

LEARNING MANAGEMENT SYSTEM

LMS User Guide

10/22/2012
GDOT
/mcrowder

Table of Contents

LEARNING MANAGEMENT SYSTEM	1
INTRODUCTION	3
WELCOME TO GDOTS LEARNING MANAGEMENT SYSTEM	4
ONCE YOU HAVE CLICKED OBTAIN A LOGO AND PASSWORD YOU ARE DIRECTED TO THE CHECK FOR EXISTING ACCOUNT PAGE:	6
<i>User ID and Password setup Step by Step instructions (additional information).....</i>	<i>8</i>
LOGIN TO GDOT’S LEARNING MANAGEMENT SYSTEM	10
LMS NAVIGATION	11
NAVIGATE USING SELF SERVICE	12
<i>GDOT Self Service Step by Step instructions.....</i>	<i>12</i>
REGISTER FOR-A-CERTIFICATE OVERVIEW	15
CERTIFICATE REGISTRATION (READ BEFORE REGISTERING FOR A CERTIFICATE STEP BY STEP INSTRUCTIONS)	15
<i>The below steps will help you to remember “What to do first to obtain Certification.”.....</i>	<i>15</i>
REGISTER FOR A CERTIFICATE STEP BY STEP INSTRUCTIONS	16
CLASS ENROLLMENT	19
ENROLLMENT PROCESS STEP BY STEP INSTRUCTIONS (OMR IS USED AS AN EXAMPLE)	19
SUPPLEMENTAL LEARNING	22
<i>SUPPLEMENTAL LEARNING STEP BY STEP INSTRUCTIONS.....</i>	<i>22</i>
ADDITIONAL INFORMATION	26
RECERTIFICATION:	26
<i>OMR Technician Certification</i>	<i>26</i>
<i>Recertification step by step instructions</i>	<i>27</i>
SEARCH USING THE COURSE CATALOG	31
<i>Search Catalog Step by step instructions’</i>	<i>32</i>
TRACKING YOUR CERTIFICATION (FROM ALL LEARNING)	34
DROP ACTIVITY	35
<i>Drop Activity Step by Step instructions:</i>	<i>35</i>
UPDATE PERSONAL INFORMATION.....	36
<i>Updating your Personal Information step by step instructions.....</i>	<i>36</i>
QUICK REFERENCE GUIDE	38

INTRODUCTION

The demand for professionals is high, and maintaining your certification is a vital need within your profession to ensure effective performance within the work place. The Learning Management System (LMS) Certification Program helps you make these distinctions by maintaining established competence in specific job roles.

With LMS you can view available certifications in a secure environment. Using your User ID and Password your information is kept private for only those with administrative access to view. Security limits access to users based on authorized roles.

Your Certification is a value recognized credential that signifies a proven level of knowledge and skill. Here at the Georgia Department of Transportation (GDOT) we have developed the Learning Management System to guide you through the certification process for your specific job role.

- Why do I need a User ID and Password
 - How to get your User ID and Password
- Navigating the LMS External Application
- Why Register for a Certificate?
 - How to Registration for a Certificate
- GDOT Course Enrollment Registration
 - Who can attend and Why
- Searching the Course Catalog
 - Includes contact information to colleges where classes are being offered
- Additional Information
 - Recertification for Office of Materials and Research (OMR)

When you register for your User ID and Password, you will be placed in a Learner Group by the way you answer certain questions. Only those courses that match your certification requirements will be displayed in the catalog.

WELCOME TO GDOT'S LEARNING MANAGEMENT SYSTEM

If you are a first time user, select "Obtain a logon ID and Password" link to get started.

Welcome Statement

Welcome to GDOT's Learning Management System, also known as LMS. LMS is a centralized system designed to allow registrants the ability to control their learning by: maintaining individual certifications, searching catalog offerings, enrolling and dropping classes, controlling and tracking your learning as well as providing user access to personal identification information.

First time user?

[Obtain a logon ID and password.](#)

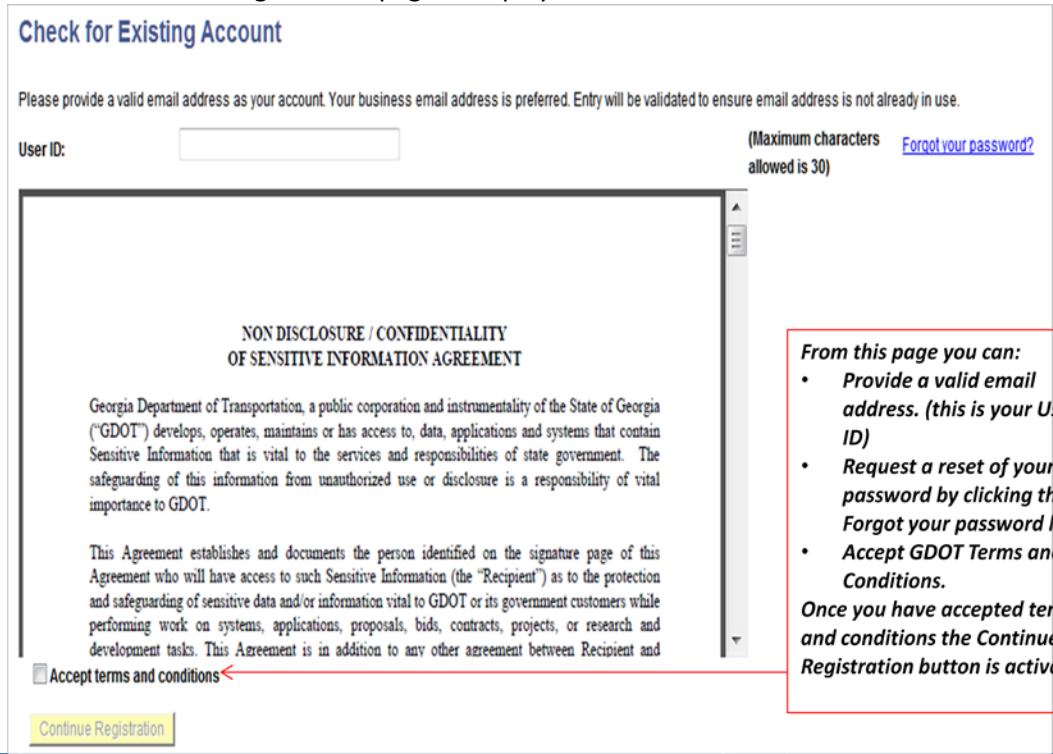
Forgot your logon ID and password?








[Click Forgot Password link.](#)

If you are a "First Time user" click the "Obtain a logon ID and Password" link.



ONCE YOU HAVE CLICKED OBTAIN A LOGO AND PASSWORD YOU ARE DIRECTED TO THE CHECK FOR EXISTING ACCOUNT PAGE:

Step	Action
1.	You have clicked the Register link.
2.	<p>The Check for Existing Account page is displayed</p>  <p>From this page you can:</p> <ul style="list-style-type: none"> • Provide a valid email address. (this is your User ID) • Request a reset of your password by clicking the <i>Forgot your password link.</i> • Accept GDOT Terms and Conditions. <p><i>Once you have accepted terms and conditions the Continue Registration button is activated.</i></p>
3.	<p>After you have read the terms and conditions click the check box if you agree.</p> <p>Note: Continue Registration is only displayed once you have checked:</p> <p><input checked="" type="checkbox"/> Accept terms and conditions.</p>
4.	Click the Continue Registration button.
5.	<p>The New User Registration page is displayed.</p> <ul style="list-style-type: none"> • Create a New Account by filling out the entire form. • You must have an email account to register as a new user. • (for example, Many Search engines such as: Yahoo, Google, Bing also provide free email services) • Select the Certificates that you require. Only those certifications will be displayed in LMS).

Step	Action									
	<p>(for example, if you only select Pilot Car, only those certifications for Pilot Car are displayed)</p> <ul style="list-style-type: none"> As you are entering and selecting information on the form we have included “Look Up” help. <p>To use where available “click the Look Up icon  <p>Create New Account</p> <p>*Account/email: <input type="text"/> *Email: <input type="text"/></p> <p>*Password: <input type="password"/> *Confirm Password: <input type="password"/></p> <p>*Certificates Required</p> <table border="1"> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Office of Materials and Research</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>Pilot Car</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td>WECS/LTAP</td> </tr> </table> <p>User Information</p> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*Phone: <input type="text"/> Required format (999)999-9999</p> <p>*Company: <input type="text"/> </p> <p>*Class Type: <input type="text"/> </p> <p>*Driver State: GA  *Driver License# <input type="text"/> *Date of Birth: <input type="text"/> </p> <p>Primary Address</p> <p>*Country: USA  *City: <input type="text"/></p> <p>*Address 1: <input type="text"/> *State: <input type="text"/> </p> <p>Address 2: <input type="text"/> *Postal: <input type="text"/></p> <p>Security Questions</p> <p>*Question: What is your favorite pet's name? <input type="text"/> *Question: <input type="text"/> *Question: <input type="text"/></p> <p>*Response: <input type="text"/> *Response: <input type="text"/> *Response: <input type="text"/></p> <p><input type="button" value="Create Account"/></p> </p>	1	<input type="checkbox"/>	Office of Materials and Research	2	<input type="checkbox"/>	Pilot Car	3	<input type="checkbox"/>	WECS/LTAP
1	<input type="checkbox"/>	Office of Materials and Research								
2	<input type="checkbox"/>	Pilot Car								
3	<input type="checkbox"/>	WECS/LTAP								

You must use the name that is issued on your Driver's license when completing the User information section.

