Completing Contractor Orientation

Registering for JPS Learn

1. Use the following link to access JPS Learn
   https://lsglm700.learnsoft.com/LSGLM/Login/JPSLOGIN.ASPX?ecart=1

2. Click on the **New User Link**
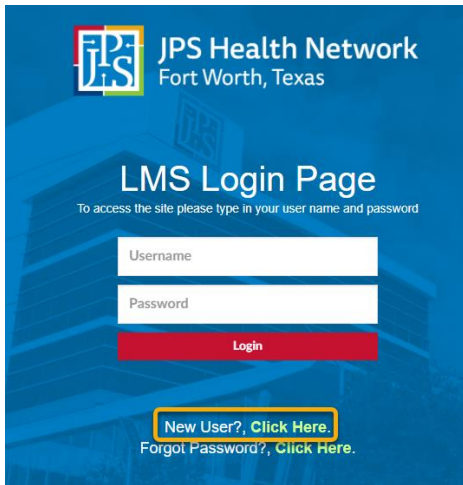
3. Enter all of the required information, and select **Facility Contractor** as a User Type. Once you have entered all of the information click the **Save** button. You will receive a confirmation email confirming your registration.

Enrolling in the Contractor Orientation Course in JPS Learn

1. Once you have completed registration you will need to log in using you username (email address) and new password.

2. Click on the **Search** tab

3. In the Search box type "**Contractor Orientation"** and press **Enter** or click the **Search** button.

4. Locate the Contractor Orientation – Facilities courses and click on the **Details – Enroll(Self)** button.
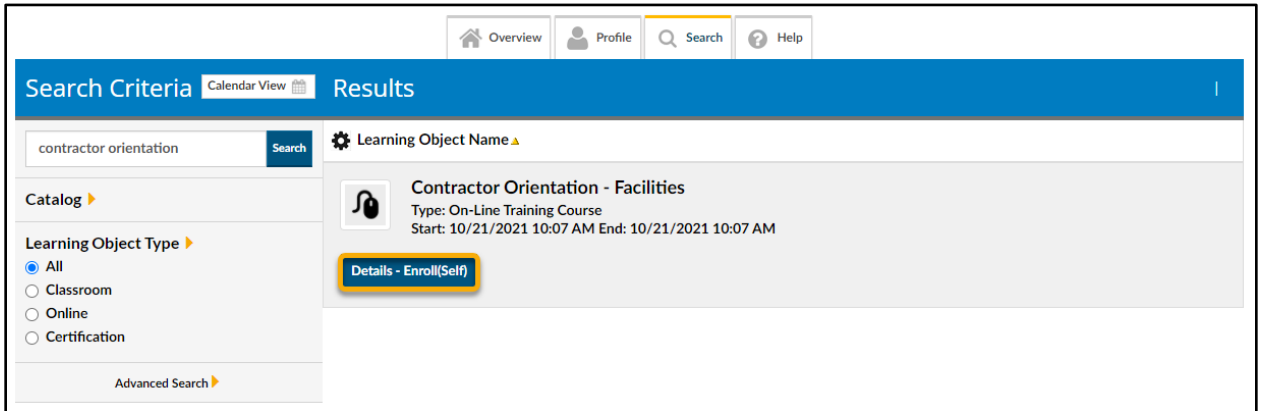
5. Click the Enroll button in the top right corner to complete enrollment.
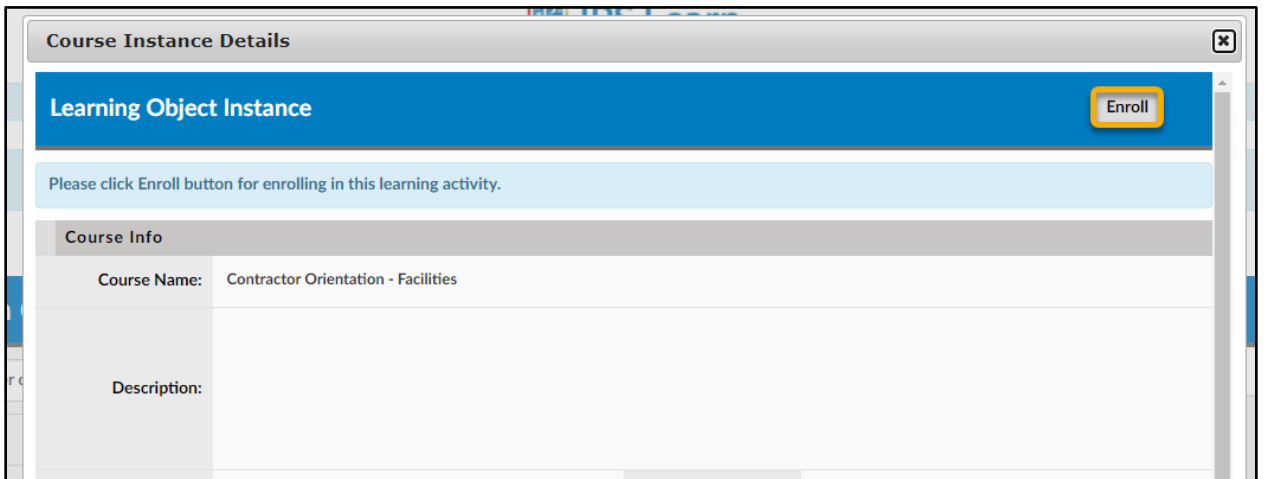
Completing the Contractor Orientation Course in JPS Learn

1. Once enrolled click on the Overview tab to navigate back to your homepage.

2. Click on the **Launch** icon next to the course.

3. Review the material and navigate through the entire course, complete the questionnaire, and click on the Exit button at the end to receive credit for the course.