

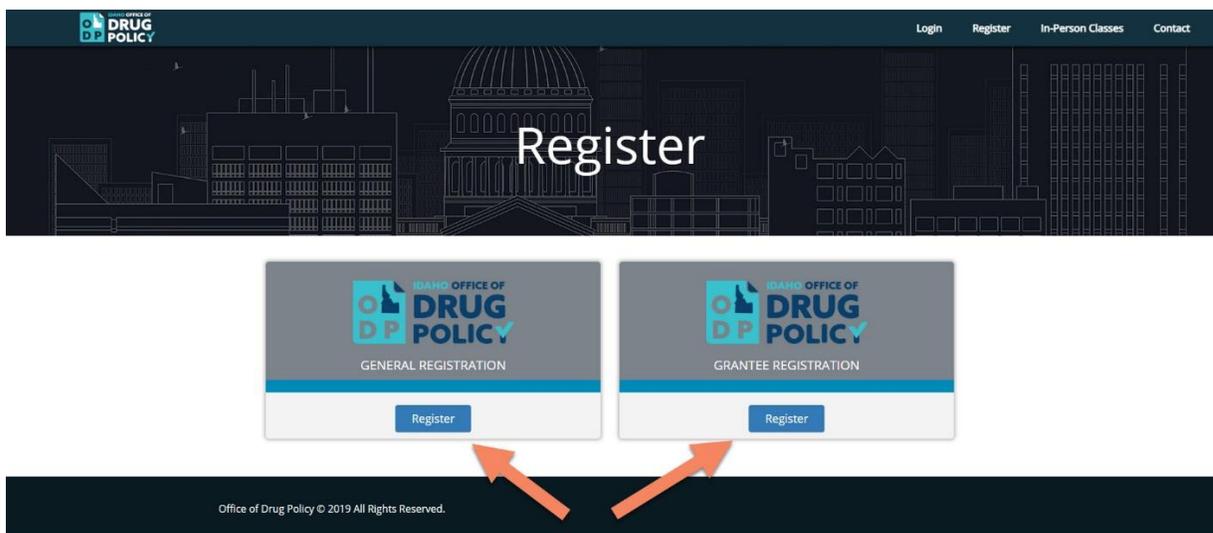


## Using the LMS

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.



- Fill the form on the next page and hit the "Register" button. You will then be redirected the Learner Portal.



## General Registration

Account Information

First Name \*

Last Name \*

Email \*

Username \*

Password \*

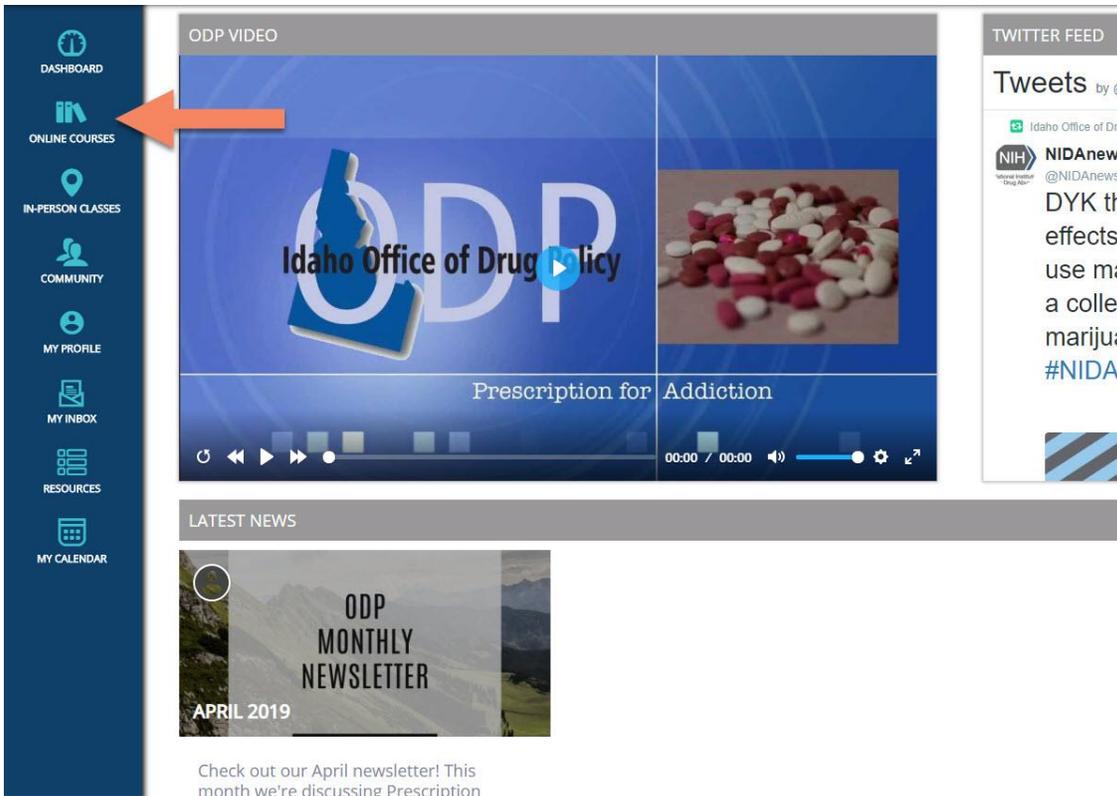
Confirm password \*

What organization do you belong to? \*

[Register](#)

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- Once in the Learner Portal, you can view courses by clicking on the "Online Courses" button in the left-hand navigation.



