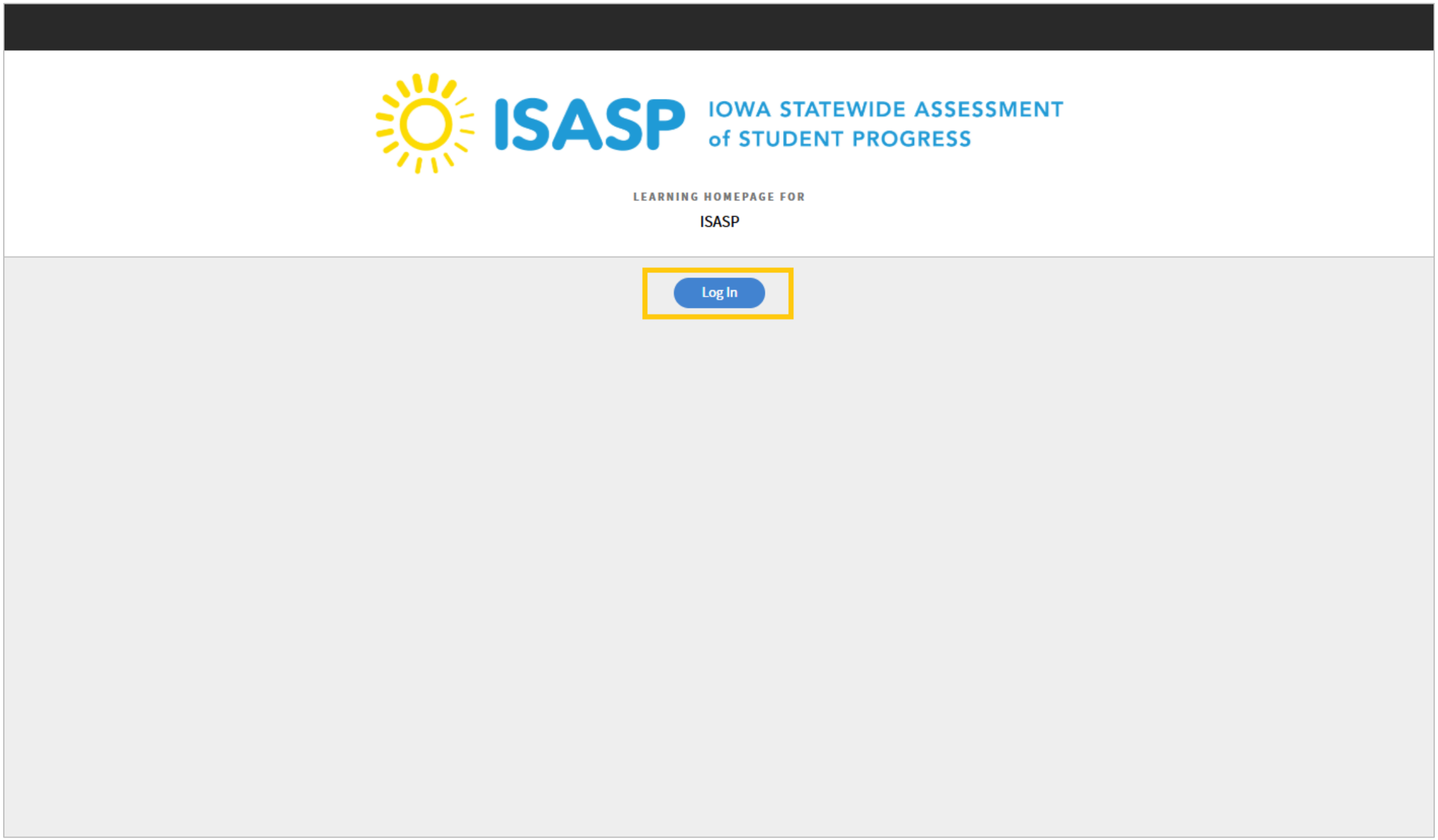
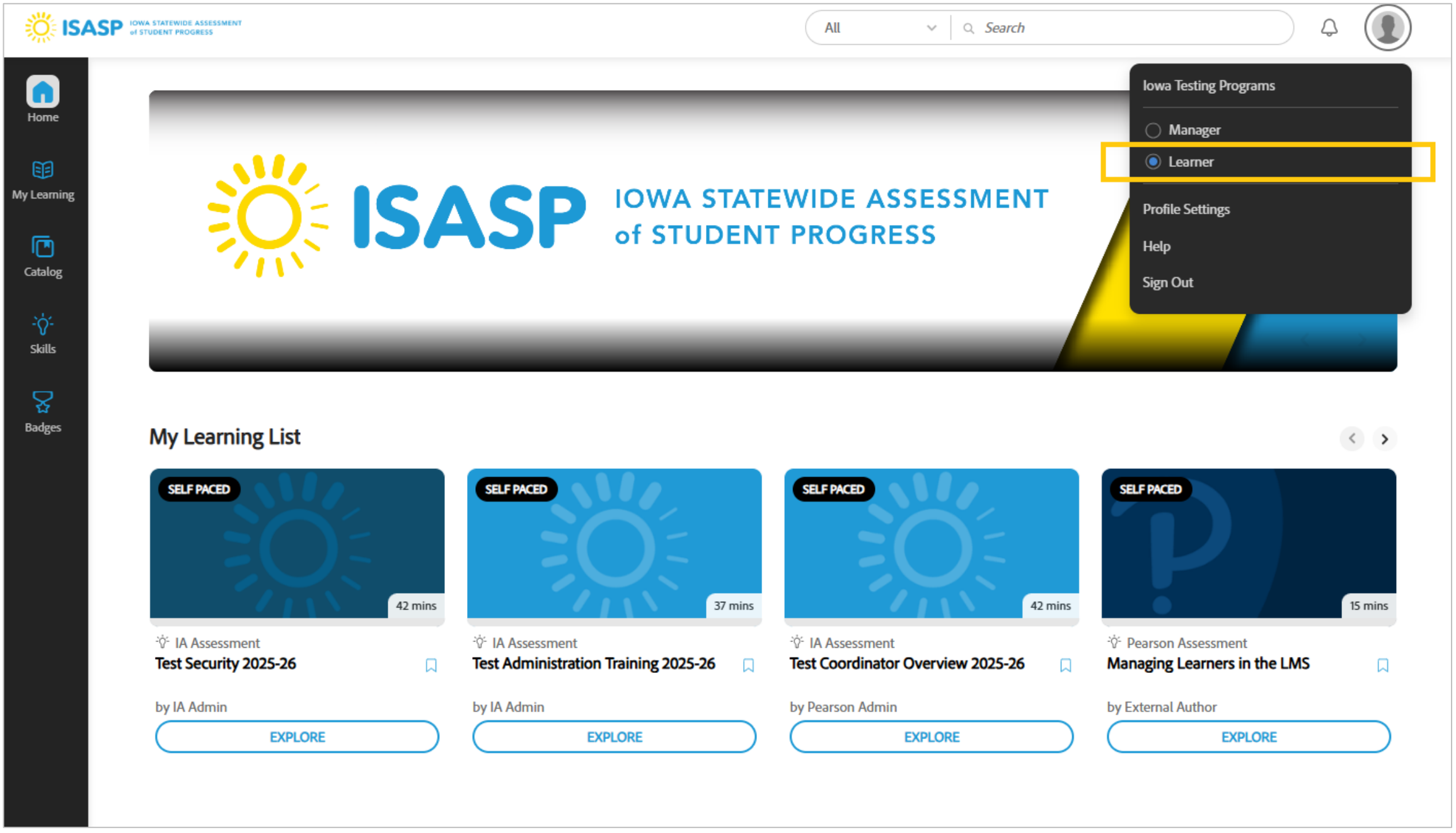
1. Sign in to the ISASP Learning Management System (LMS) with your *LMS Adobe Account* credentials. The link to the ISASP LMS is located on the Training page of the ISASP Portal.

