Transportation Learning Network

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www.translearning.org

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Creating a Learning Management System (LMS) Account

Users must create an individual account; follow these steps:

1. Go to http://tln.learnflex.net
2. Select the “New Account” button
3. Enter First Name, Last Name, and Job Title
4. Select Organization from the drop down list, select a category that best fits your employer
5. Enter a Password of your choice; confirm the password

NOTE: Password must be at least 8 characters in length and must contain at least one numeric character.

6. Select a Security Question and Answer. This will be important if you would ever forget your password.
7. Enter email address

NOTE: An email address is not required, however we ask you to include one to receive information on your account and session notifications. This can be your work or personal address, an administrative assistant, county auditor or supervisor.

8. Click the “Next” button
9. Enter Company, Address and City
10. Select State from the drop down list
11. Enter Work Phone
12. Click the “Next” button

13. Select State and Site from the drop down lists
14. Click the “Next” button
15. Verify the information is correct.
16. Click the “Submit” button

**NOTE:** A message will be sent to the email address provided upon approved activation. It may take up to 72 hours to activate the account. If immediate action is required, please call the LMS HelpDesk at 701-231-1087.

### Forget Username and/or Password

**Forget Username**
Call the TLN Helpdesk at (701) 231-1087

**NOTE:** User name is one word; no spaces.

### Forget Password
1. Go to [http://tln.learnflex.net](http://tln.learnflex.net)
2. Select the “Remind me of my password” statement
3. Enter User Name
4. Click the “Submit” button
5. Enter the answer to the Security Question chosen at the time your account was created. (shown on screen)
6. Click the “Submit” button
7. Your password will be displayed
8. Click the “Return to Login” button
9. Enter User Name
10. Enter Password

NOTE: Call the TLN Helpdesk at (701) 231-1087 should you continue to have issues

Navigating the LMS

1. Go to http://tln.learnflex.net
2. Enter User Name
3. Enter Password
4. Click “Enter”

NOTE: The current month’s calendar will appear and be filtered by region (state) and location (city). The drop-down menus and green arrow buttons allow the results to be changes to show other options. Unchecking the Region/Local Filtering option will show classes for all locations.

About Us
- Provides a brief description about the Transportation Learning Network

Courses/Registrations
- Provides users several options to search for upcoming and/or recorded sessions and self-paced modules. More information on search criteria on Page 8
Message Center
- Contains any message sent by the LMS Administrators

Learning Plan
- Lists any upcoming webinars, video conferences or self-paced learning modules enrolled in and/or still in progress

Achievement Record
- Lists all completed webinars, video conferences or self-paced learning modules

Profile
- Personal information associated with the LMS Account. More information on Page 13

Search by:

NOTE: Search by menu is only viewable from the Courses/Registration tab

Catalog – Allows the user to search for sessions based on a list of catalog types

Subject - Allows the user to search for sessions based on drop down menus for Technical Category and Subject of the session

Advanced - Allows the user to search for sessions based on a number of available fields to filter the search

Calendar - Allows the user to search for sessions based on the date the session will be held. Use the green arrows on top left to change month
Enrolling in Webinar, Video Conference or On-Site Workshop Sessions

1. Go to http://tln.learnflex.net
2. Enter User Name
3. Enter Password
4. Select “Enter”
5. Select “Catalog” from the lower menu bar

6. Select any Upcoming category from the catalog list
7. Click on the session title
8. Scroll to the bottom of the announcement
9. Locate the row with the appropriate location
10. Select the “Register” button on the right

11. Select “OK” to confirm the registration
12. Select the “Continue” button

13. No action needed on the learning plan window that will appear

![Learning Plan Window]

NOTE: A confirmation email will be generated and sent to the email address on file. The session will show in the users Learning Plan.

### Enrolling in a Self-Paced Learning Module

1. Follow steps 1 – 12 in the Enrolling in Webinar, Video Conference or On-Site Workshops above
2. For step 6 - Select Self-Paced Learning Modules
3. Select the “Continue” button
4. Select the “Launch” button to begin the module

![Self-Paced Learning Module]

5. Follow the module instructions
6. Click “Quit” to exit the course

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course is not completed</td>
<td>Go to Learning Plan to relaunch course</td>
</tr>
<tr>
<td>Course is completed</td>
<td>Go to Achievement Record to view completion</td>
</tr>
</tbody>
</table>
Accessing Recorded Sessions

1. Go to http://tln.learnflex.net
2. Enter User Name
3. Enter Password
4. Select “Enter”
5. Select “Catalog” from the lower menu bar

6. Select “Video Conferences Recorded” or “Webinar Recorded”
7. Click on a recorded session from the list
8. Click the recorded presentation link in the “Handout(s)/Recording/Evaluation” section

If you wish to receive learning hours or LTAP Road Scholar credits, please complete the form found at http://www.translearning.org/forms/downloads/sign-in-for-recorded-sessions.pdf.

NOTE: Some Video Conferences and Webinars are not recorded. Those are located in the Not Record categories in the Catalog. There is also a section for Previously Held On-Site Workshops.

Cancel Session Enrollment

1. Go to http://tln.learnflex.net
2. Enter User Name
3. Enter Password
4. Select “Enter”
5. Select “Learning Plan” from the top menu
6. Locate the upcoming session from the list
7. Click “Cancel” in the Registration column

8. Confirm cancellation by selecting “Ok”

**NOTE:** A confirmation email will be generated and sent to the email address on file. The session will show in the users Learning Plan.

### Reports

1. Go to [http://tln.learnflex.net](http://tln.learnflex.net)
2. Enter User Name
3. Enter Password
4. Select “Enter”
5. Select “Learning Plan” or “Achievement Record” from the top menu
6. Select “Printable Version” button

OR

**Updating Your Profile (Contact Information)**

1. Go to [http://tln.learnflex.net](http://tln.learnflex.net)
2. Enter User Name
3. Enter Password
4. Select “Enter”
5. Select “Profile” from the top menu bar; far right side

6. Update “Basic Information”
7. Click “Save” when completed and/or “Next” to move to the next page.
8. Update “Work Address”
9. Click “Save”

**NOTE:** Updates are made to either the Basic Information section or the Work Address section only.

**NOTE:** Please contact the help desk at (701) 231-1087, should the account need to be updated due to separation of employment or retirement.

**LMS Support**

For assistance, please call the Help Desk at 701-231-1087