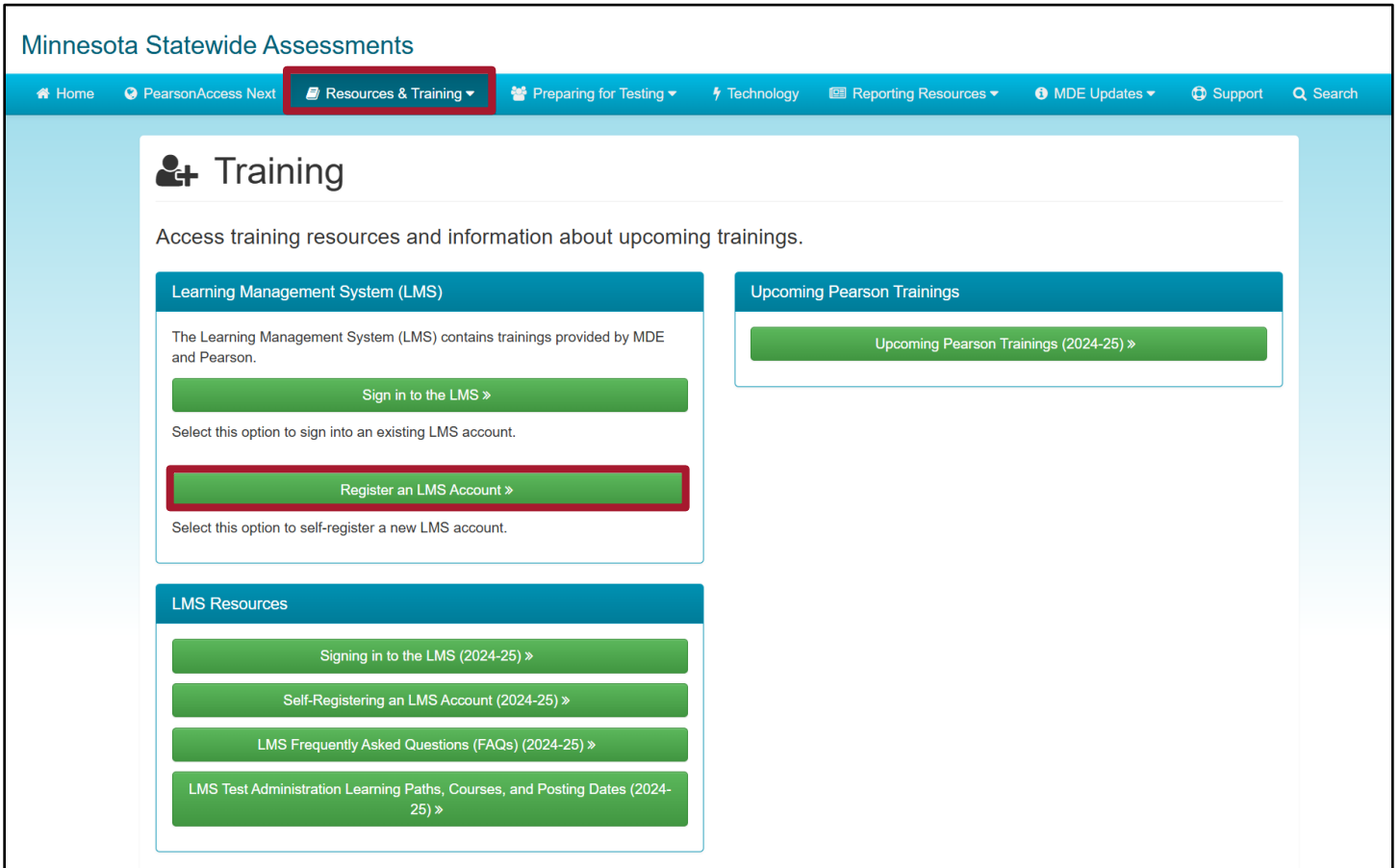


Self-Registering a Learning Management System (LMS) Account

This quick guide provides instructions on self-registering a Learning Management System (LMS) account. Note: For LMS Learners who already have an LMS account, either through self-registration or by having a PearsonAccess Next account, refer to the [Signing in to the Learning Management System \(LMS\)](#) quick guide.

1. From the PearsonAccess Next non-secure site (minnesota.pearsonaccessnext.com), select the Resources & Training dropdown menu and then select Training (PearsonAccess Next > Resources & Training > Training). To self-register an LMS account, select the **Register an LMS Account** green tab.