DASHBOARD

ONLINE COURSES

IN-PERSON CLASSES

COMMUNITY

MY PROFILE

MY INBOX

RESOURCES

MY CALENDAR

ODP VIDEO

Idaho Office of Drug Policy

Prescription for Addiction

TWITTER FEED

Tweets by @

Idaho Office of Drug Policy

NIDAnews @NIDAnews

DYK the effects use marijuana #NIDA

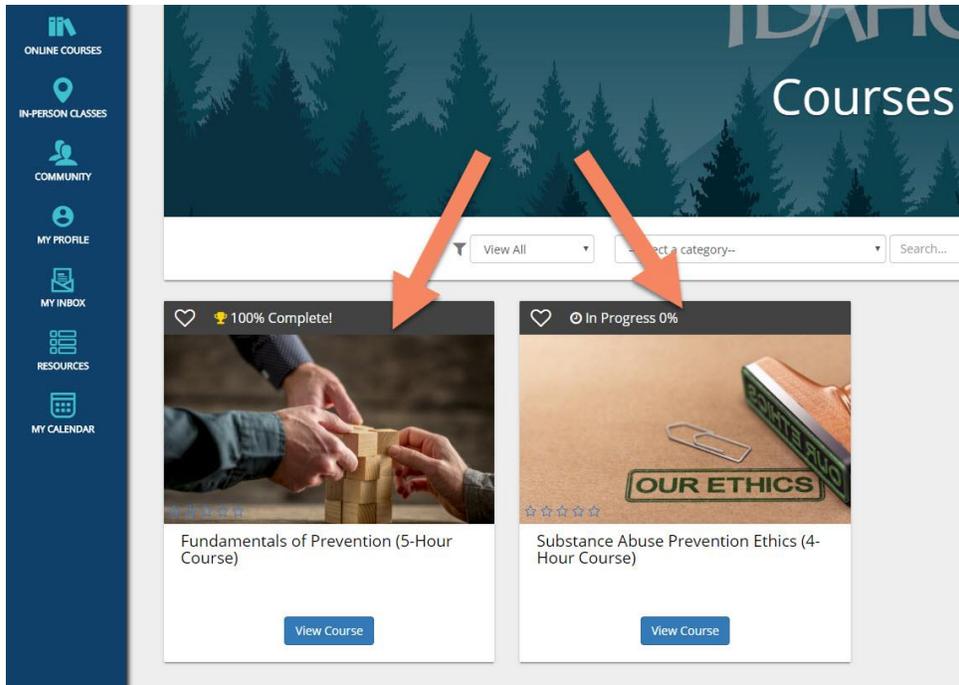
LATEST NEWS

ODP MONTHLY NEWSLETTER

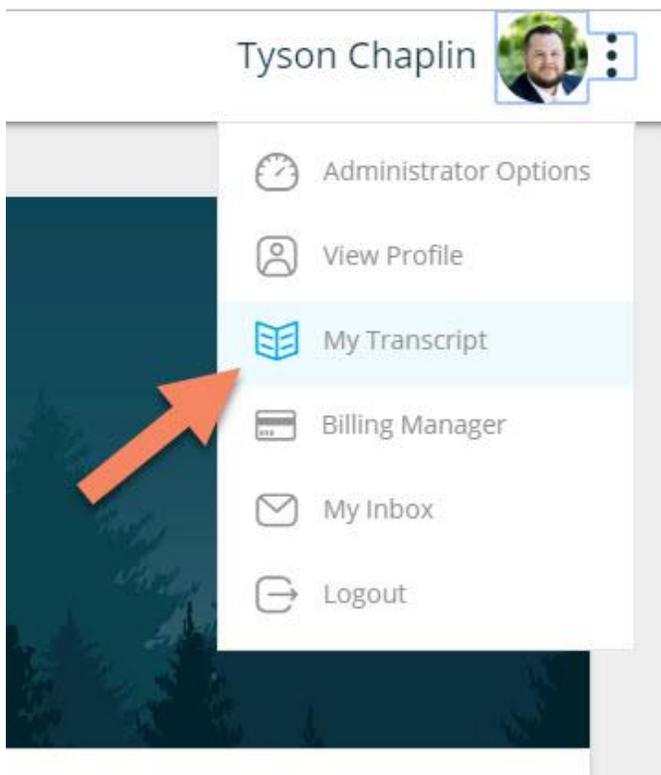
APRIL 2019

Check out our April newsletter! This month we're discussing Prescription

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.



- To view and download your certificate, click on the certificate thumbnail image in the Certificates section.

The screenshot shows a user profile for Tyson Chaplin. The 'Certificates' section displays a thumbnail for 'Fundamentals of Prevention' with an orange arrow pointing to it. The 'Courses' section contains the following table:

Course	Status	Progress	Score	Enrolled	Completed	Due
Fundamentals of Prevention (5-Hour Course)	Completed	100%	88%	07/25/19	07/31/19	Open
Substance Abuse Prevention Ethics (4-Hour Course)	In Progress	0%	0%	07/31/19		Open

- 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.

The screenshot shows a full-screen certificate pop-up window. At the top, there is a button labeled "Download Certificate" with a download icon, highlighted by an orange arrow. The certificate text reads:

**CERTIFICATE OF COMPLETION**

**THIS CERTIFICATE IS AWARDED TO**

*Tyson Chaplin*

FOR SUCCESSFULLY COMPLETING 5 HOURS OF TRAINING IN FUNDAMENTALS OF PREVENTION

*Jul 31, 2019*  
DATE ISSUED

*Melinda Tupper*  
SIGNATURE