



Record Learning Management System (LMS) and Establish Support User for Biometric Compliance Reviews (BCR)

Course Providers need to 1) maintain a record of the learning management system (LMS) being used to offer NMLS Approved education and 2) establish a Support User who will receive and respond to biometric compliance reviews (BCR).

Review and Update LMS in Education Management System (EMS)

1. Log into the [Education Management System](#).
2. Click **Manage Course Provider** at the bottom of the actions list on EMS homepage.

UAT Testing
1405064
Provider Renewal Date: 3/1/2022

0 Pending Courses 4 Active Courses 0 Pending Inactive 0 Inactive Courses

Actions

- Credit Bank
- Add Course Offerings
- Initiate New Course Application
- Renew Courses
- Course Application Cart
- Manage Course Provider**

Open Biometric Compliance Reviews

Review ID	Course Number	Course Name	Issue Type	Status	Start Date	Due Date
108	10067	4 Hour IL SAFE: Test BioMetric 001	Course Timing	Not Started	4/30/2021	
107			Credit Bank	Not Started	4/30/2021	
106	10069	8 Hour SAFE Core: year in review	Course Parameter	In Progress	4/29/2021	
105	10068	1 Hour VA SAFE: VA-2020 in review	Course Timing	Not Started	4/29/2021	

3. Click **Update Course Provider** in the top right corner of the screen.

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Summary Business Information Applications Courses Instructors Support Users Invoices Biometric Compliance Reviews Related Actions

Renewal Date: 3/1/2022

UPDATE COURSE PROVIDER

Access Basecamp

4. Enter the following information into the **LMS** field under Organization Information:

- Name of application, version
- Proprietary - managed by provider

Note: The BioSig-ID field is managed by NMLS, this is how you are represented in the BioSig-ID application.

Organization Information

Organization Name UAT Testing

DBA ?

Ownership Type *

Corporation

Organization Type *

Not-for-Profit

LMS

Moodle2

BioSig-ID

NMLS-testg

Establish Support User for BCR

1. Log into the [Education Management System](#).
2. Click **Manage Course Provider** at the bottom of Actions on home page of EMS

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3. Click **Support Users**

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Support Users

All Active Inactive

Name	Admin	Provider Notifications	Course Notifications	Credit Banking Notifications	BioSig-ID Notifications
BioTech person		✓	✓	✓	✓
Sierra TestUser		✓	✓	✓	✓

 Support users with green check mark under BioSig-ID Notifications will receive BCR emails.

The support user designated as Admin can manage support users, including selecting notifications. Use the [Manage Support Users](#) for assistance.