

CSBS Learning Management System User Guide

TABLE OF CONTENTS

REGISTRATION INSTRUCTIONS	2
How to Register for the LMS:	2
COURSE ENROLLMENT INSTRUCTIONS	3
How to Browse for Courses on the LMS:	3
USERNAME AND PASSWORD ISSUES	3
Forgot your username:	3
Forgot your password:	3

For assistance with the LMS, call 1-855-NMLS123.

REGISTRATION INSTRUCTIONS

How to Register for the LMS:

1. Go to <https://www.csbstraining.org/lms/>
2. Click the **Register Now** button.
3. Complete all fields marked by a red asterisk (*).
 - a. Make your username the same as your email address.
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@csbstraining.org.
6. A new tab or window opens in your browser confirming your registration, allowing you to log in.

COURSE ENROLLMENT INSTRUCTIONS

How to Browse for Courses on the LMS:

1. Go to <https://www.csbstraining.org/lms/>
2. Log in with your username and password.
3. Once you log into the LMS, on the main page you will see all the course catalogs available to your user type.
 - a. Click on each course catalog to see a complete list of available courses within each catalog.
4. Once you have found the desired course, follow the steps below to enroll in a course or recording.

USERNAME AND PASSWORD ISSUES

Forgot your username:

1. Contact the NMLS Call Center at 1-855-NMLS123.
2. Provide the call center representative with your full name and the email that you used to register your Learning Management System (LMS) account.
3. Once your username has been verified, you will be sent an email containing your username.

Forgot your password:

1. Go to <https://www.csbstraining.org/lms/>
2. Click the **Lost password** link in the bottom middle of the screen.
 - a. A callout box will open requesting you provide either your username or email.
3. Enter your username or email and click **send**.
 - a. The email you have on file will be sent a link from LMSAdmin@csbstraining.org to reset your password. *Check you Spam folder.*
4. Click the emailed link to go to the **Choose a new password** page.
 - a. You will be required to enter a new password.
5. Enter a new password, confirm the password and then click the **Confirm** button.
 - a. You will be taken to the login page where you can enter your username and password to log into the LMS.