

LMS Procedures

If you have previously taken SCEMD-sponsored courses:

1. Type the LMS address, www.scemdlms.org in your internet browser.
2. Try logging in with the Username created from your first initial, last name, and last 4 digits of social security number (example: the Username for John Doe, SSN: 123-45-6789 would be jdoe6789) and Welcome as the Password. The password is case sensitive. If you have previously taken an SCEMD-sponsored course, you are probably in the database. If you have taken courses through us and cannot log-in, contact us at lms@emd.state.sc.us and we will locate your record in the database and fix the problem.
3. When you have logged in, you will be at your homepage within the system.
4. Click on “Personal” under the Navigation Bar (left side of screen).
5. Update all the information on the page and click on “Save Changes” at the bottom. You will be taken back to your homepage.
6. Although not required, it is recommended to change your password. To change it, again click on “Personal” under the Navigation Bar. Then click on “Change Password” at the bottom of the page. Type your old password and then your new password twice, as instructed. Remember the password is **case sensitive**. Click on “Change password”.
7. You should see the confirmation “Password changed.”
8. Click on “LMS” under the Navigation Bar. This will take you back to your homepage.
9. The other choices under the Navigation Bar are “Discussions” where we can send out information to people in the system; “Calendar” which will show courses you are registered for; and “Offering Search (Student)” which will allow you to search all courses within the system that are available to you using specific search criteria. We currently do not use the “Employee Dashboard” feature within the system.
10. Return to your homepage (Click on “LMS” under the Navigation Bar).
11. The possible selections under the “Course Catalog” Bar are:
 - a. Registered: This shows the courses you are registered for within the system.
 - b. Required: This feature is currently only available to SCEMD staff. It shows the courses your manager has determined are required for your specific position within the organization.
 - c. Completed: This shows all the courses that you have successfully completed. If you have taken a specific course more than once, this list will only show your most recent completion of that course.
 - d. All Available: This shows all the courses that are scheduled and available to you. This is where you can register for upcoming classes and will be explained later.
 - e. Transcript: This shows all classes that the individual has registered for and the status of each. Multiple registrations for the same course will be displayed.
 - f. Certificates: This feature is currently only available to SCEMD staff. It shows the status of courses required for a specific certification that is only valid for a given period of time. This feature is **not** designed for printing course completion certificates.

- g. Survey: This feature is not currently used.
12. To Register for a Course:
- a. Click on the “All Available” tab
 - b. Click on the applicable catalog. For most people, this will be “All”.
 - c. Click on the Course to get specifics about the course.
 - d. Click “Request” or “Register”, as appropriate.
 - i. If “Request” is visible, enrollment requires approval by the training staff and your application will be forwarded for approval.
 - ii. If Register is visible, no approvals are required and you will be registered for the offering.
 - iii. You will be notified by email if you are registered or wait listed for the class.
13. To withdraw your application:
- a. Click on the “All Available” tab
 - b. Click on the applicable catalog. For most people, this will be “All”.
 - c. Click on “Withdraw”. You will automatically be withdrawn from the offering.
14. Questions/problems? Send email to lms@emd.state.sc.us.

If you have never taken an SCEMD-sponsored course:

1. Type the LMS address, www.scemdlms.org in your internet browser.
2. Click on “Register” and fill out all the personal information. Create your Username from your first initial, last name, and last 4 digits of social security number (example: the Username for John Doe, SSN: 123-45-6789 would be jd6789). Select a password that you will remember. Passwords are case sensitive! Also put a check in the Group box to select default pending as your initial group.
3. Click on “Register and Sign In Now”.
4. This will take you to your home page.
5. Under the Navigation Bar (left side), the first selection is LMS. Use this anytime you want to return to your homepage.
6. The other choices under the Navigation Bar are “Discussions” where we can send out information to people in the system; “Calendar” which will display courses you are registered for on a calendar; “Offering Search (Student)” which will allow you to search all available courses within the system using specific search criteria; “Employee Dashboard” which is not used in our system; and “Personal” which can be selected any time you need to change any of your personal data or to change your password.
7. Select “LMS” under the Navigation Bar. This returns you to your homepage.
8. The possible selections under the “Course Catalog” Bar are:
 - a. Registered: This shows the courses you are registered for within the system.
 - b. Required: This feature is currently only available to SCEMD staff. It shows the courses your manager has determined are required for your specific position within the organization.
 - c. Completed: This shows all the courses that you have successfully completed. If you have taken a specific course more than once, this list will only show your most recent completion of that course.
 - d. All Available: This shows all the courses that are scheduled and available to you. This is where you can register for upcoming classes and will be explained later.
 - e. Transcript: This shows all classes that the individual has registered for and the status of each. Multiple registrations for the same course will be displayed.
 - f. Certificates: This feature is currently only available to SCEMD staff. It shows the status of courses required for a specific certification that is only valid for a given period of time. This feature is **not** designed for printing course completion certificates.
 - g. Survey: This feature is not currently used.
9. To Register for a Course (this feature will not be available to you until we have processed your registration, normally the next workday):
 - a. Sign in to LMS at www.scemdlms.org.
 - b. Click on the “All Available” tab
 - c. Click on the applicable catalog. For most people, this will be “All”.
 - d. Click on the Course to get specifics about the course
 - e. Click “Request” or “Register”, as applicable.

- i. If “Request” is visible, enrollment requires approval by the training staff and your application will be forwarded for approval.
- ii. If “Register” is visible, no approvals are required and you will be registered for the course.
- iii. You will be notified by email if you are registered or wait listed for the class.

10. To withdraw your application:

- a. Click on the “All Available” tab
- b. Click on the applicable catalog. For most people, this will be “All”.
- c. Click on “Withdraw”. You will automatically be withdrawn from the class.

11. Questions/problems? Send email to lms@emd.state.sc.us.