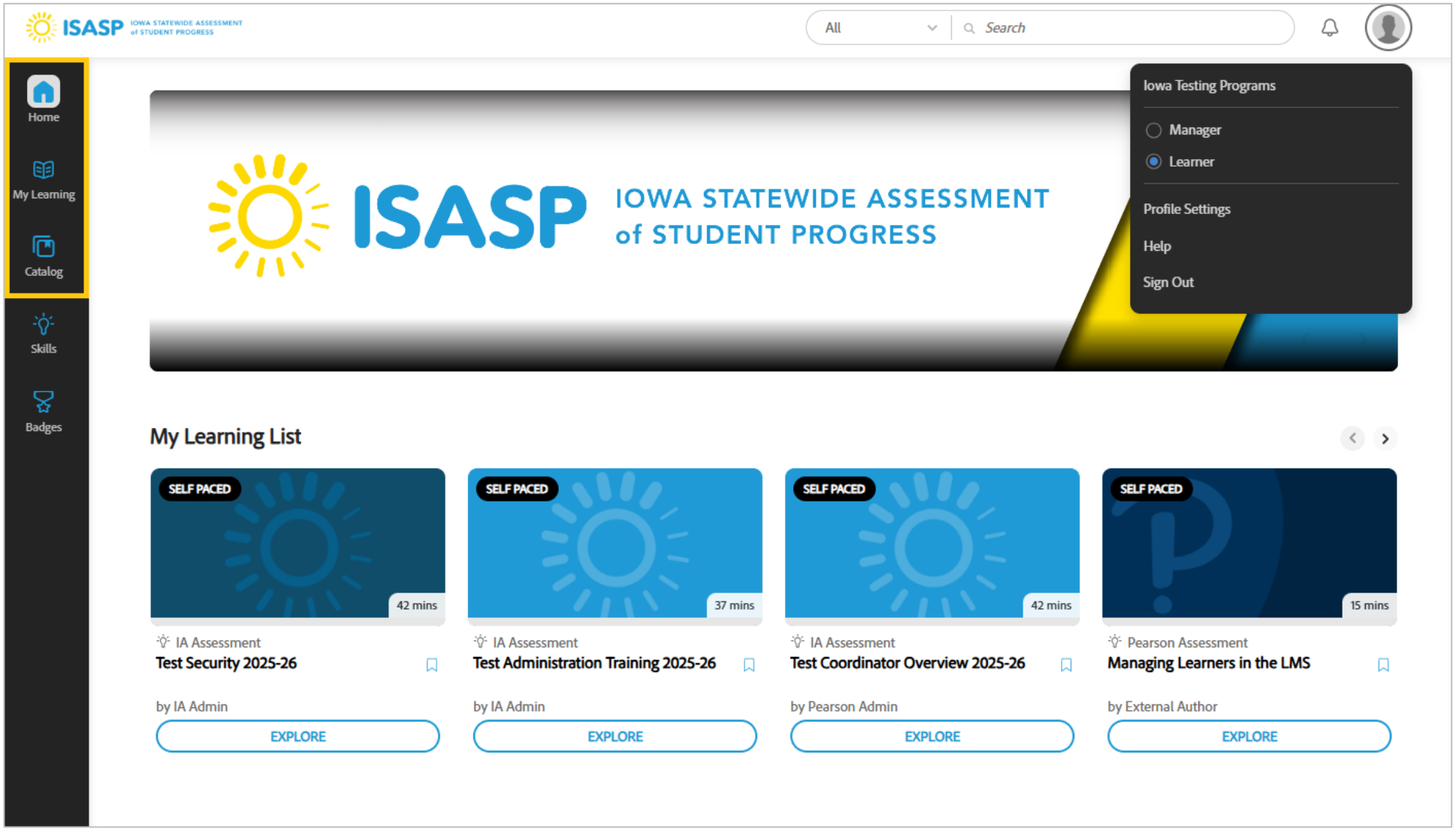


2. Once signed in, click on your account drop-down on the upper-right corner of the screen. Your account may or may not have an additional *Manager* user role. **The role must be set to** *Learner*. If you view a training while the role is set to *Manager*, the training will be presented in preview mode and will **not** document completion.



