

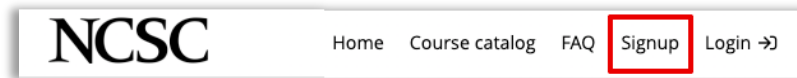
How to Create an Account

Follow the steps below to create an account and take the e-learning course.

Step 1 Click Signup Link

Click the “Signup” menu link in the top right of the site.

Desktop

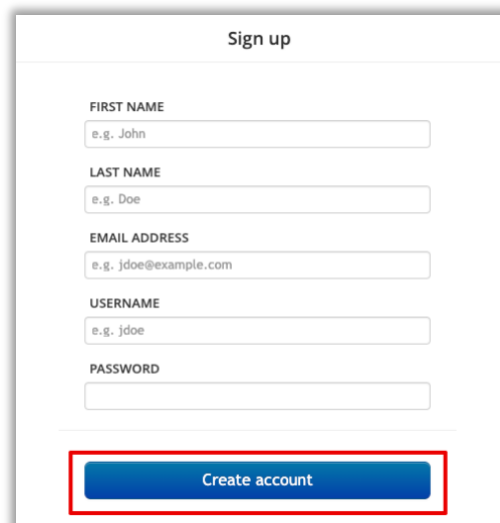


Mobile



Step 2 Complete Registration Form

Enter your information in all the required fields. Then click the “Create account” button.



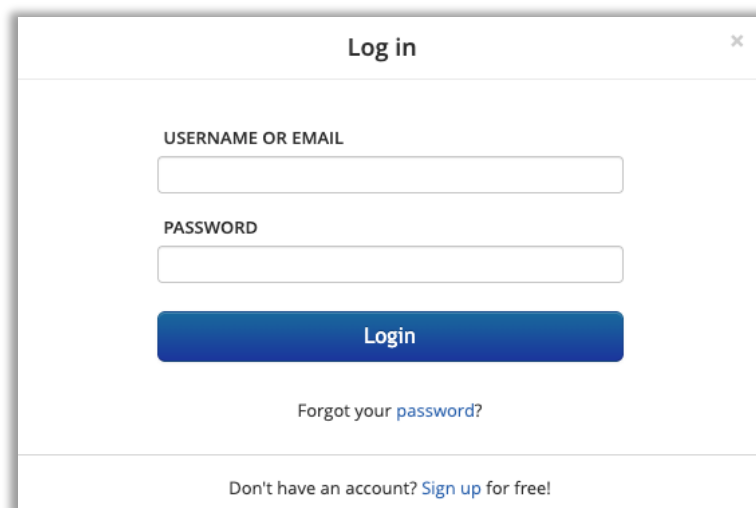
The image shows a 'Sign up' registration form. It contains the following fields: FIRST NAME (with placeholder 'e.g. John'), LAST NAME (with placeholder 'e.g. Doe'), EMAIL ADDRESS (with placeholder 'e.g. jdoe@example.com'), USERNAME (with placeholder 'e.g. jdoe'), and PASSWORD. At the bottom of the form, there is a blue button labeled 'Create account' which is highlighted with a red rectangular box.

Step 3 Verify Your Email Address

Check the inbox of the email address you entered in Step 2 for an email from NCSC Court LMS asking you to click a link in the email for verification. Allow a few minutes for the email to arrive. If you don't see the email in your inbox, check your junk/spam folder. If you still don't see the email, please contact us at elearning@ncsc.org from the email address you entered in Step 2.

Step 4 Log In

Return to the website and enter the username and password you entered in Step 2.