*** Represents required field**

USER ID AND PASSWORD SETUP STEP BY STEP INSTRUCTIONS (ADDITIONAL INFORMATION)

Step	Action
1.	Enter a valid email address in the User ID field.
2.	Click the Accept terms and conditions check box.
3.	Click the Continue Registration button.
4.	<p>Choose a password that conforms to the GDOT password policy.</p> <p>GDOT Password policy rules:</p> <ul style="list-style-type: none"> • Access to all GDOT information systems and applications used to process, store, or transfer data with a security categorization of MODERATE or higher shall require the use of strong passwords or other strong authentication mechanisms. • Strong passwords shall be constructed with the following characteristics: <ul style="list-style-type: none"> ○ Are at least eight characters in length ○ Must contain characters from at least three of the following four types of characters: <ul style="list-style-type: none"> ▪ English upper case (A-Z) ▪ English lower case (a-z) ▪ Numbers (0-9) ▪ Non-alpha special characters (\$, !, %, ^, ...) ○ Must not contain the user’s name or part of the user’s name
5.	Type the password again in the Confirm Password box.
6.	Click to select the check box for the Certificate the user is attempting to get their certification.
7.	<p>User information is required for the following:</p> <ul style="list-style-type: none"> • * First Name (name that is issued on your Drivers license) • Middle Name (this field is optional) • * Last Name • * Phone Number (a valid phone number) • * Company • * Driver State • * Driver License Number • * Date of Birth <p>Primary Address is required for the following:</p> <ul style="list-style-type: none"> • * Country • * Address 1 • Address 2 (this field is optional) • * City • * State • * Postal Code <p>Choose any 3 out of the 15 “Security Questions” that will be associated with your account in the event that you forget your login or password.</p> <ul style="list-style-type: none"> • *Question: <ul style="list-style-type: none"> ○ Please select from the drop-down. (first response answer) • *Question: <ul style="list-style-type: none"> ○ Please select from the drop-down (second response answer) • *Question: <ul style="list-style-type: none"> ○ Please select from the drop-down (third response answer)

*** Required Field**

You must complete these questions before you can “Create” your Account.

Step	Action
8.	Click Create Account. Or Click Return to cancel.
9.	Click OK.

**** Represents required field***

LOGIN TO GDOT'S LEARNING MANAGEMENT SYSTEM

Existing users should enter their LMS User ID and Password.



Welcome to GDOT's Learning Management System

<input type="text"/>	<input type="text" value="Email address"/>	<input type="text"/>	<input type="button" value="Login"/>
----------------------	--	----------------------	--------------------------------------

[Forgot your User ID?](#)

[Forgot your Password?](#)

LMS NAVIGATION

Once you have logged into LMS you will see the LMS Home page. The “Home” page includes the Menu (the menu is located on the left side of the screen) and GDOT Self Service options. (Located to the right of Menu)

From the Menu option Self Service, “All Learning” is preselected for you as a starting point. You can navigate to your learning certifications from “All Learning” as well as perform additional task such as Modify certificates, drop certificates, and enroll in classes for applied certificates. If you are not sure about classes that are offered in your certification group use Search Catalog. In an effort to keep the LMS system tailored to your learning needs only those CERTIFICATES that you have identified when creating your New Account are included in the Catalog.

New User Registration
* Indicates required field
Create New Account

*Account/email: _____ *Email: _____

*Password: _____ *Confirm Password: _____

***Certificates Required**

1	<input type="checkbox"/>	Office of Materials and Research
2	<input checked="" type="checkbox"/>	Pilot Car
3	<input type="checkbox"/>	WECS/LTAP

The Catalog displays only those certificates that you have identified during the registration process.

- Office of Materials and Research
- Pilot Car
- WECS/LTAP

In the above example only certificates for Pilot Car will be included in the Catalog.

Once you have completed the New User Registration process you will see the LMS Home page. (The home page is depicted below)

Select “All Learning” to get Started.

GDOT Self-service let’s you:

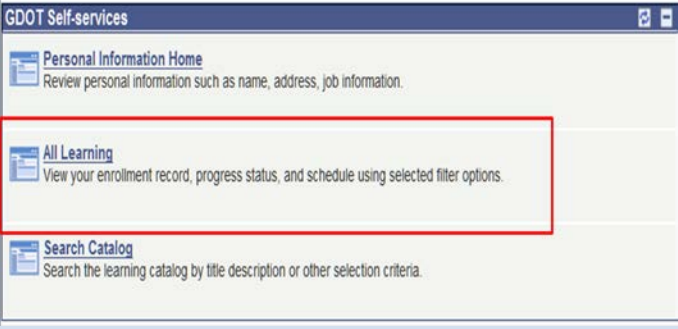
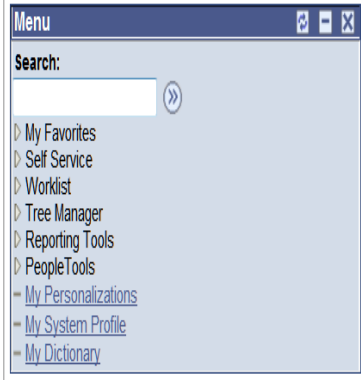
- **Edit your Personal information.**
- **Create, and Track your certificates.**
- **Search the Catalog.**

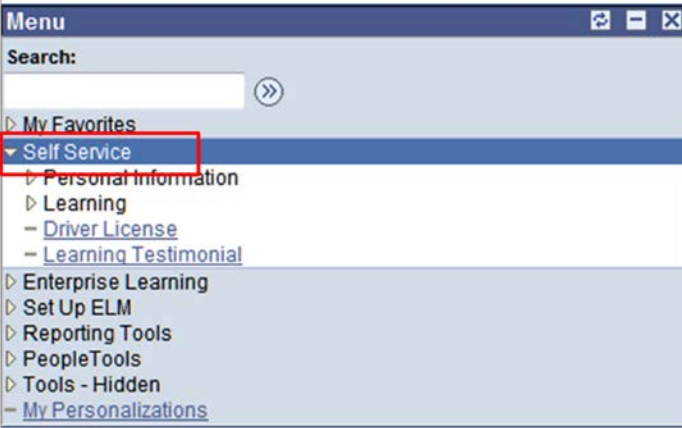
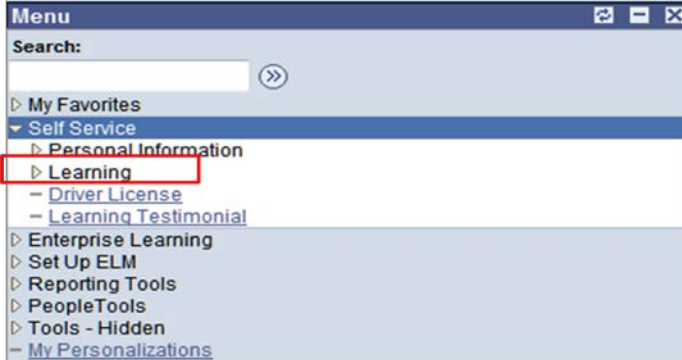
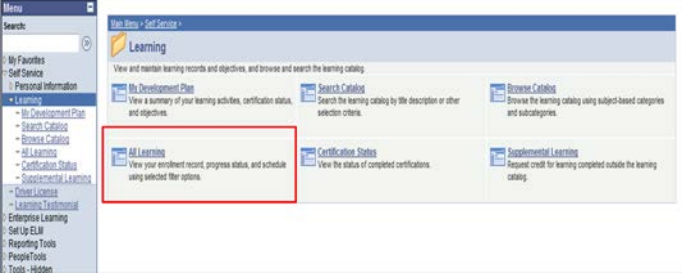
GDOT Self-services

- Personal Information Home**
Review personal information such as name, address, job information.
- All Learning**
View your enrollment record, progress status, and schedule using selected filter options.
- Search Catalog**
Search the learning catalog by title description or other selection criteria.

NAVIGATE USING SELF SERVICE

GDOT SELF SERVICE STEP BY STEP INSTRUCTIONS

Step	Action	Results
1.	From the Home Page and under Self Service select All Learning.	 <p>The screenshot shows the 'GDOT Self-services' interface. It has three main menu items: 'Personal Information Home', 'All Learning', and 'Search Catalog'. The 'All Learning' item is highlighted with a red rectangular box.</p>
2.	All Learning image. Select one:	<p>All Learning is divided into SECTIONS and COLUMNS:</p> <p>Top Section:</p> <ul style="list-style-type: none"> • Overview of “All Learning.” • Filter by name what is displayed on the screen. <p>My Learning:</p> <ul style="list-style-type: none"> • Select a class by Title. • View the Status of a class. • Perform actions on a selected class. <p>Additional Links:</p> <ul style="list-style-type: none"> • Select My Learning link • Search by Catalog link • Browse by Catalog link • Request New Learning link • Contact Us link
3.	Navigate using the Menu.	 <p>The screenshot shows a 'Menu' window with a search bar and a list of links. The links include: My Favorites, Self Service, Worklist, Tree Manager, Reporting Tools, PeopleTools, My Personalizations, My System Profile, and My Dictionary.</p>

