Creating a New Account with Heartland Centers LMS

This guide is designed to help you through the steps of creating a free user account with the Heartland Centers’ Learning Management System (LMS). If you have any questions, please contact the administrator at lmshelp@slu.edu.

**Login Page:**
Type www.heartlandcenters.com in your web browser. Choose Create New Account in the bottom bar of the login page.

*Important Note! You must disable your browser’s pop-up blocker in order to fully access the site. All of your online courses, help pages, and information pages utilize pop-ups windows.*

**Choose your Login ID & Password:**
On this User Information page, select your own login ID and password. The LMS requires at least 6 alphanumeric characters for Login IDs and passwords. It is case-sensitive. Fill in the other required fields, and click the Next button.

**Manager:**
Leave this field blank and click next.
(If you have been specifically instructed to select a Manager, type their last name into the search field, and click search. Then select their name when it appears.)

**Organization:**
On the Organization Tab, select Heartland Centers and click Next.
*Note - if you are an MDHSS employee or an employee of a Local Public Health Agency in Missouri, click the plus (+) sign to expand the Heartland Centers menu. You can then select MDHSS or your appropriate agency. Then click next.

**Job Title:**
Type in a job title term to search, such as Environmental or Nurse, and click Search. Select the one that is closest to your job title, then click Create. If you can’t find your job title, choose the box that indicates you cannot choose one at this time.