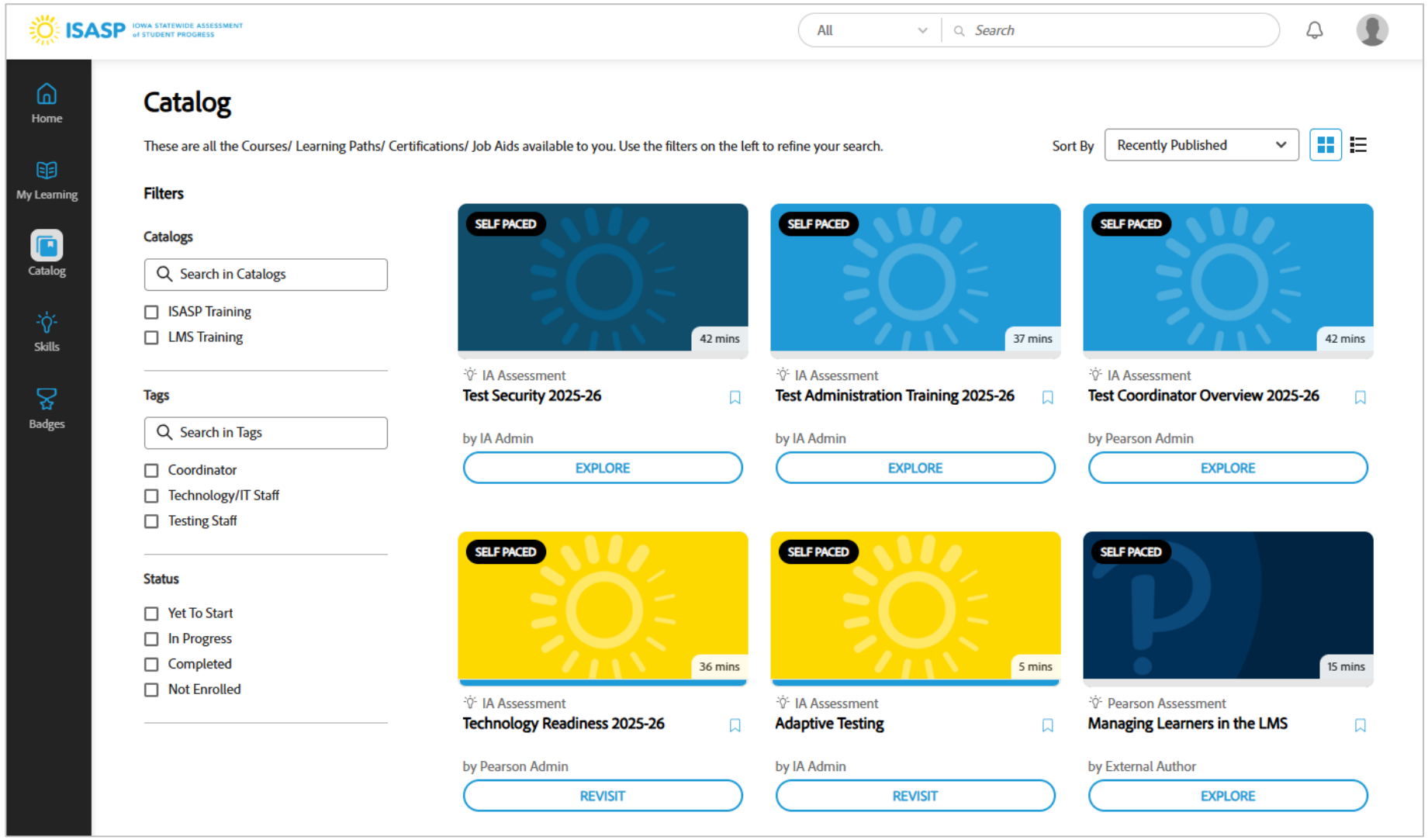
3. This is how the LMS homepage will look in the *Learner* role:

- *Home*: if you are enrolled in any ISASP training modules, they will be displayed here.
- *My Learning*: your completed and enrolled modules will be displayed here, and you can filter these modules using **Tags**, **Status**, or **Sort By**.
- *Catalog*: all modules available in the ISASP LMS will be displayed here.