Step	Action	Results
4.	From the Menu select Self Service.	 <p>The screenshot shows a 'Menu' window with a search bar and a list of items. 'Self Service' is highlighted with a red box. Other items include 'My Favorites', 'Personal Information', 'Enterprise Learning', 'Set Up ELM', 'Reporting Tools', 'PeopleTools', 'Tools - Hidden', and 'My Personalizations'.</p>
5.	From Self Service select Learning.	 <p>The screenshot shows the 'Menu' window with 'Self Service' expanded. 'Learning' is highlighted with a red box. Other items under 'Self Service' include 'Personal Information', 'Driver License', and 'Learning Testimonial'.</p>
6.	From Learning Select All Learning.	 <p>The screenshot shows the 'Learning' page with a sidebar menu. 'All Learning' is highlighted with a red box. The main content area includes sections for 'My Development Plan', 'Search Catalog', 'Browse Catalog', 'All Learning', 'Certification Status', and 'Supplemental Learning'.</p>
7.	All Learning image. Select one:	<p>All Learning is divided into SECTIONS and COLUMNS:</p> <p>Top Section:</p> <ul style="list-style-type: none"> • Overview of “All Learning.” • Filter by name what is displayed on the screen. <p>My Learning:</p> <ul style="list-style-type: none"> • Select a class by Title. • View the Status of a class. • Perform actions on a selected class. <p>Additional Links:</p> <ul style="list-style-type: none"> • Select My Learning link

Step	Action	Results																																																																																
	<p>All Learning</p> <p>All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.</p> <p>*Filter Name: All Active learning <input type="text"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Status</th> <th>Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Worksite Erosion Control Supervisor Certification</td> <td>Certification</td> <td><input checked="" type="checkbox"/> In-Progress</td> <td>09/13/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>Pilot Car certification - Initial</td> <td>Certification</td> <td><input checked="" type="checkbox"/> In-Progress</td> <td>08/28/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>Field Welder - Initial</td> <td>Certification</td> <td><input checked="" type="checkbox"/> Registered</td> <td>09/13/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>Plant Concrete Tester - Initial</td> <td>Certification</td> <td><input checked="" type="checkbox"/> Registered</td> <td>09/04/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>Prestress Technician - Initial</td> <td>Certification</td> <td><input checked="" type="checkbox"/> Registered</td> <td>09/04/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>SDDOT/IGT/CA Erosion and Sediment Control</td> <td>ClassRoom</td> <td><input checked="" type="checkbox"/> Enrolled</td> <td>09/13/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>My Defensive Driving supplemental Learning certification</td> <td>Defensive Driving Cert (Ext)</td> <td><input checked="" type="checkbox"/> Pending Approval</td> <td>10/04/12</td> <td><input type="button" value="Modify"/></td> </tr> <tr> <td>Valid Driver License</td> <td>Valid Driver License (Ext)</td> <td><input checked="" type="checkbox"/> Pending Approval</td> <td>09/19/12</td> <td><input type="button" value="Modify"/></td> </tr> <tr> <td>Drivers license</td> <td>Pilot Car Cert Class (Ext)</td> <td><input checked="" type="checkbox"/> Pending Approval</td> <td>08/28/12</td> <td><input type="button" value="Modify"/></td> </tr> <tr> <td>PILOT CAR CERTIFICATE CLASS</td> <td>ClassRoom</td> <td><input checked="" type="checkbox"/> Pending Approval</td> <td>08/28/12</td> <td><input type="button" value="Drop"/></td> </tr> <tr> <td>Field Welder Field Demonstration</td> <td>Catalog Item</td> <td><input checked="" type="checkbox"/> Planned</td> <td>09/13/12</td> <td><input type="button" value="Enroll"/> <input type="button" value="Info"/></td> </tr> <tr> <td>Prestress Technician Written Test</td> <td>Catalog Item</td> <td><input checked="" type="checkbox"/> Planned</td> <td>09/12/12</td> <td><input type="button" value="Enroll"/> <input type="button" value="Info"/></td> </tr> <tr> <td>DEFENSIVE DRIVING CERTIFICATE</td> <td>Catalog Item</td> <td><input checked="" type="checkbox"/> Planned</td> <td>09/06/12</td> <td><input type="button" value="Enroll"/> <input type="button" value="Info"/></td> </tr> <tr> <td>VALID DRIVER LICENSE</td> <td>Catalog Item</td> <td><input checked="" type="checkbox"/> Planned</td> <td>09/06/12</td> <td><input type="button" value="Enroll"/> <input type="button" value="Info"/></td> </tr> <tr> <td>PILOT CAR CERTIFICATE CLASS</td> <td>Catalog Item</td> <td><input checked="" type="checkbox"/> Planned</td> <td>09/05/12</td> <td><input type="button" value="Enroll"/> <input type="button" value="Info"/></td> </tr> </tbody> </table> <p>My Learning Search Catalog Browse Catalog Request New Learning Contact Us</p>	Title	Type	Status	Date	Action	Worksite Erosion Control Supervisor Certification	Certification	<input checked="" type="checkbox"/> In-Progress	09/13/12	<input type="button" value="Drop"/>	Pilot Car certification - Initial	Certification	<input checked="" type="checkbox"/> In-Progress	08/28/12	<input type="button" value="Drop"/>	Field Welder - Initial	Certification	<input checked="" type="checkbox"/> Registered	09/13/12	<input type="button" value="Drop"/>	Plant Concrete Tester - Initial	Certification	<input checked="" type="checkbox"/> Registered	09/04/12	<input type="button" value="Drop"/>	Prestress Technician - Initial	Certification	<input checked="" type="checkbox"/> Registered	09/04/12	<input type="button" value="Drop"/>	SDDOT/IGT/CA Erosion and Sediment Control	ClassRoom	<input checked="" type="checkbox"/> Enrolled	09/13/12	<input type="button" value="Drop"/>	My Defensive Driving supplemental Learning certification	Defensive Driving Cert (Ext)	<input checked="" type="checkbox"/> Pending Approval	10/04/12	<input type="button" value="Modify"/>	Valid Driver License	Valid Driver License (Ext)	<input checked="" type="checkbox"/> Pending Approval	09/19/12	<input type="button" value="Modify"/>	Drivers license	Pilot Car Cert Class (Ext)	<input checked="" type="checkbox"/> Pending Approval	08/28/12	<input type="button" value="Modify"/>	PILOT CAR CERTIFICATE CLASS	ClassRoom	<input checked="" type="checkbox"/> Pending Approval	08/28/12	<input type="button" value="Drop"/>	Field Welder Field Demonstration	Catalog Item	<input checked="" type="checkbox"/> Planned	09/13/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>	Prestress Technician Written Test	Catalog Item	<input checked="" type="checkbox"/> Planned	09/12/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>	DEFENSIVE DRIVING CERTIFICATE	Catalog Item	<input checked="" type="checkbox"/> Planned	09/06/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>	VALID DRIVER LICENSE	Catalog Item	<input checked="" type="checkbox"/> Planned	09/06/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>	PILOT CAR CERTIFICATE CLASS	Catalog Item	<input checked="" type="checkbox"/> Planned	09/05/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>	<ul style="list-style-type: none"> • Search by Catalog link • Browse by Catalog link • Request New Learning link • Contact Us link
Title	Type	Status	Date	Action																																																																														
Worksite Erosion Control Supervisor Certification	Certification	<input checked="" type="checkbox"/> In-Progress	09/13/12	<input type="button" value="Drop"/>																																																																														
Pilot Car certification - Initial	Certification	<input checked="" type="checkbox"/> In-Progress	08/28/12	<input type="button" value="Drop"/>																																																																														
Field Welder - Initial	Certification	<input checked="" type="checkbox"/> Registered	09/13/12	<input type="button" value="Drop"/>																																																																														
Plant Concrete Tester - Initial	Certification	<input checked="" type="checkbox"/> Registered	09/04/12	<input type="button" value="Drop"/>																																																																														
Prestress Technician - Initial	Certification	<input checked="" type="checkbox"/> Registered	09/04/12	<input type="button" value="Drop"/>																																																																														
SDDOT/IGT/CA Erosion and Sediment Control	ClassRoom	<input checked="" type="checkbox"/> Enrolled	09/13/12	<input type="button" value="Drop"/>																																																																														
My Defensive Driving supplemental Learning certification	Defensive Driving Cert (Ext)	<input checked="" type="checkbox"/> Pending Approval	10/04/12	<input type="button" value="Modify"/>																																																																														
Valid Driver License	Valid Driver License (Ext)	<input checked="" type="checkbox"/> Pending Approval	09/19/12	<input type="button" value="Modify"/>																																																																														
Drivers license	Pilot Car Cert Class (Ext)	<input checked="" type="checkbox"/> Pending Approval	08/28/12	<input type="button" value="Modify"/>																																																																														
PILOT CAR CERTIFICATE CLASS	ClassRoom	<input checked="" type="checkbox"/> Pending Approval	08/28/12	<input type="button" value="Drop"/>																																																																														
Field Welder Field Demonstration	Catalog Item	<input checked="" type="checkbox"/> Planned	09/13/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>																																																																														
Prestress Technician Written Test	Catalog Item	<input checked="" type="checkbox"/> Planned	09/12/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>																																																																														
DEFENSIVE DRIVING CERTIFICATE	Catalog Item	<input checked="" type="checkbox"/> Planned	09/06/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>																																																																														
VALID DRIVER LICENSE	Catalog Item	<input checked="" type="checkbox"/> Planned	09/06/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>																																																																														
PILOT CAR CERTIFICATE CLASS	Catalog Item	<input checked="" type="checkbox"/> Planned	09/05/12	<input type="button" value="Enroll"/> <input type="button" value="Info"/>																																																																														
<p>8.</p>	<p>Next you will Register for a Certificate.</p>	<p>Please take a few minutes and read the next page.</p> <p>“Register for a Certificate Overview.”</p>																																																																																

REGISTER FOR-A-CERTIFICATE OVERVIEW

CERTIFICATE REGISTRATION (READ BEFORE REGISTERING FOR A CERTIFICATE STEP BY STEP INSTRUCTIONS)

Before enrolling in either the OMR or Escort Vehicle Operator Certificate programs you

MUST “Register for a Certificate” first.