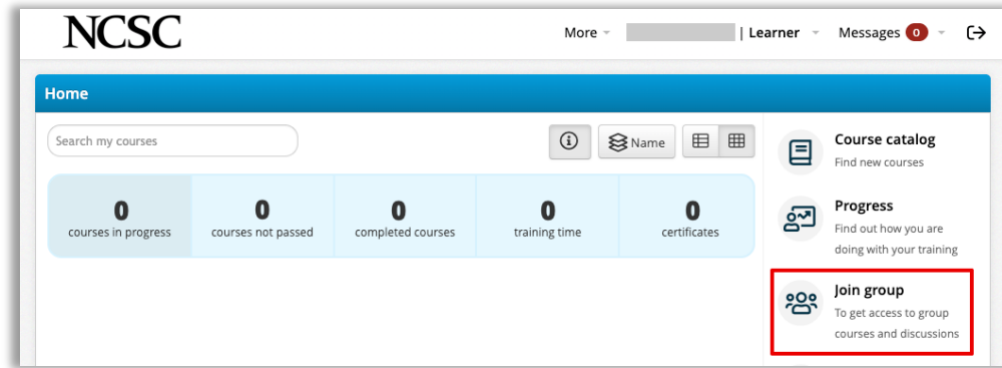
The image shows a screenshot of a web application's login interface. At the top, the title "Log in" is centered, with a small "x" icon in the top right corner. Below the title, there are two input fields: the first is labeled "USERNAME OR EMAIL" and the second is labeled "PASSWORD". Below these fields is a prominent blue button with the text "Login" in white. Underneath the button, there is a link that says "Forgot your password?". At the bottom of the form, there is a link that says "Don't have an account? Sign up for free!".

Steps continue on next page.

Step 5 Click Join Group Button

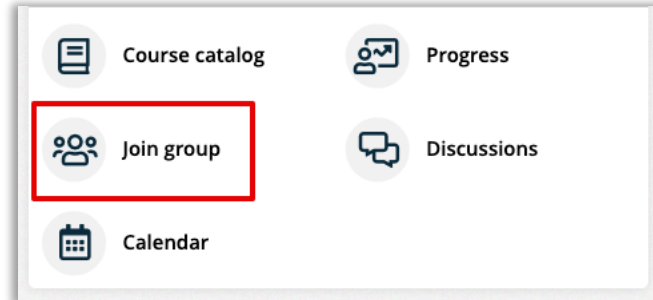
Desktop

On a desktop computer the Join group button is located to the right of your dashboard. If you don't see the Join group button, ensure you are on the dashboard page by clicking the "Home" link in the top left of the breadcrumb bar.



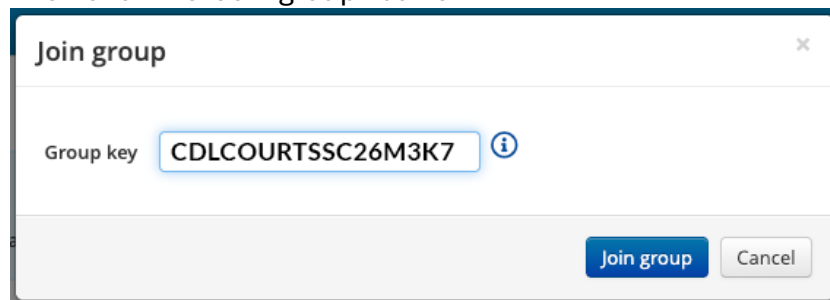
Mobile

On a mobile device, the Join group button is located at the bottom of the page below your dashboard. If you don't see the Join group button, ensure you are on the dashboard page by clicking the "Home" link in the top left of the breadcrumb bar.



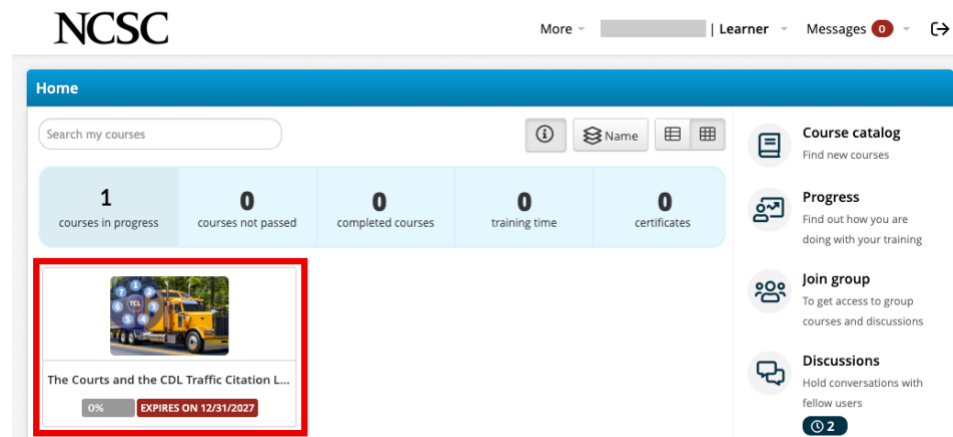
Step 6 Enter Group Key

In the modal window, enter the group key: **CDLCOURTSSC26M3K7**
Then click the "Join group" button.



