

## PreCORE Log-In Process Learning Management System (LMS) Access to Online Training Courses

At OKDHS most online training activities are launched and traced through the LMS. This includes the PreCORE Assessment. Follow the instructions below to access the Learning Management System. Through the LMS you will be able to complete the assessment and track your training for other e-learning courses. You will only be able to take the assessment once and you must receive a passing grade of 70% or better to receive credit.

As a new employee you will need to register as a new user in the Learning Management System.

To access the LMS:

1. On your desktop click the Internet Explorer icon. This should be set to default to InfoNet.
2. If it does not take you to InfoNet use the URL: <http://infonet/okdhs>
3. Click the Training tab at the top of the screen. It is the last tab, on the far right.
4. In the middle of the list on the next screen click Learning Management System/E-Training.
5. The LMS should launch. Click I Understand on the first frame.
6. Click New User Registration on the Login page.
7. On the LMS Registration window click Go.
8. On the Primary Information Window: leave DHS Employee as the Employee Type.
9. In the User ID field type your U-Number. If you have not yet received a U-Number you should contact your supervisor about acquiring one. (You must have a U-Number before you can proceed )
10. Type the password you wish to use in the Password field. You will need to remember this password to log-on to the LMS in the future.
11. Type the password you have selected again, in the Confirm Password field.
12. Type your first name in the First Name field.
13. Type your last name in the Last Name field.
14. Type your e-mail address in the E-Mail field.
15. Type your phone number in the Phone Number field using the format xxx-xxx-xxxx.
16. Type your date of hire in the Hire Date field using the mm/dd/yyyy format.
17. In the Division drop-down list select Children and Family Services.
18. In the Location drop-down list select your location: this should be the county in which you office.
19. Click the Continue button.
20. On the Secondary Information window, select your position from the Position drop-down list.
21. Click the Continue button.

22. On the You are now registered window click Close.
23. The LMS Login page should still be visible. Type your User ID in the User ID field.
24. Type your password in the Password field.
25. Click the Log In button.
26. You have entered the LMS! Click the Online Courses button at the top of the frame. All of the courses that are available to you will be displayed.
27. Click on CW PreCORE Assessment to launch that assessment. **DON'T COMPLETE THIS STEP UNTIL YOU ARE ACTUALLY READY TO TAKE THE TEST!**
28. You can change your personal information by clicking the My Information button.
29. Track your training credits by clicking the My Transcript button.
30. Exit the LMS by clicking the Exit button in the upper right-hand corner of the LMS.

NOTE: Your training credits will accrue instantly in the LMS. However these credits will not transfer to the HRIS system for approximately one week. You may need to work with your supervisor if this presents a problem.

If you have any questions about accessing the LMS contact the LMS help desk at [help@oucpm.org](mailto:help@oucpm.org) or call in the OKC area 405-366-6023 or 866-237-2127 outside the OKC area.