Think of Registering for a certificate like this. Before you go hunting or fishing you must register for a new license. Once you have registered and met all of the requirements you receive your license. You can then hunt or fish based on your license type.

The same registration rules apply for LMS. Once you register for the certificate you can then enroll in the class, and after having taken the class and pass you get a certificate.

Note: if you have previously registered for a class you will receive the message: **A duplicate registration has been found. This registration cannot be processed.**

THE BELOW STEPS WILL HELP YOU TO REMEMBER “WHAT TO DO FIRST TO OBTAIN CERTIFICATION.”




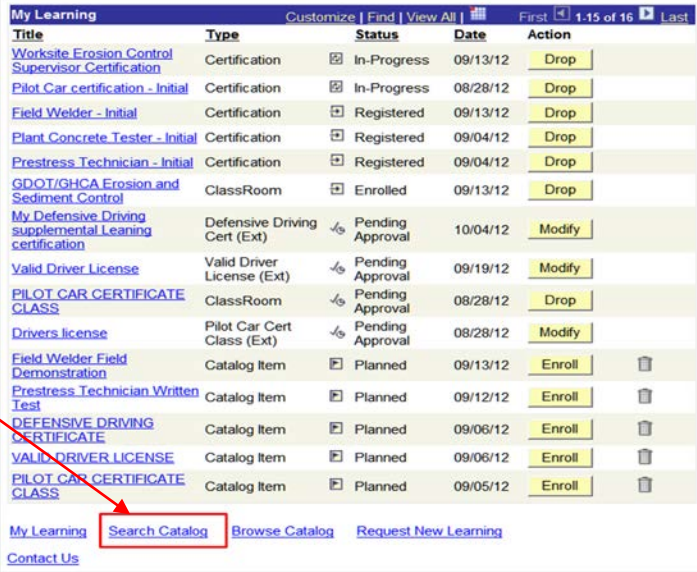
Step 1:	Obtain User ID and Password
Step 2:	Register for your Certificate.
Step 3:	Enroll in class.
Step 4:	Wait for class approval.
	Complete all requirements for the certificate. For example: <ul style="list-style-type: none"> • Submit all documentation • Enroll in class
Step 5:	OMR Enrollment can be completed using LMS.
Step 6:	Escort Vehicle Enrollment must be done at the college level.

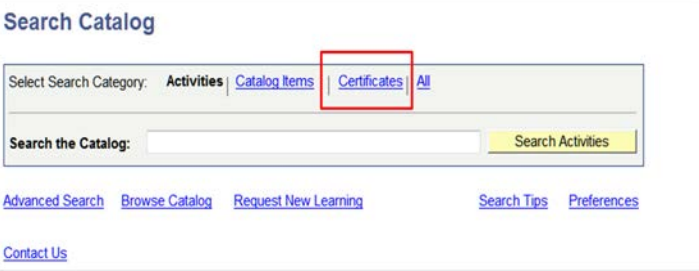
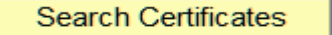
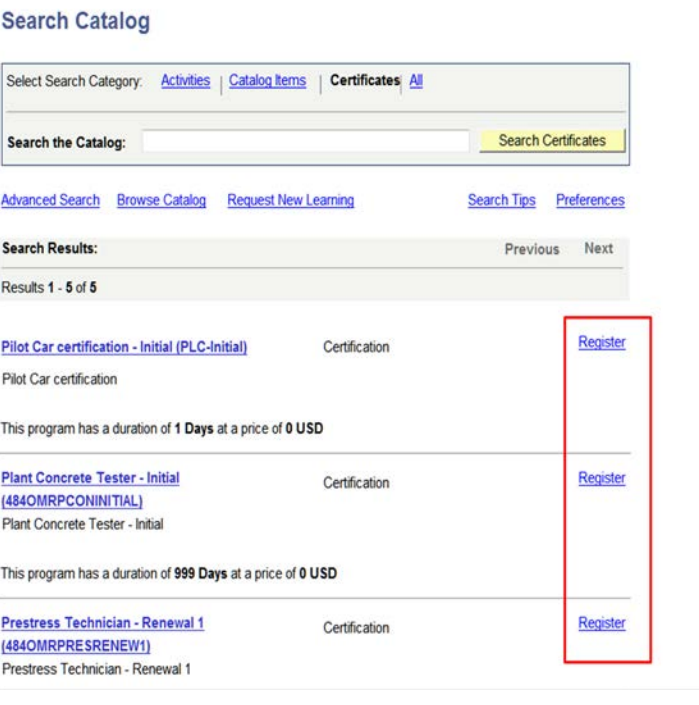
Note: *If after having taken a class at the city college level and you do not pass, you can then apply to GDOT to take the class within the GDOT Training program.*

[See Also Register for Certificate Step by Step instructions](#)

REGISTER FOR A CERTIFICATE STEP BY STEP INSTRUCTIONS

A program (certification) represents a significant learning goal that can be achieved by completing multiple learning activities. Programs (certifications) are especially useful for learners who need to obtain a particular certificate, license, skill, or competency.

Step	Action	Results
1.	Login to LMS.	(if you are not logged in)
2.	Select All Learning.	<p>From the Menu</p> 
3.	<p>Select Search Catalog.</p> <p>The Search Catalog link is at the bottom of the page of All Learning.</p>	
4.	Click the Certificates link.	From the Search Catalog screen:

Step	Action	Results
		 <p>The screenshot shows the 'Search Catalog' page. At the top, there are four links: 'Activities', 'Catalog Items', 'Certificates', and 'All'. The 'Certificates' link is highlighted with a red rectangular box. Below these links is a search input field labeled 'Search the Catalog:' and a yellow 'Search Activities' button. At the bottom of the page, there are several navigation links: 'Advanced Search', 'Browse Catalog', 'Request New Learning', 'Search Tips', 'Preferences', and 'Contact Us'.</p>
5.	<p>Select the Search Certificates button.</p> <p>Note: This will show all available certificates.</p>	 <p>The screenshot shows a single yellow button with the text 'Search Certificates' in black, centered on a white background.</p>
6.	Click the Register link.	 <p>The screenshot shows the 'Search Catalog' page with search results. The 'Certificates' link in the top navigation is highlighted. Below the search bar, there are navigation links: 'Advanced Search', 'Browse Catalog', 'Request New Learning', 'Search Tips', and 'Preferences'. The search results section is titled 'Search Results:' and shows 'Results 1 - 5 of 5'. There are three results listed, each with a 'Register' link highlighted in a red box:</p> <ul style="list-style-type: none"> Pilot Car certification - Initial (PLC-Initial) Certification. Price: 0 USD. Duration: 1 Days. Plant Concrete Tester - Initial (484OMRPCONINITIAL) Certification. Price: 0 USD. Duration: 999 Days. Prestress Technician - Renewal 1 (484OMRPRESRENEW1) Certification. Price: 0 USD.

Step	Action	Results
7.	Register for a Certificate page is displayed.	 <p>Home</p> <p>Register For Certification</p> <p>Review Information</p> <p>Marlene Crowder, External User, All Externals</p> <p>Program Name: Plant Concrete Tester - Initial Type: Certification Program Code: 484OMRPCONINITIAL Contact: Price Per Seat: Drop Charge: Schedule: All requirements must be completed within 999 days from date of registration. Validity: This certificate will be valid for 1095 days from date of completion. Recertification Period: 0 days</p> <p>Submit Registration Search Catalog Browse Catalog</p>
8.	Click Submit Registration.	 <p>Register For Certification</p> <p>Registration Confirmation</p> <p>External User, All Externals</p> <p>✓ You have successfully registered in the Prestress Technician - Initial program. You can view your registration details on your All Learning page.</p> <p>Confirmation Number: 447814</p> <p>Program Name: Prestress Technician - Initial Type: Certification Program Code: 484OMRPRESINITIAL Contact: Price Per Seat: Drop Charge: Schedule: All requirements must be completed within 999 days from date of registration. Validity: This certificate will be valid for 1825 days from date of completion. Recertification Period: 0 days</p> <p>Search Catalog Browse Catalog My Learning Request New Learning</p>

CLASS ENROLLMENT

Once you are a registered participant you can now enroll in the OMR class. Use the OMR Enrollment Process step by step instructions to successfully enroll in an OMR course.

