

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

- How to Register for the LMS
- How to Purchase and Enroll in a Webinar or Course

How to Register for the LMS

- 1. Go to <u>csbstraining.org</u>. (Internet Explorer is the recommended browser.)
- 2. Click the *Register* link in the top right corner.



- 3. Complete all fields marked by a red asterisk (*).
 - a. It is recommended that you make your user name the same as your email address.
 - b. Select "Industry State Licensing" for Code.
 - c. Provide the full name of your company for "Organization."
- 4. Click the **Register** button. A confirmation email is sent. (*There may be a delay*.)

+1 New user?	×				
From this page you can register to the platform; follow the instructions below and fill in the fields properly.					
You must fill the mandatory fields, marked with the symbol * The password must contain at least 8 characters					
Username *	sample@email.com				
E-mail *	sample@email.com				
First name *	John				
Last name *	Doe				
Language	English				
Password *	•••••				
Retype the password *	•••••				
Code *	Industry - State Licensing				
NMLS User Type *	Account Administrator				
Agency (Regulators Only) *	Not Applicable				
Organization *	State Company ×				
_	REGISTER				

- 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.

How to Purchase and Enroll in a Webinar or Course

- 1. Log in to the LMS with your user name and password.
- 2. Hover over the desired course and click the **Buy Now** button.



3. A course description window opens. Click the **Buy Now** button again.



4. Complete the payment process.

Learning Management System			⋽ 11	iopping cart items <u>View</u> Sign Out
n > Courses Catalog > Shopping cart				
COMPLETE YOUR ORDER				
Confirm order		Billing information		Edit
Sample Webinar 1	\$ 75.00 ×	Fullname E-mail	Reece Chekan reecechekan@yahoo.com	
TOTAL:	\$ 75.00	Company name VAT number (If needed)		
Coupon? Insert your coupon	APPLY	Address 1 Address 2		
Payment method		City State		
⊘ Authorize.Net " VISA === ⇔ ™		Zipcode Country	Country	
agree with the <u>Term</u>	s and Conditions of the s	ervice. CONTINUE	SHOPPING	BUY NOW !

5. Once you have paid and registered for the course, it will appear under the **My Courses** section.



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