Using the LMS

1. To register for the LMS, go to https://odplms.tovuti.io/ and click on the "Registration" button in the navigation bar.

2. On the next page, choose your registration type (General or Grantee) and click the "Register" button.
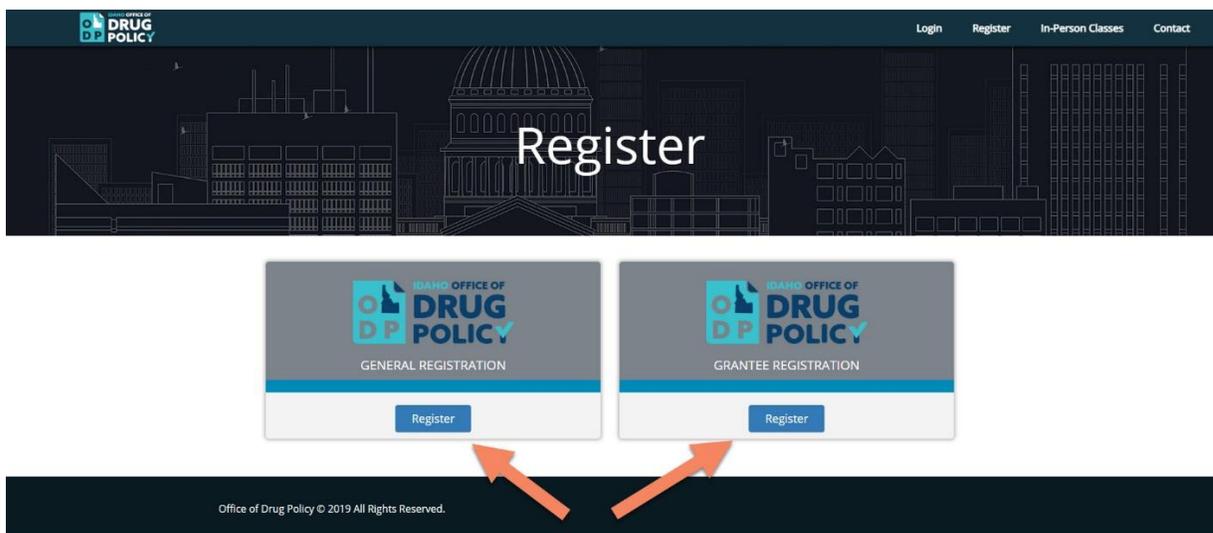
3. Fill the form on the next page and hit the "Register" button. You will then be redirected the Learner Portal.