ENROLLMENT PROCESS STEP BY STEP INSTRUCTIONS (OMR IS USED AS AN EXAMPLE)

Step	Action	Results																																										
1.	Login to LMS																																											
2.	Select All Learning	<p>All Learning</p> <p>All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.</p> <p>*Filter Name: <input type="text" value="All learning - any status, type or date"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Status</th> <th>Date</th> <th>Action</th> <th>Launch</th> </tr> </thead> <tbody> <tr> <td>Plant Concrete Tester - Initial</td> <td>Certification</td> <td><input checked="" type="checkbox"/> In-Progress</td> <td>08/28/12</td> <td><input type="button" value="Drop"/></td> <td></td> </tr> <tr> <td>Precast Technician - Initial</td> <td>Certification</td> <td><input type="checkbox"/> Registered</td> <td>07/19/12</td> <td></td> <td></td> </tr> <tr> <td>Plant Concrete Written Test</td> <td>ClassRoom</td> <td><input type="checkbox"/> Enrolled</td> <td>08/28/12</td> <td><input type="button" value="Drop"/></td> <td><input type="button" value="Launch"/></td> </tr> <tr> <td>Plant Concrete Field Demonstration</td> <td>ClassRoom</td> <td><input type="checkbox"/> Enrolled</td> <td>08/28/12</td> <td><input type="button" value="Drop"/></td> <td><input type="button" value="Launch"/></td> </tr> <tr> <td>TCCC Ethics Awareness for the Transportation Industry</td> <td>Web-Based Training</td> <td><input checked="" type="checkbox"/> Completed</td> <td>02/15/12</td> <td></td> <td><input type="button" value="Launch"/></td> </tr> <tr> <td>Defensive Driving Course</td> <td>ClassRoom</td> <td><input checked="" type="checkbox"/> Completed</td> <td>02/15/12</td> <td></td> <td></td> </tr> </tbody> </table>	Title	Type	Status	Date	Action	Launch	Plant Concrete Tester - Initial	Certification	<input checked="" type="checkbox"/> In-Progress	08/28/12	<input type="button" value="Drop"/>		Precast Technician - Initial	Certification	<input type="checkbox"/> Registered	07/19/12			Plant Concrete Written Test	ClassRoom	<input type="checkbox"/> Enrolled	08/28/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>	Plant Concrete Field Demonstration	ClassRoom	<input type="checkbox"/> Enrolled	08/28/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>	TCCC Ethics Awareness for the Transportation Industry	Web-Based Training	<input checked="" type="checkbox"/> Completed	02/15/12		<input type="button" value="Launch"/>	Defensive Driving Course	ClassRoom	<input checked="" type="checkbox"/> Completed	02/15/12		
Title	Type	Status	Date	Action	Launch																																							
Plant Concrete Tester - Initial	Certification	<input checked="" type="checkbox"/> In-Progress	08/28/12	<input type="button" value="Drop"/>																																								
Precast Technician - Initial	Certification	<input type="checkbox"/> Registered	07/19/12																																									
Plant Concrete Written Test	ClassRoom	<input type="checkbox"/> Enrolled	08/28/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>																																							
Plant Concrete Field Demonstration	ClassRoom	<input type="checkbox"/> Enrolled	08/28/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>																																							
TCCC Ethics Awareness for the Transportation Industry	Web-Based Training	<input checked="" type="checkbox"/> Completed	02/15/12		<input type="button" value="Launch"/>																																							
Defensive Driving Course	ClassRoom	<input checked="" type="checkbox"/> Completed	02/15/12																																									

Step	Action	Results												
3.	Select from My Learning the certificate title (for example Precast technician – Initial)	<p><u>Certification Progress</u></p> <p>Precast Technician - Initial</p> <p>Winsky, Tracy Caprice, SS: Secretary (AL), 5Materials&Research</p> <p>Program Name: Precast Technician - Initial Type: Certification Program Code: 484OMRPRECIINITIAL Contact: Price Per Seat: 0.00 USD Drop Charge: 0.00 USD Status: Registered Confirmation: 469385</p> <p>Completion Period: 999 days from date of registration. Validity: This certificate will be valid for 1825 days from date of completion. Recertification Period: 0 days</p> <hr/> <p>Overview Completion Rules Objectives Met Notes and Attachments Registration Details Training Linkage</p> <p>Description</p> <p>Precast Technician</p> <p>Precast Technician : Precast Technician (for facilities which produce precast items only). The Concrete Branch in accordance with SOP 3 is responsible for the certification of quality control personnel at approved GDOT precast/prestressed concrete facilities. The certification program consists of a written and/or practical examination.</p> <p>▼ Written Test Not Started Hide Section Requirements 0 out of 1 needed activities have been completed for this section.</p> <p>Written Test</p> <p>To complete this section complete all activities.</p> <p>Section Activities</p> <table border="1"> <tr> <td>Precast Technician Written Test</td> <td>Required</td> <td>Not Enrolled</td> <td>View Enrollment Options</td> </tr> </table>	Precast Technician Written Test	Required	Not Enrolled	View Enrollment Options								
Precast Technician Written Test	Required	Not Enrolled	View Enrollment Options											
4.	Click the Enroll button.	<p>Precast Technician Written Test</p> <p>Description: Precast Technician Written Test</p> <p>The table below shows the different delivery options and start dates for Precast Technician Written Test. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.</p> <p>Please note that activities without a specified Start Date can be taken at any time.</p> <p>Abstract: Precast Technician Written Test</p> <p>Activity Options for Precast Technician Written Test</p> <table border="1"> <thead> <tr> <th>Activity Code</th> <th>Type</th> <th>Start Date</th> <th>Price</th> <th></th> <th>Add to Plan</th> </tr> </thead> <tbody> <tr> <td>484OMRPRECEXAMILT20047</td> <td>ClassRoom</td> <td>01/01/2000</td> <td>0.00 USD</td> <td>View Details</td> <td>Enroll Add to Plan</td> </tr> </tbody> </table> <p>Add Item To Plan Return to Previous Page Contact Us</p>	Activity Code	Type	Start Date	Price		Add to Plan	484OMRPRECEXAMILT20047	ClassRoom	01/01/2000	0.00 USD	View Details	Enroll Add to Plan
Activity Code	Type	Start Date	Price		Add to Plan									
484OMRPRECEXAMILT20047	ClassRoom	01/01/2000	0.00 USD	View Details	Enroll Add to Plan									

Step	Action	Results																												
5.		<p>The Enroll in Activity page is displayed.</p> <div data-bbox="771 331 1425 871" style="border: 1px solid #ccc; padding: 10px;"> <p><u>Enroll In Activity</u></p> <hr/> <p>Review Information</p> <p>Winsky, Tracy Caprice, SS: Secretary (AL), 5Materials&Research</p> <table border="0"> <tr> <td>Activity Name:</td> <td>Precast Technician Written Test</td> <td>Type:</td> <td>ClassRoom</td> </tr> <tr> <td>Activity Code:</td> <td>484OMRPRECEXAMILT20047</td> <td>Contact:</td> <td>--</td> </tr> <tr> <td>Price Per Seat:</td> <td>0.00 USD</td> <td>Drop Charge:</td> <td>0.00 USD</td> </tr> <tr> <td>Start Date:</td> <td>01/01/2000</td> <td>End Date:</td> <td>--</td> </tr> <tr> <td>Last Enrollment Date:</td> <td>--</td> <td>Last Drop Date:</td> <td>--</td> </tr> <tr> <td>Available Seats:</td> <td>--</td> <td>Available Waitlist:</td> <td>0</td> </tr> <tr> <td>Language:</td> <td>English</td> <td></td> <td></td> </tr> </table> <hr/> <p>* Required Field</p> <p><input type="button" value="Submit Enrollment"/> Search Catalog Browse Catalog</p> </div>	Activity Name:	Precast Technician Written Test	Type:	ClassRoom	Activity Code:	484OMRPRECEXAMILT20047	Contact:	--	Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD	Start Date:	01/01/2000	End Date:	--	Last Enrollment Date:	--	Last Drop Date:	--	Available Seats:	--	Available Waitlist:	0	Language:	English		
Activity Name:	Precast Technician Written Test	Type:	ClassRoom																											
Activity Code:	484OMRPRECEXAMILT20047	Contact:	--																											
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD																											
Start Date:	01/01/2000	End Date:	--																											
Last Enrollment Date:	--	Last Drop Date:	--																											
Available Seats:	--	Available Waitlist:	0																											
Language:	English																													
6.	Click the Submit Enrollment button from Enroll in Activity.	<p>You will receive a confirmation of enrollment for the class.</p> <div data-bbox="771 982 1401 1354" style="border: 1px solid #ccc; padding: 10px;"> <p><u>Enroll In Activity</u></p> <hr/> <p>Enrollment Confirmation</p> <p>User, Weecs Test, External User, All Externals</p> <p>✔ You have successfully enrolled in Aggregate Technician Field Demonstration. This change in status will be updated on the All Learning page.</p> <table border="0"> <tr> <td>Activity Name:</td> <td>Aggregate Technician Field Demonstration</td> <td>Type:</td> <td>ClassRoom</td> </tr> <tr> <td>Activity Code:</td> <td>484OMRAGQCDFDILT20083</td> <td>Contact:</td> <td>--</td> </tr> <tr> <td>Price Per Seat:</td> <td>--</td> <td>Drop Charge:</td> <td>--</td> </tr> <tr> <td>Enrollment Status:</td> <td>Enrolled</td> <td>Confirmation Number:</td> <td>447854</td> </tr> <tr> <td>Start Date:</td> <td>12/01/2012</td> <td>End Date:</td> <td>12/03/2012</td> </tr> <tr> <td>Last Enrollment Date:</td> <td>--</td> <td>Last Drop Date:</td> <td>--</td> </tr> </table> <hr/> <p>Search Catalog Browse Catalog My Learning Request New Learning</p> </div>	Activity Name:	Aggregate Technician Field Demonstration	Type:	ClassRoom	Activity Code:	484OMRAGQCDFDILT20083	Contact:	--	Price Per Seat:	--	Drop Charge:	--	Enrollment Status:	Enrolled	Confirmation Number:	447854	Start Date:	12/01/2012	End Date:	12/03/2012	Last Enrollment Date:	--	Last Drop Date:	--				
Activity Name:	Aggregate Technician Field Demonstration	Type:	ClassRoom																											
Activity Code:	484OMRAGQCDFDILT20083	Contact:	--																											
Price Per Seat:	--	Drop Charge:	--																											
Enrollment Status:	Enrolled	Confirmation Number:	447854																											
Start Date:	12/01/2012	End Date:	12/03/2012																											
Last Enrollment Date:	--	Last Drop Date:	--																											
		<p>Note: Approvals</p> <p>Once you have completed the enrollment process you must wait for approval to attend the class. Check your “My Learning” page to view the status of your enrollment.</p>																												

Supplemental Learning

Supplemental Learning (SLR) is learning opportunities beyond cataloged activities and programs for which GDOT and the learner need to keep a record. For example, the learner may attend an academic course that is not offered at OMR therefore, the Supplemental learning feature enables learners to receive credit within GDOTs learning system for completing this form of learning.