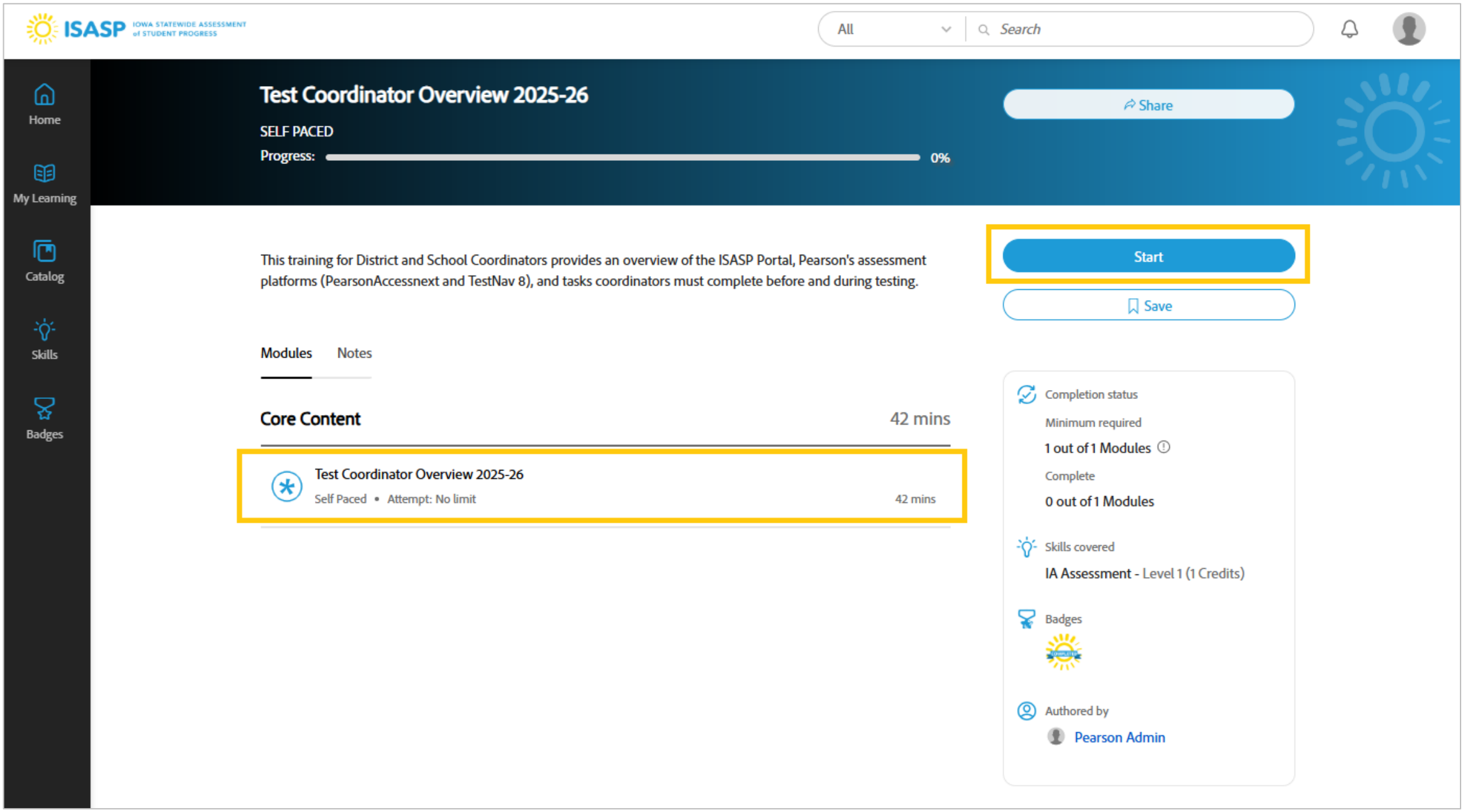


4. To view a module, you must first be enrolled to it. This can be done in multiple ways. You can go to the *Catalog* page, move your pointer over to a module, then select it to go to the module details page.

