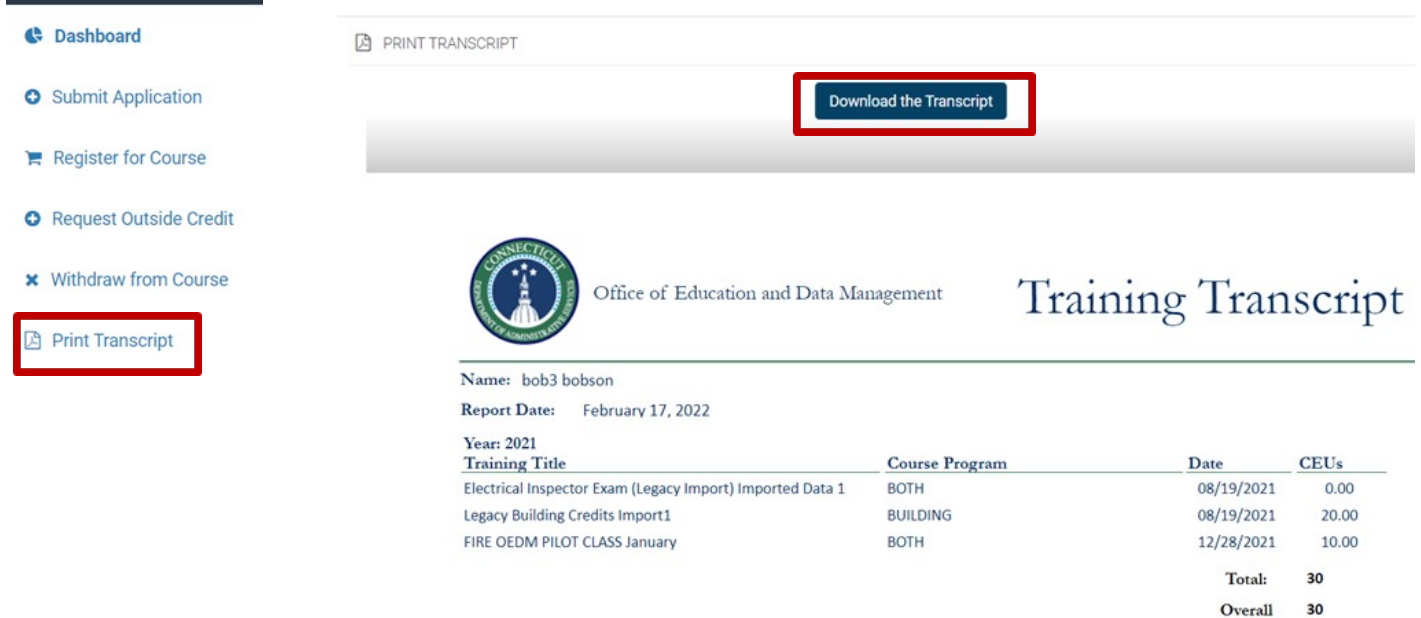
Both reports need to be downloaded prior to printing.

How to View and Print Your Transcript
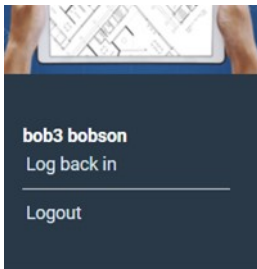
The **Print Transcript** link is on the left side of your dashboard.

There will be a link to **download the Transcript** to your computer, and your transcript will appear below without needing to click on anything else.

bob3 bobson
Log back in

Logout

- ◑ Dashboard
- ➕ Submit Application
- 🛒 Register for Course
- ➕ Request Outside Credit
- ✖ Withdraw from Course
- 📄 Print Transcript

📄 PRINT TRANSCRIPT

Download the Transcript

Office of Education and Data Management

Training Transcript

Name: bob3 bobson
Report Date: February 17, 2022

Year: 2021

Training Title	Course Program	Date	CEUs
Electrical Inspector Exam (Legacy Import) Imported Data 1	BOTH	08/19/2021	0.00
Legacy Building Credits Import1	BUILDING	08/19/2021	20.00
FIRE OEDM PILOT CLASS January	BOTH	12/28/2021	10.00
		Total:	30
		Overall	30

How to View and Print Your Credential Report

The **Print Credential Report** link is on the left side menu of your dashboard.