The following are examples of Supplemental Learning Requirements (SLR’s) that may be included for the OMR certifications:

- Conference Attendance
- National/Regional Conference
- Special Industry Training
- Another State’s Certification

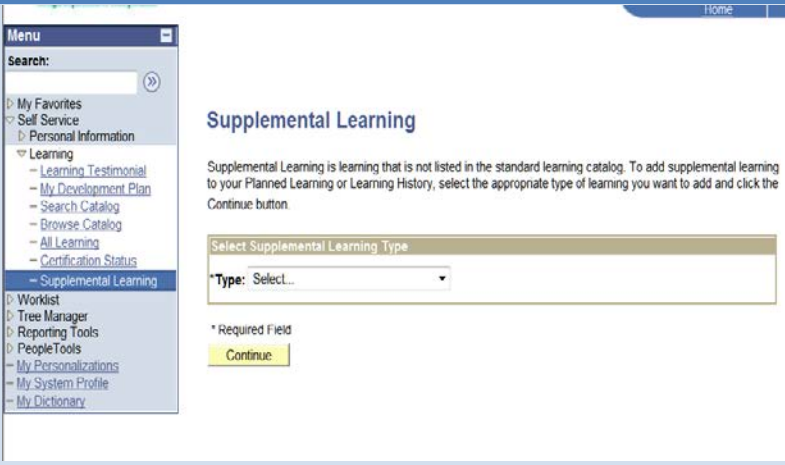
The following are examples of SLR’S for the Escort Vehicle Operator Certificate Program that may be included:

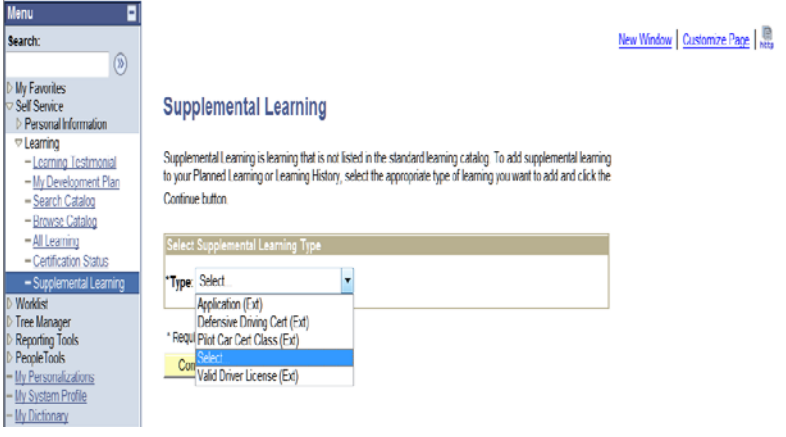
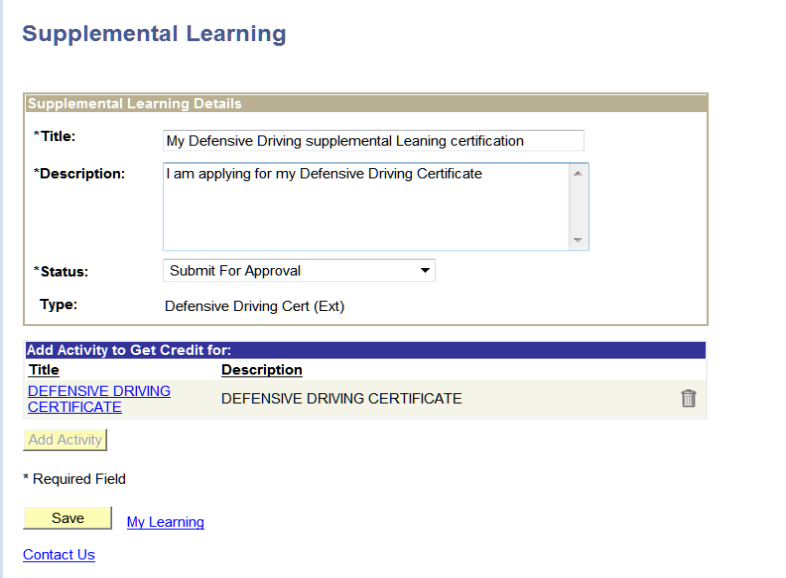
- Application External
- Valid Driver License External
- Defensive Driving Certificate External

Quick Steps

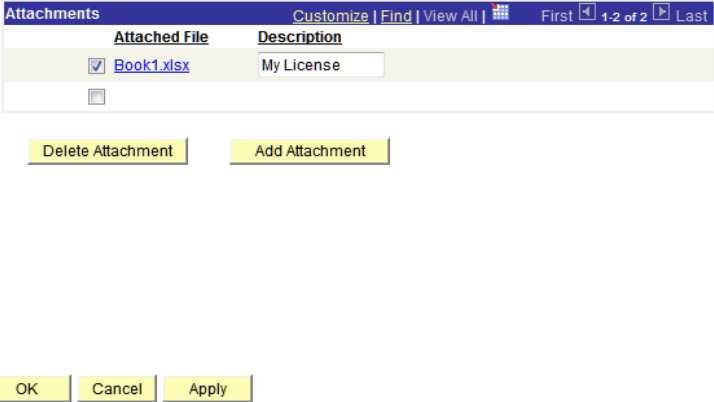
- Complete SLR form
- Submit for approval
- Upload documentation

SUPPLEMENTAL LEARNING STEP BY STEP INSTRUCTIONS

Step	Action	Results
1.	Select Learning and then Supplemental Learning from the Menu.	

Step	Action	Results
2.	Click the drop-down and then make your choice. (for example, defensive driving)	
3.	Enter Title for the Supplemental Learning class.	For Example Defensive driving.
4.	Enter a Description.	For example, this is John Doe’s defensive driving class request.
5.	Select the Status.	<p>Status should be Submit for Approval.</p> 
6.	Click Save	<p>The following message displays:</p> <ul style="list-style-type: none"> You have successfully added the supplemental learning: My Defensive driving Class with Pending Approval Status. The status is automatically changed to Pending Approval.

Step	Action	Results				
		<p>Supplemental Learning</p> <p>You have successfully added the supplemental learning: My Defensive Driving supplemental Learning certification with Pending Approval status.</p> <div data-bbox="787 373 1437 583"> <p>Supplemental Learning Details</p> <p>*Title: My Defensive Driving supplemental Learning certification</p> <p>*Description: I am applying for my Defensive Driving Certificate</p> <p>*Status: Pending Approval</p> <p>Type: Defensive Driving Cert (Ext)</p> </div> <div data-bbox="787 598 1437 703"> <p>Add Activity to Get Credit for:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DEFENSIVE DRIVING CERTIFICATE</td> <td>DEFENSIVE DRIVING CERTIFICATE</td> </tr> </tbody> </table> <p>Add Activity</p> </div> <p>You have successfully added the supplemental learning: My Defensive Driving supplemental Learning certification with Pending Approval status.</p> <p>* Required Field</p> <p>Documents</p> <p>Save My Learning</p>	Title	Description	DEFENSIVE DRIVING CERTIFICATE	DEFENSIVE DRIVING CERTIFICATE
Title	Description					
DEFENSIVE DRIVING CERTIFICATE	DEFENSIVE DRIVING CERTIFICATE					
7.	Click Documents.	If you have supporting documents to upload click the Documents button.				
8.	Click Add Attachment	<div data-bbox="787 997 1380 1123"> <p>Attachments Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Attached File</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Delete Attachment Add Attachment</p> </div> <p>OK Cancel Apply</p>	Attached File	Description	<input type="checkbox"/>	
Attached File	Description					
<input type="checkbox"/>						
9.	Click the Browse button.	<div data-bbox="787 1375 1372 1438"> <p><input type="text"/> Browse...</p> <p>Upload Cancel</p> </div>				
10.	Your folder list is displayed.					
11.	Select document from the saved folder location.	<p>The file is displayed in the browse text field.</p> <div data-bbox="787 1669 1380 1732"> <p>C:\Users\mcrowder\Documents\Book1.xlsx Browse...</p> <p>Upload Cancel</p> </div>				

Step	Action	Results
12.	Click Upload.	The Document is uploaded to the Attachments list.
13.	Enter a description.	
14.	Click apply if you are finished uploading files	
15.	Click OK	
16.	Click the My Learning link	You are returned to the My Learning Page. Wait for approval and then you are ready to take the class.

ADDITIONAL INFORMATION

RECERTIFICATION:

OMR TECHNICIAN CERTIFICATION

At some day, date and time all certifications will need to be recertified. For example the technician certification will expire three years from the date of issuance of the certification card.

Credit for training other than that listed below will be considered on a case-by-case basis.