**Important: You may have been auto-enrolled in certain modules, such as Test Security. All appropriate modules are auto-enrolled for the user based on the user role in PearsonAccess^{next} (e.g., Proctors are auto-enrolled to Test Security).*

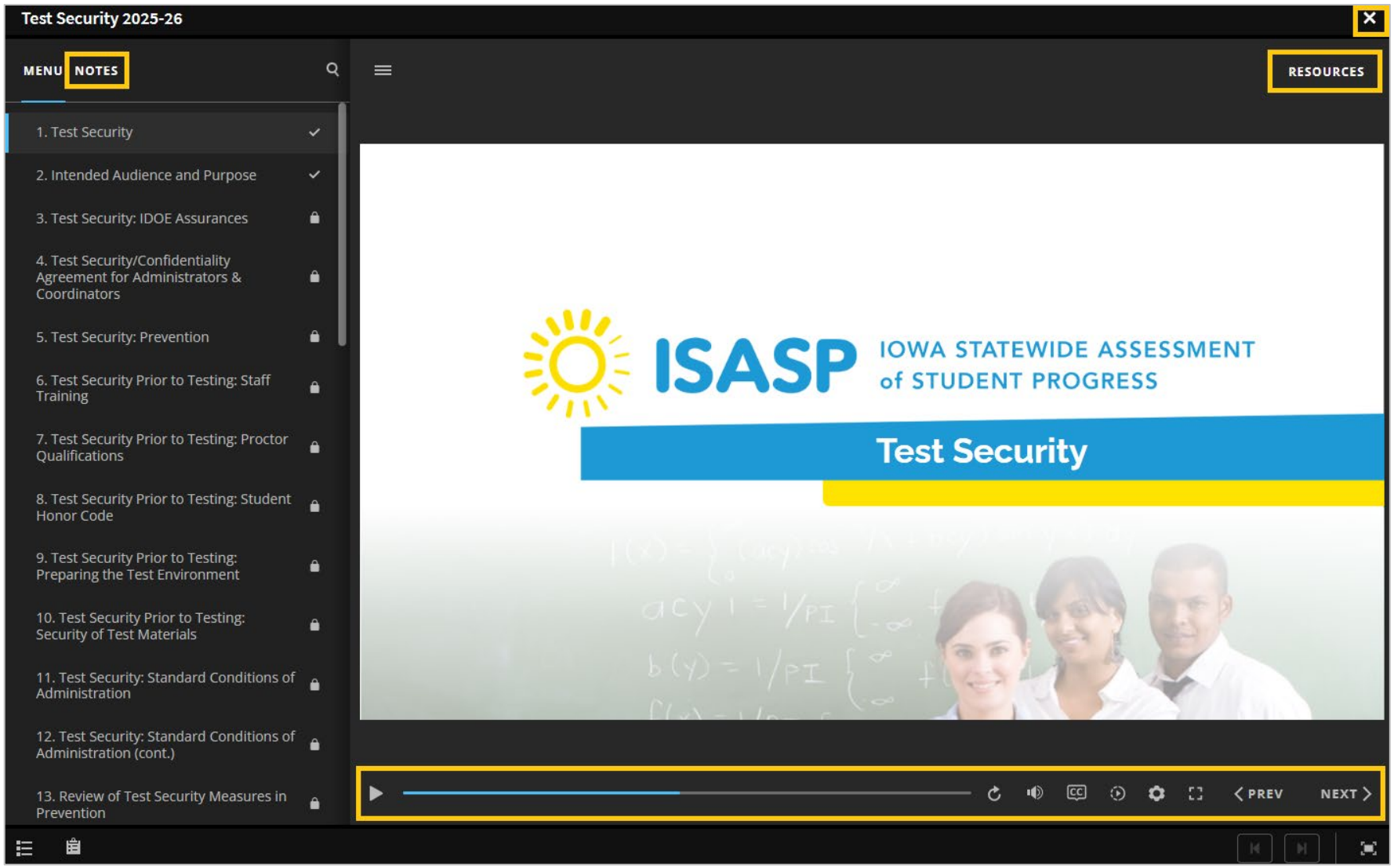


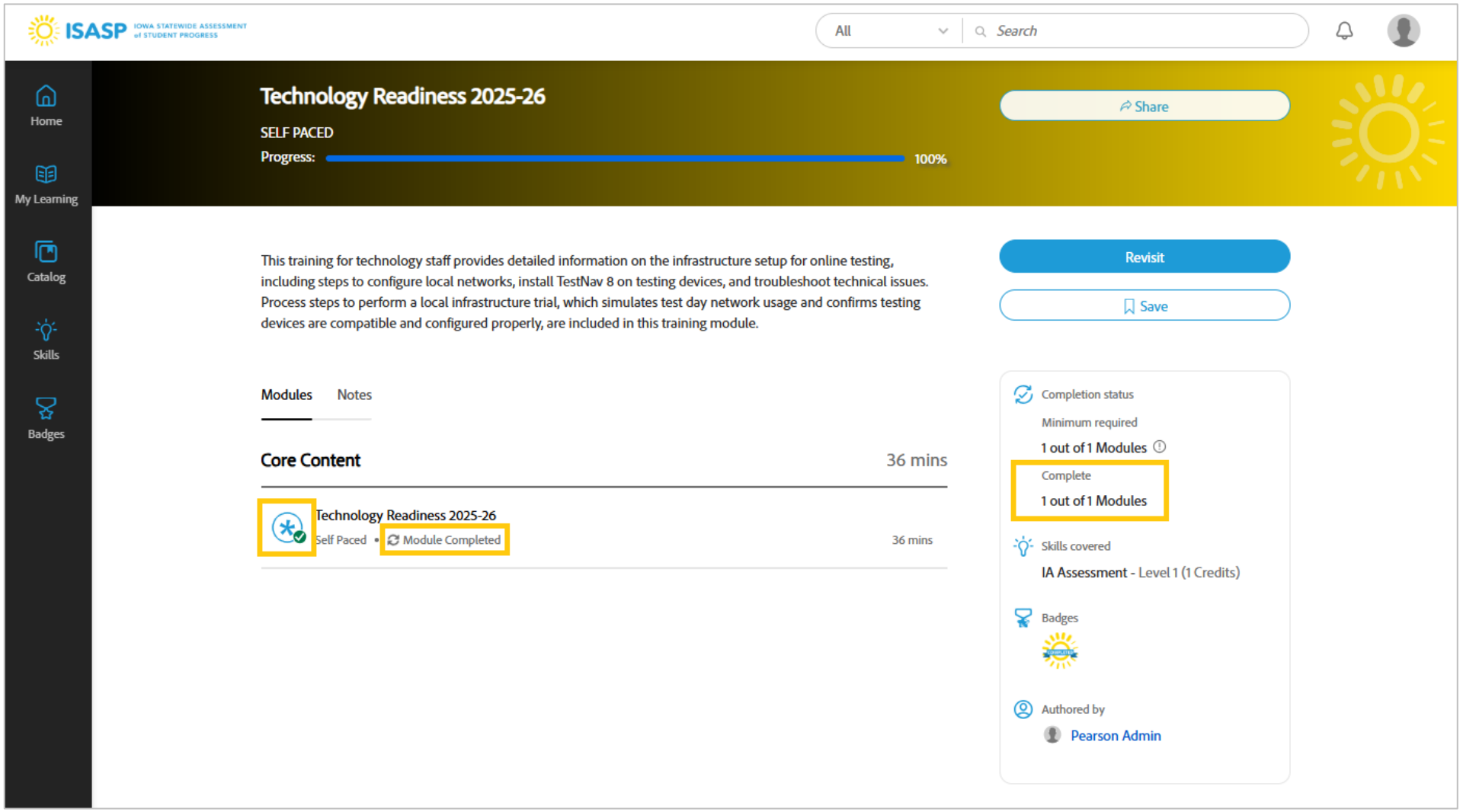
5. If you click on a module on the *Catalog* page, it will take you to the module details page. You can start viewing the module by clicking on the blue **Start** button on the right, or if you click on the module itself (**Core Content**), the system will start playing the training.



6. Here is how an ISASP training looks in LMS. In the upper-left corner of the screen, **NOTES** will display a transcript of the current slide. If a training has any additional resources (e.g., checklist for testing) there will be a **Resources** link in the upper-right corner of the screen. Use the module navigation controls highlighted at the bottom to perform actions such as pausing a slide, enabling closed captioning, or adjusting the playback speed.

If you need to stop viewing a module, or you have finished viewing a module, click on the **x** located in the far upper-right corner of the screen to close the module.



7. You must view all the slides of a training to document your completion. Once the module finishes, close out of it by clicking on the **x** located in the far upper-right corner of the screen. You will be back on the module details page.

You can confirm your training completion is documented by verifying the addition of a green checkmark. Other indicators of a completed training are the system messages “Module Completed” and “1 out of 1 Modules” (Complete).