There will drop-down menu to choose which credential you wish to view. If you only have one credential, that will be the only option.

Click **Update Report** and the report will generate below. Then click on **Download the Credential Report** to print or save.

Office of Education and Data Management

Credential Report

Name: bob3 bobson
Report Date: February 17, 2022
Total Credits Earned: 30

Credential: Electrical Inspector
Mandated Credits: 30
**Cycle Dates:** 12/12/2020 — 12/12/2023

Training Title	Course Program	Status	Date	CEUs
Alt Building Codes for Non-Standard Construction January 2021	BUILDING	ENROLLED		0.00
Alternative Building Codes for Non-Standard Construction NOV 2021	BUILDING	ENROLLED		0.00
CE Webinar Dec 2021	BOTH	ENROLLED		0.00
Electrical Inspector Exam (Legacy Import) Imported Data 1	BOTH	COMPLETED	08/19/2021	0.00
FIRE OEDM PILOT CLASS January	BOTH	COMPLETED	12/28/2021	10.00

Print ID Card

The ID card is designed as a wallet-sized report of your name, ID number, credential(s) and cycle end date(s). For the ID card to remain accurate, you will need to print a new copy whenever your cycle dates roll over.

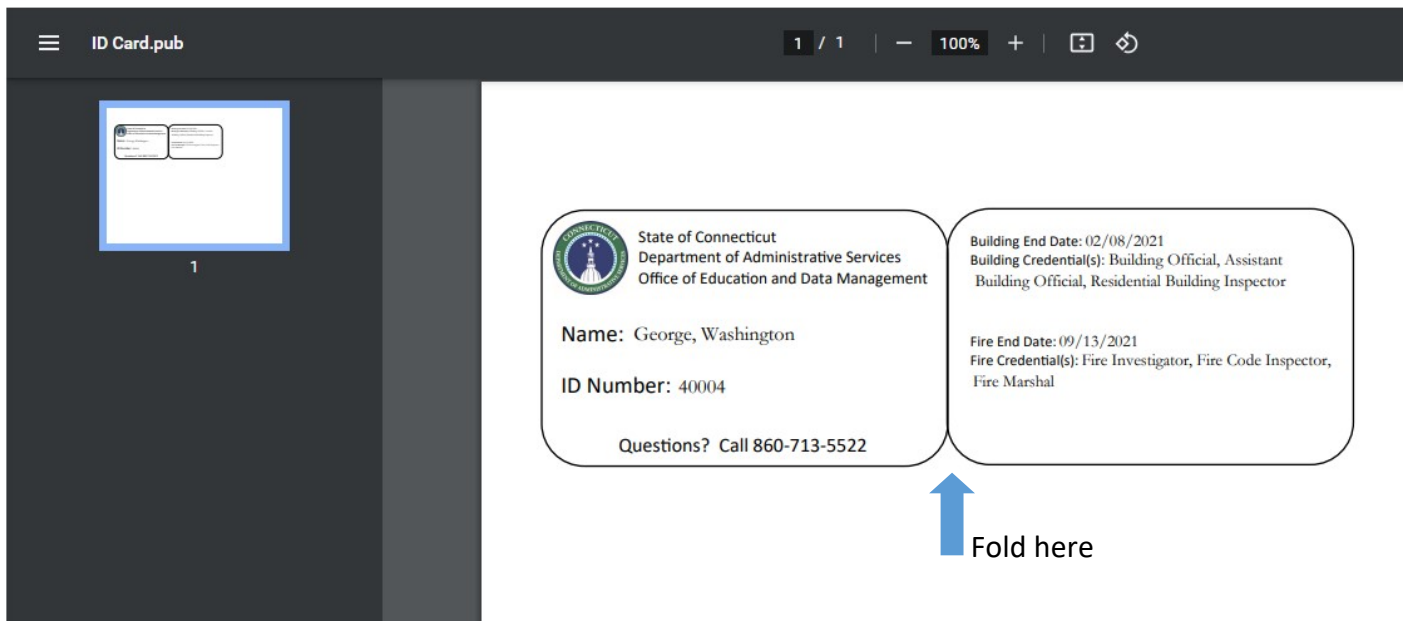The **Print ID Card** link is on the left side menu of your dashboard.
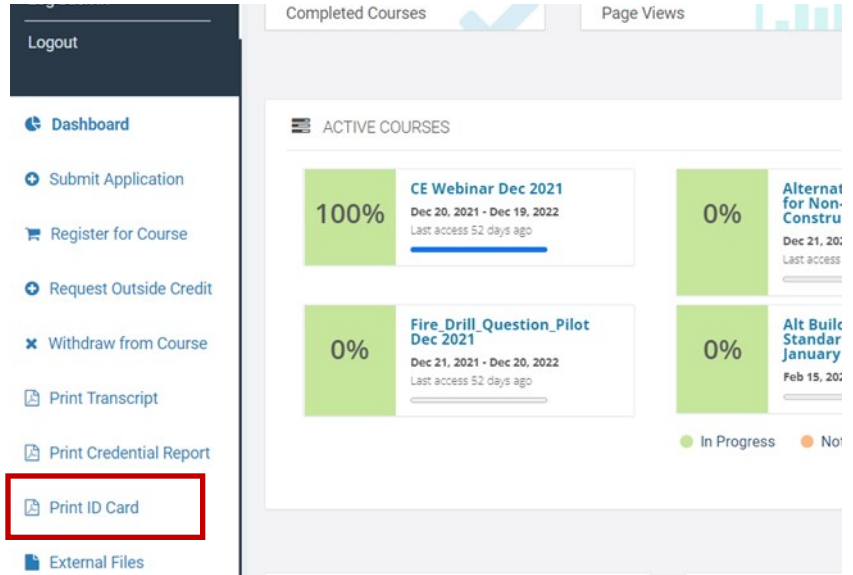
There will be a pdf of your ID card with the option to print directly from the pdf or to download it to your computer.
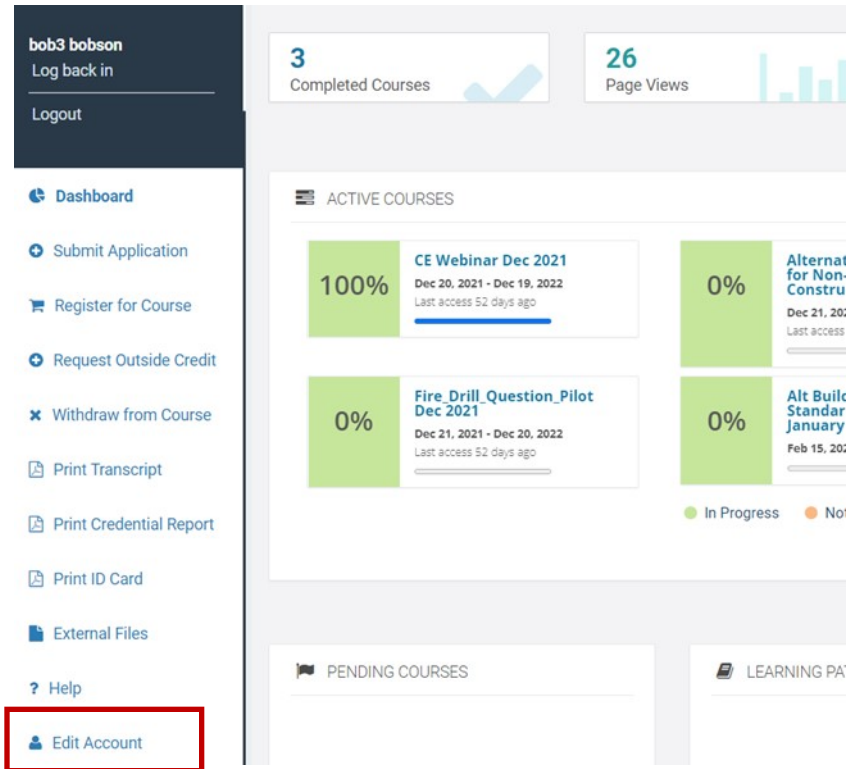

Fold here

Edit Account

The **Edit Account** link is on the left side of your dashboard. This is where you would go to change your name, email address and password.

Make sure to click **Save** at the bottom of the page when you are finished making changes.

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