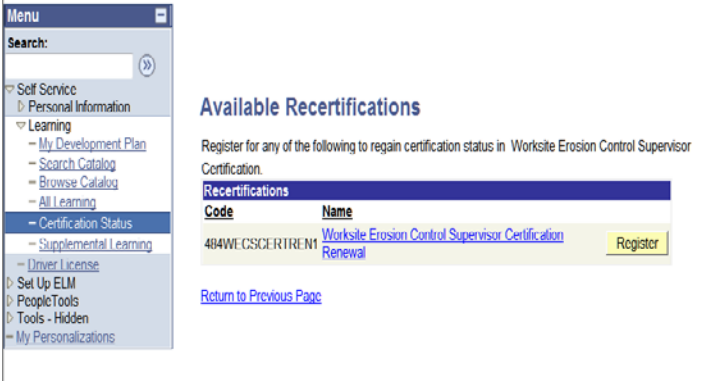
Detailed information for OMR re-certification (Renewals) can found at:

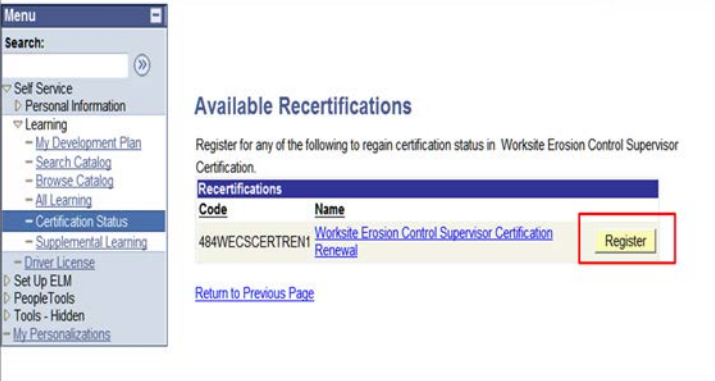
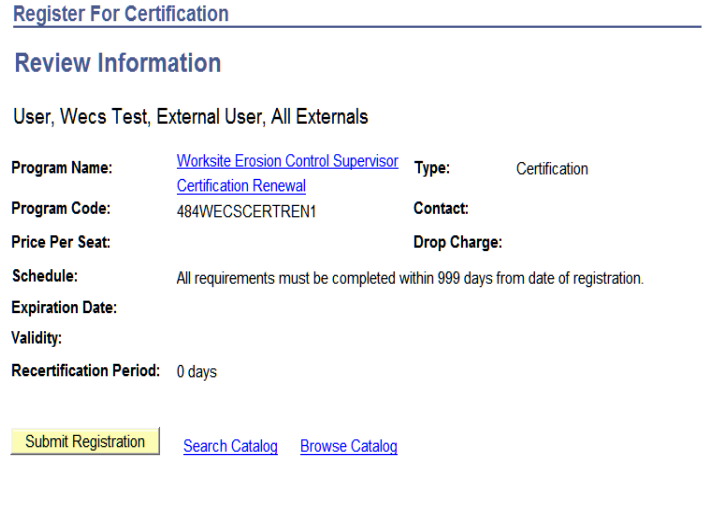
<http://www.dot.ga.gov/doingbusiness/TheSource/sop/sop01.pdf>

OMR Recertification program has 2 sections which need to be completed prior to the user getting the Initial Certification. These Sections are as follows:

- LAB EXAM
- 18 Hours of Re-Certification training OR retake the written exam

RECERTIFICATION STEP BY STEP INSTRUCTIONS

Step	Action	Results
1.	Login to LMS	
2.	From the Menu select Certification Status	The Certification Status Page is displayed. 
3.	From Recertify select the Recertify link.	
4.	From Available Recertification's click the Register button.	The Available Recertification's page is displayed. 

Step	Action	Results
5.		<p>You will click “Register” for the class you need to renew. If you do not see your class(s) contact your administrator.</p>  <p>The screenshot shows a web interface with a 'Menu' on the left containing options like 'Self Service', 'Personal Information', 'Learning', 'Certification Status', and 'Driver License'. The main content area is titled 'Available Recertifications' and includes a search bar, a table with columns 'Code' and 'Name', and a 'Register' button highlighted in a red box. The table entry is: Code: 484WECSERTREN1, Name: Worksite Erosion Control Supervisor Certification Renewal.</p>
6.		<p>The Register for Certification page is displayed.</p>  <p>The screenshot shows a page titled 'Register For Certification' with a 'Review Information' section. The user is identified as 'User, Wecs Test, External User, All Externals'. The program details are: Program Name: Worksite Erosion Control Supervisor Certification Renewal, Type: Certification, Program Code: 484WECSERTREN1, Contact: (blank), Price Per Seat: (blank), Drop Charge: (blank), Schedule: All requirements must be completed within 999 days from date of registration, Expiration Date: (blank), Validity: (blank), and Recertification Period: 0 days. A 'Submit Registration' button is highlighted in yellow, along with links for 'Search Catalog' and 'Browse Catalog'.</p>

Step	Action	Results						
7.	Click the Program name link to determine what (if any) required documents must be submitted.	<p>Program Details</p> <hr/> <h3>Worksite Erosion Control Supervisor Certification Renewal</h3> <p>Program Name: Worksite Erosion Control Supervisor Certification Renewal Type: Certification Program Code: 484WECSCERTREN1 Contact: Price Per Seat: Drop Charge: Schedule: All requirements must be completed within 999 days from date of registration. Expiration Date: Validity: Recertification Period: 0 days</p> <hr/> <p>Overview Completion Rules Objectives Met Prerequisites Notes and Attachments</p> <hr/> <p>Description</p> <p>Worksite Erosion Control Supervisor Certification Renewal</p> <p>Worksite Erosion Control Supervisor Certification Renewal</p> <p>▼ WECS Classroom Hide Section Requirements</p> <p>To complete this section complete all activities.</p> <table border="1"> <thead> <tr> <th colspan="3">Section Activities</th> </tr> </thead> <tbody> <tr> <td>GDOT/GHCA Erosion and Sediment Control</td> <td>Required</td> <td>Historical Credit Not Allowed</td> </tr> </tbody> </table> <hr/> <p>Overview Completion Rules Objectives Met Prerequisites Notes and Attachments</p> <hr/> <p>Return to Previous Page</p>	Section Activities			GDOT/GHCA Erosion and Sediment Control	Required	Historical Credit Not Allowed
Section Activities								
GDOT/GHCA Erosion and Sediment Control	Required	Historical Credit Not Allowed						
8.	Once all required documents are added, click Return to Previous page.	You are returned to Register for Certification.						
9.	Click the Submit Registration Button.	<p>Register For Certification</p> <hr/> <h3>Review Information</h3> <p>User, Wecs Test, External User, All Externals</p> <p>Program Name: Worksite Erosion Control Supervisor Certification Renewal Type: Certification Program Code: 484WECSCERTREN1 Contact: Price Per Seat: Drop Charge: Schedule: All requirements must be completed within 999 days from date of registration. Expiration Date: Validity: Recertification Period: 0 days</p> <p>Submit Registration Search Catalog Browse Catalog</p>						

Step	Action	Results
10.		You will receive a confirmation that you are registered for the class.
11.	Go to the Enrollment section (Section III) to complete the enrollment process.	

SEARCH USING THE COURSE CATALOG

The course catalog is a repository of detailed information about all learning activities that are available to employees, GDOT partners, and customers. Based on your certification requirements your User ID and Password login will point you to the learning environment the best fits your certification requirements. In other words you only see the information that you need to assist you with obtaining your certification.

The course catalog contains information about each activity, (class) including a description of its: content, learning objectives, prerequisite, and other features. You can browse and search the catalog for relevant learning activities and programs. Some of the content of the course catalog includes classes for:

- The Office of Materials and Research
- The Escort Vehicle Operator Certificate Program
- LTAP

Each catalog item represents a specific topic of study for which you offer learning activities. All learning activities that are associated with a given catalog item share the same prerequisites, objectives, equivalencies, and other features. You can select items from the catalog to add to your personal learning plan. You can also start the enrollment process directly from the catalog.

