



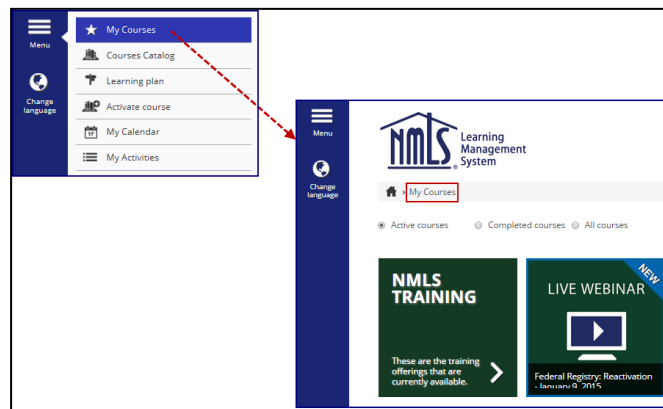
REGISTERING FOR NMLS TRAINING IN THE LEARNING MANAGEMENT SYSTEM (LMS)

If this is your first time accessing an NMLS training webinar on the LMS:

1. Go to <https://www.csbstraining.org/lms/>
2. Click the **Register** link in the top right corner.
3. Complete all fields marked by a red asterisk (*).
 - a. Make your username the same as your email address.
 - b. **MAKE SURE YOU SELECT THE CORRECT USER TYPE:**
- Surety Producers & Companies
4. After completing all fields, a confirmation email is sent. *Check your Spam folder.*
5. Click the link in the confirmation email that is sent from LMSAdmin@csbs.org.
6. A new tab or window opens in your browser confirming your registration, allowing you to log in.
7. Follow the steps below to enroll in a webinar, course, or recording.

How to Enroll in a Webinar, Course, or Recording:

1. Log in to the LMS with your username and password.
2. Go to **Menu > Course Catalog**.
3. Hover over the desired course and click the **Subscribe** button.
4. Once you have subscribed in the course, it appears under **Menu > My Courses**.



If you have any questions or issues, contact us at LMSAdmin@csbs.org.