4. Once in the Learner Portal, you can view courses by clicking on the "Online Courses" button in the left-hand navigation.
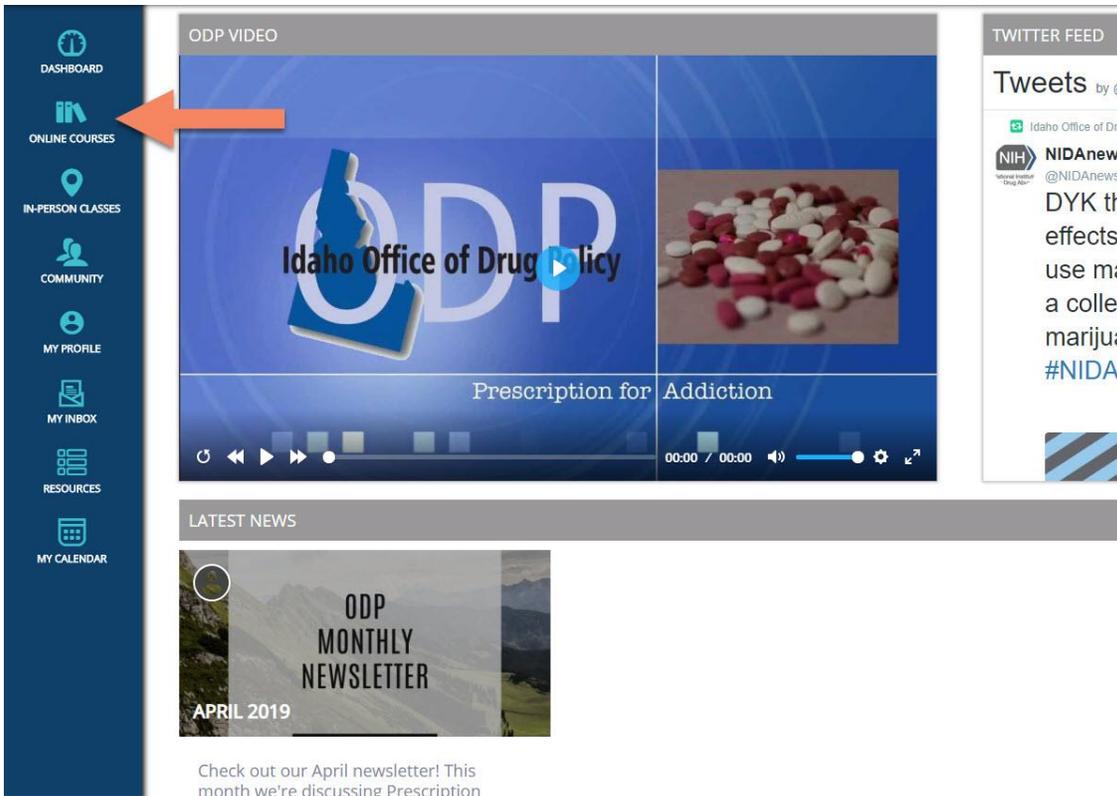
5. You can then view the courses on the next page. To start the course, click on the "View Course" button.
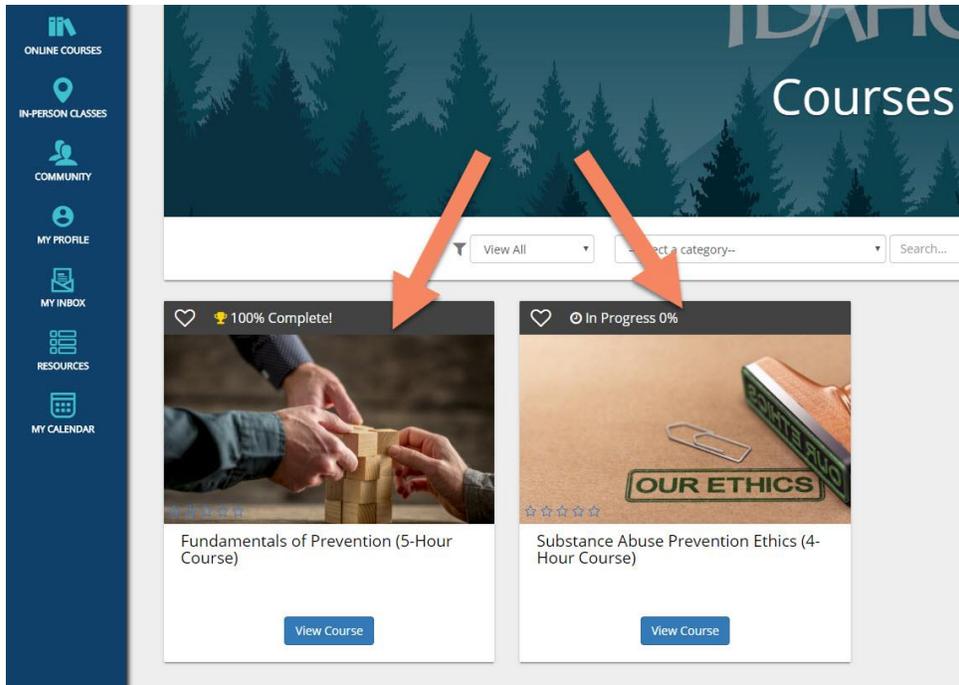
6. You can check on your progress and download certificates for courses you've passed by clicking on the three vertical dots (next to your avatar/photo in the upper right-hand corner of the screen) and then clicking on "My Transcript" from the drop-down menu.
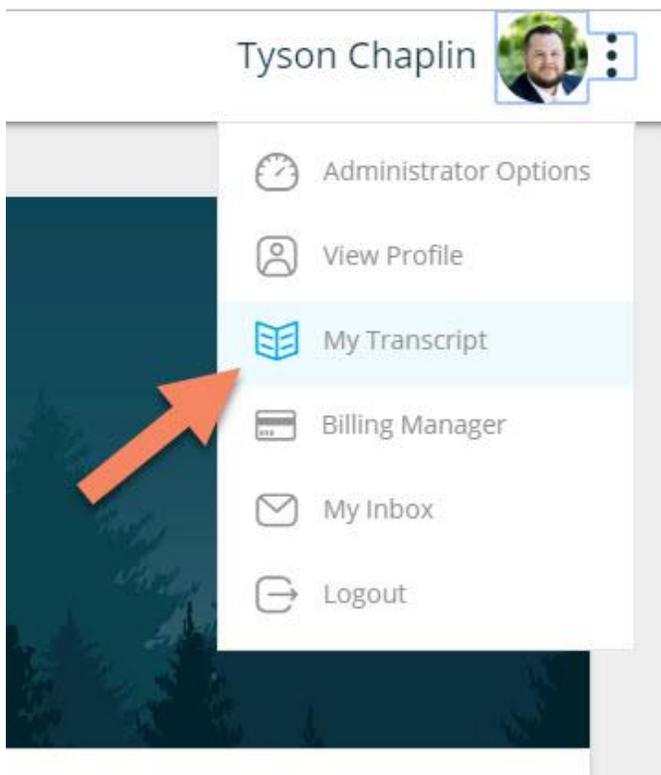
7. To view and download your certificate, click on the certificate thumbnail image in the Certificates section.

8. This will pull it up full screen in a pop-up window. To download the certificate, click on the "Download Certificate" button and follow the prompts to save it to your computer.