

Heartland Centers Learning Management System

Setting Up Your User Account on the Learning Management System

This guide is designed to walk you through the steps of creating your personal account on Heartland Centers' Learning Management System (LMS). Once you have created an account, you will be able to register for workshops, face-to-face trainings, and online courses in a variety of subjects. The initial set up should take between 5 and 10 minutes maximum. Once you have created your account, you will only have to log in to view your complete account and personal training record. If you have any questions during this process, please contact Christy McFarland, Heartland Centers' LMS Coordinator, at 314-977-8295 or via email at mcfarlc@slu.edu.

1. **Type www.heartlandcenters.com in your web browser.**
2. **Click on "Register with Us" on the left-hand menu bar.**
3. **Choose a user name and password.**
4. **Complete the registration form.** (Only asterisked fields are required.)
5. **Click "Submit Your Registration".**
6. ***Assess your competencies.** (Click on the words "Start Assessment")
7. **Choose your competency group(s).**
Click one box (or more) that most closely matches your job. To view a list of the competencies within a group, click on the word "View" on the right side of the group name. If you do not find your job type in the group list, choose just one group that interests you or is related to the type of training you are looking for.
8. **Click "Begin Assessment" at bottom of screen.**
9. **Complete Assessment.**
The next screen displays each competency and a 1 to 5 confidence scale. Click the button that corresponds to your confidence to perform that skill on your job. When finished, click "Save and Exit".
10. **View courses available.**
A list of "recommended" courses appears upon completion of assessment. Click on course title for more information. If no recommended courses appear, click "Course Catalog" on the left menu bar to view all courses available on the LMS.

**The assessment process is valuable. It is a tool to help you see how your confidence improves as you receive training. It also gives us aggregated data about what areas to focus on in future trainings. We do not look at individual assessment results, rather we print reports out based upon state or region. Registration is restricted until assessment is complete. Performance on assessment has no bearing on being able to register for any course.*

This completes the account creation process. If you would like further instruction on registering for courses, workshops, etc., please see the guide titled "Registering for Courses".

