

The Transportation Learning Network (TLN) consists of Departments of Transportation (DOT) in Montana, North Dakota, South Dakota, and Wyoming; local technical assistance (LTAP) programs in these states; and member universities of the Mountain Plains Consortium (MPC).

Creating a Learning Management System (LMS) Account

- 1. Go to http://tln.learnflex.net
- 2. Select the "Create an account" button.
- 3. Enter First Name, Last Name, and Job Title.
- 4. Select Organization from the drop down list.
- 5. Enter a Password of your choice; confirm the password.
- 6. Select a Security Question and Answer. This will be important if you would ever forget your password.
- 7. Enter email address.



NOTE: This should be your work email address, an administrative assistant, county auditor or supervisor. This is how you will receive presentation links and updates/cancellations.

- 8. Click the "Next" button.
- 9. Enter Company, Address and City.
- 10. Select State from the drop down list.
- 11. Enter Zip Code.
- 12. Enter Work Phone.
- 13. Click the "Next" button.
- 14. Select State from the drop down list.
- 15. Select Site from the drop down list.
- 16. Click the "Next" button.
- 17. Verify the information is correct.
- 18. Click the "Submit" button
- 19. Click the "Continue" button
- 20. A message will be sent to the email address provided upon approved activation. It may take up to 72 hours to activate the account.



TLN Helpdesk: 701-552-0672

www.tln.learnflex.net

www.translearning.org