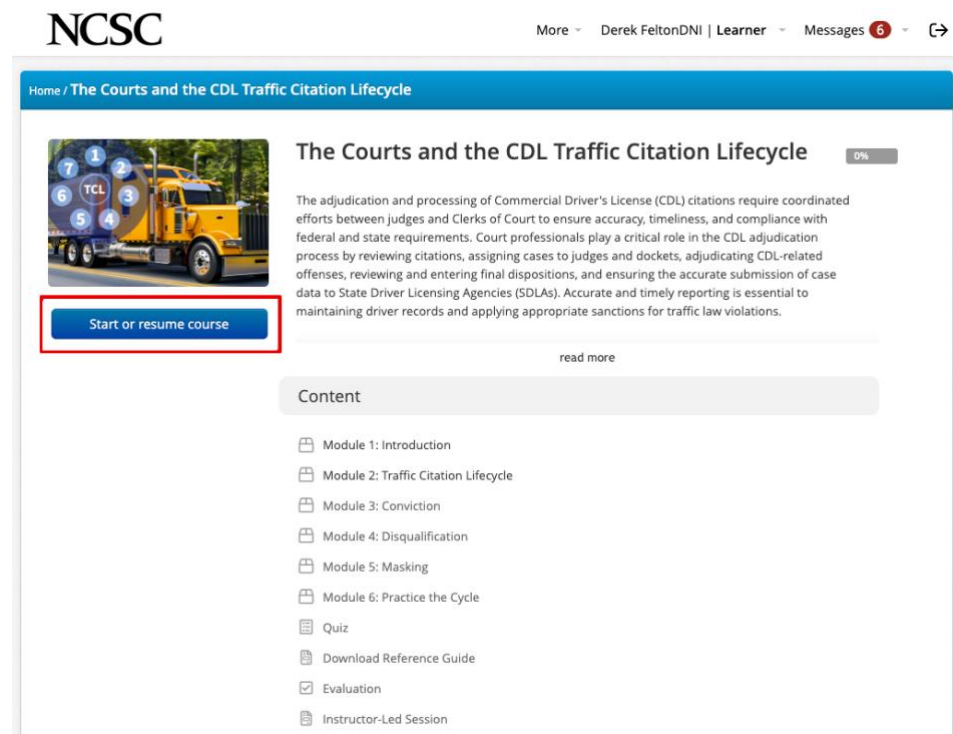
Step 7 Click Course Link

The course should now appear on your dashboard. Click the course to proceed to the course's page to begin.



The screenshot shows the NCSC dashboard. At the top, there is a navigation bar with the NCSC logo, a 'More' dropdown, 'Learner' profile, and 'Messages' with a notification icon. Below the navigation bar is a 'Home' section with a search bar and a grid of course cards. The grid shows progress statistics: 1 course in progress, 0 courses not passed, 0 completed courses, 0 training time, and 0 certificates. A red box highlights a course card titled 'The Courts and the CDL Traffic Citation Lifecycle' with a progress indicator of 0% and an expiration date of 12/31/2027. To the right of the grid are several menu items: 'Course catalog', 'Progress', 'Join group', and 'Discussions'.

Step 8 Start Course



The screenshot shows the NCSC course page for 'The Courts and the CDL Traffic Citation Lifecycle'. The page has a blue header with the NCSC logo and navigation options. Below the header is a course card with a yellow truck image and a 'Start or resume course' button highlighted with a red box. The course title is 'The Courts and the CDL Traffic Citation Lifecycle' with a 0% progress indicator. Below the title is a brief description of the course content. A 'read more' link is visible. Below the description is a 'Content' section with a list of modules and activities: Module 1: Introduction, Module 2: Traffic Citation Lifecycle, Module 3: Conviction, Module 4: Disqualification, Module 5: Masking, Module 6: Practice the Cycle, Quiz, Download Reference Guide, Evaluation, and Instructor-Led Session.

For technical assistance, contact us at elearning@ncsc.org.