THE OFFICE OF MATERIALS AND RESEARCH:

OMR: - For the user to be OMR Tech Certified, the following need to be completed:

- Part 1: Written Examination. (2 hour exam)
- Part 2: Field Exam to demonstrate proficiency in performance of sampling and testing duties.
- Field Data Collection System User training. (FDCS) (4 hours) (Must be taken within the first year of certification)

Based on your certification type certification renewals are based on the certification expiration. (*See also recertification*)


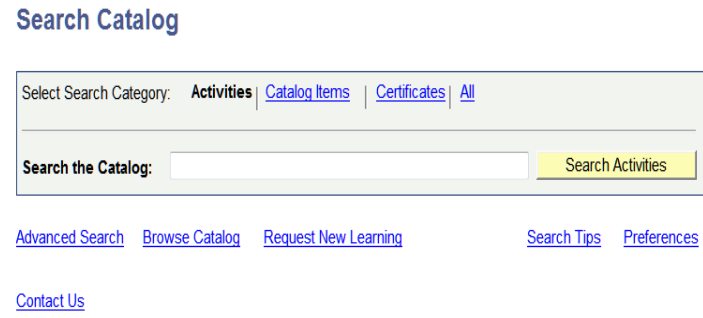
Detailed information about Certifications can be found at
<http://www.dot.ga.gov/doingbusiness/TheSource/sop/sop01.pdf>

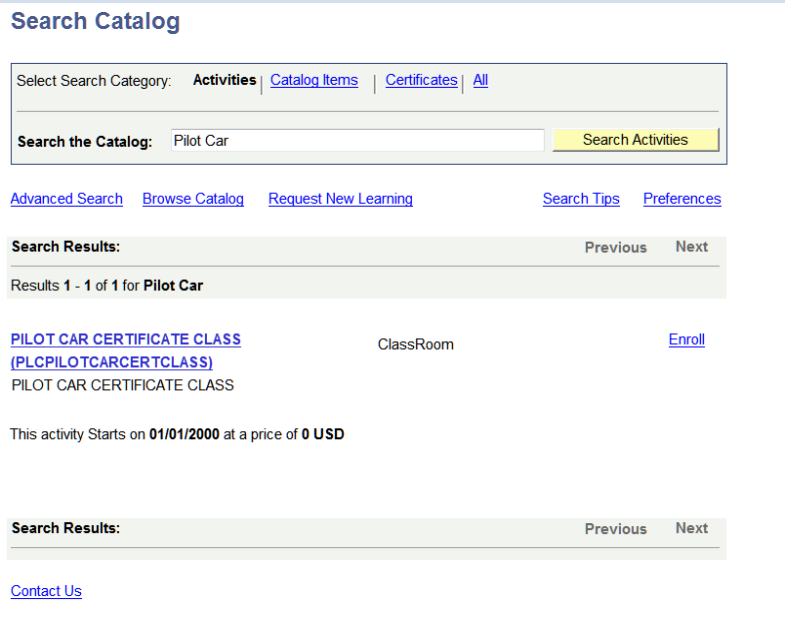
ESCORT VEHICLE OPERATOR CERTIFICATE PROGRAM:

Based on your certification renewal for the Escort Vehicle Operator Certificate Program you may have to renew your:

- Valid driver's license
- Defensive driving certificate

SEARCH CATALOG STEP BY STEP INSTRUCTIONS'

Step	Action	Results
1.	From GDOT Self-services select Search Catalog.	 <p>The screenshot shows the 'GDOT Self-services' header with three menu items: 'Personal Information Home', 'All Learning', and 'Search Catalog'. The 'Search Catalog' item is highlighted with a red rectangular box. Below the menu items, the text reads: 'Search the learning catalog by title description or other selection criteria.'</p>
		<p>The Search Catalog page is displayed.</p>  <p>The screenshot shows the 'Search Catalog' page. At the top, it says 'Search Catalog'. Below that is a search category selector with 'Activities' selected and other options: 'Catalog Items', 'Certificates', and 'All'. There is a search input field labeled 'Search the Catalog:' and a yellow 'Search Activities' button. At the bottom, there are several links: 'Advanced Search', 'Browse Catalog', 'Request New Learning', 'Search Tips', 'Preferences', and 'Contact Us'.</p>
2.	From Search Catalog by default Activities is selected.	
3.	To search for an Activity enter the name in the description field.	For example, Pilot Car.

<p>4.</p>	<p>Click Search Activities.</p>	<p>Results are displayed in Search Results.</p>  <p>The screenshot shows the 'Search Catalog' interface. At the top, there are navigation links for 'Activities', 'Catalog Items', 'Certificates', and 'All'. Below this is a search bar with the text 'Pilot Car' and a 'Search Activities' button. Underneath the search bar are links for 'Advanced Search', 'Browse Catalog', 'Request New Learning', 'Search Tips', and 'Preferences'. The search results section shows 'Results 1 - 1 of 1 for Pilot Car'. The result is a link for 'PILOT CAR CERTIFICATE CLASS (PLCPILOTCERCERTCLASS)' in a 'ClassRoom' setting, with an 'Enroll' button. Below the result, it states 'This activity Starts on 01/01/2000 at a price of 0 USD'. At the bottom, there are 'Previous' and 'Next' navigation buttons and a 'Contact Us' link.</p>
------------------	---------------------------------	--

You can search the catalog for learning activities, catalog items, and certificates that meet your selection criteria. By selecting an activity or certificate, you can see a detailed description. ELMS provides two options for searching the catalog:

- Basic search, for searching by an activity or certificates title, description, or both.
- Advanced search, for filtering learning activities and certificates using multiple selection criteria.

For basic searches, you can search by keyword using the Search the Catalog field. For advanced searches, you can search by keyword using the Description field. When you perform an advanced search, the system looks for learning that meets all of the selection criteria.

TRACKING YOUR CERTIFICATION (FROM ALL LEARNING)

Use All Learning to track the status of your certifications. From the Status column you can easily determine the progress of courses applied. For example, you have applied for the Escort Vehicle Operator Certificate Class. In the Status column you can determine if your status is:

- In Progress
- Pending Approval
- Completed
- Registered

DROP ACTIVITY

If you decide that you want to drop an activity (class), go to the step by step instructions for dropping an Activity. Only the selected class will be dropped when you click the Drop button.



DROP ACTIVITY STEP BY STEP INSTRUCTIONS:

Step	Action	Results
1.	From All Learning select the Drop button in the "Action" column.	The Drop Activity page is displayed.
		You are asked: "Are you sure you want to drop this Activity (class)?"
2.	Click the Drop button to continue and Drop the program.	You are dropped from the selected activity (class).
3.	Click the Cancel button to return to All Learning.	The All Learning page is displayed.

UPDATE PERSONAL INFORMATION

You can update your personal LMS information. Once you have logged into LMS select Self Service and then Personal Information. Remember to **“Save”** each change that you make when updating your personal information. You can also Edit existing address information by selecting the Edit button. Once you have made your changes or additions click the Go To: Personal Information Summary link.

UPDATING YOUR PERSONAL INFORMATION STEP BY STEP INSTRUCTIONS

Step	Action	Results
1.	Login to LMS.	The LMS Home page is displayed.
2.	Click Personal Information.	<p>This contains all of your personal ID information. Here you can edit and update this information.</p>  <p>The screenshot shows the 'Self Service' menu. Under the 'Personal Information' section, the 'Personal Information Summary' link is highlighted with a red arrow. Other links in this section include Name Change, Addresses, Phone Numbers, Email Addresses, and Learning Preferences.</p>
3.	Update Name, Address, email address, phone numbers, learner Preferences, or Driver License information.	 <p>The screenshot shows the 'Personal Information' summary page. It includes sections for Name, Address Summary, Email Addresses, Phone Numbers, Learning Preferences, and Learner Information. Each section has an 'Update' button. The 'Name' field shows 'User, West Test' with an 'Update Name' button. The 'Address Summary' section shows a home address: '10 main st brooks, GA 30206' with an 'Update Addresses' button. The 'Email Addresses' section shows a business email: 'weia@west.com' with an 'Update Email Addresses' button. The 'Phone Numbers' section shows a business phone: 'USA-(770)777-8888' with an 'Update Phone Numbers' button. The 'Learning Preferences' section shows 'Language Code: English', 'Preferred Delivery Method', 'Program Display Option', 'Certificates: All certificates', 'Rows Displayed: 15 items per page Basic Search', and an 'Update Learner Preferences' button. The 'Learner Information' section shows 'Gender: Unknown', 'Date of Birth: 01/01/1980', 'DL State: AL', 'DL #: ****7778', and an 'Update Driver License' button.</p>

Step	Action	Results
4.	Save	

QUICK REFERENCE GUIDE

LMS Recertification

At some day, date and time all certifications will need to be recertified. For example the technician certification will expire three years from the date of issuance of the certification card.

Credit for training other than that listed below will be considered on a case-by-case basis.

Detailed information for OMR recertification (Renewals) can found at:

<http://www.dot.ga.gov/doingbusiness/TheSource/sop/sop01.pdf>

OMR Recertification program has 2 sections which need to be completed prior to the user getting the Initial Certification.

These Sections are as follows:

- LAB EXAM
- 18 Hours of Re-Certification training OR retake the written exam

LMS Quick Reference Guide

Keeping Georgia on the Move

GDOT

Georgia Department of
Transportation
600 West Peachtree NW
Atlanta, Georgia 30308
(404) 631-1990 Main Office
(404) 631-1844 Fax

GDOT

Tel 404-631-1990

GDOT Learning Management System

The demand for professionals is high, and maintaining your certification is a vital need within your profession to ensure effective performance within the work place.

The Learning Management System (LMS) Certification Program helps you make these distinctions by maintaining established competence in specific job roles.

With LMS you can view available certifications in a secure environment. Using your User ID and Password your information is kept private for only those with administrative access to view. Security limits access to users based on authorized roles.

Your Certification is a value recognized credential that signifies a proven level of knowledge and skill. Here at the Georgia Department of Transportation (GDOT) we have developed the Learning Management System to guide you through the certification process for your specific job role.

HOW TO GET STARTED

1. Obtain a User ID and Password.
2. Register for - A - Certificate.
3. Enroll in the Class.
4. Attend the Class.
5. Pass the Class.
6. Obtain Certification.
7. That's all there is to it.

SUPPLEMENTAL LEARNING

1. Select Supplemental Learning.
2. Select Type of Learning. (for example defensive driving)
3. Complete Supplemental Learning Details.
4. Save.
5. Upload Supporting Documentation.
6. Track using My Learning.

SEARCH USING THE COURSE CATALOG

The course catalog is a repository of detailed information about all learning activities that are available to employees, GDOT partners, and customers.

Based on your certification requirements your User ID and Password login will point you to the learning environment the best fits your certification requirements.

In other words you only see the information that you need to assist you with obtaining your certification.