Minnesota Statewide Assessments

Home PearsonAccess Next **Resources & Training** Preparing for Testing Technology Reporting Resources MDE Updates Support Search

Training

Access training resources and information about upcoming trainings.

Learning Management System (LMS)

The Learning Management System (LMS) contains trainings provided by MDE and Pearson.

[Sign in to the LMS »](#)

Select this option to sign into an existing LMS account.

[Register an LMS Account »](#)

Select this option to self-register a new LMS account.

Upcoming Pearson Trainings

[Upcoming Pearson Trainings \(2024-25\) »](#)

LMS Resources

[Signing in to the LMS \(2024-25\) »](#)

[Self-Registering an LMS Account \(2024-25\) »](#)

[LMS Frequently Asked Questions \(FAQs\) \(2024-25\) »](#)

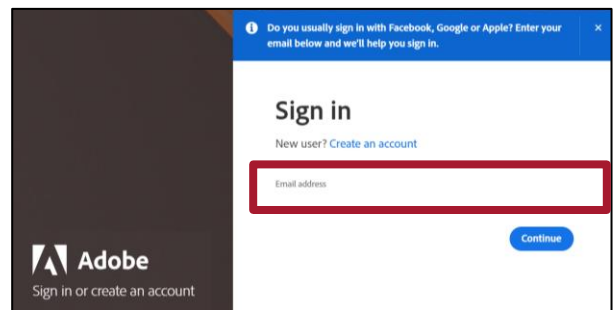
[LMS Test Administration Learning Paths, Courses, and Posting Dates \(2024-25\) »](#)

Self-Register an LMS Account

1. Learners are automatically re-directed to Adobe's sign in page. Sign into Adobe using your district email account and select **Continue**.

Note: If you already have an Adobe account associated with your district email skip to Step 2.

If you do not have an Adobe account associated with your district email, select **Create an Account**.



Do you usually sign in with Facebook, Google or Apple? Enter your email below and we'll help you sign in.

Sign in

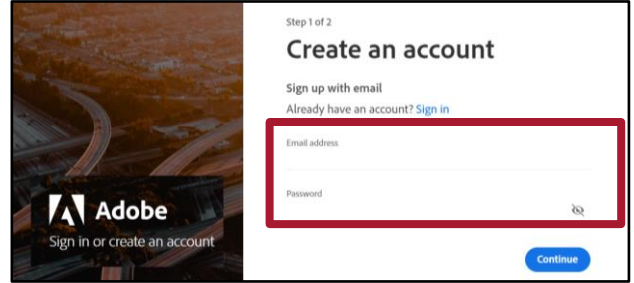
New user? Create an account

Email address

[Continue](#)

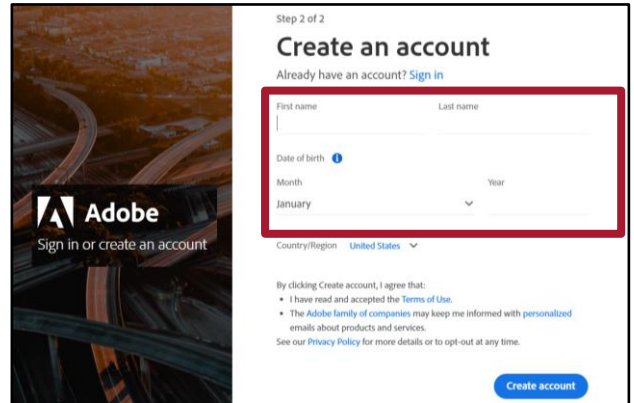
Adobe
Sign in or create an account

Enter your district email address and create a password and select **Continue**.

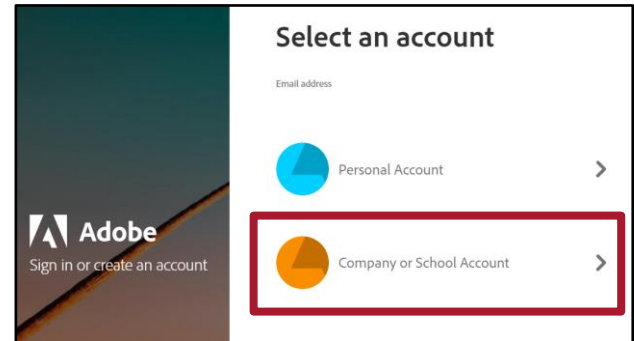


Enter your basic demographic information, including first name, last name, and date of birth, and then select **Create Account**.

Note: Legislation requires the collection of date of birth for age verification and website authentication.

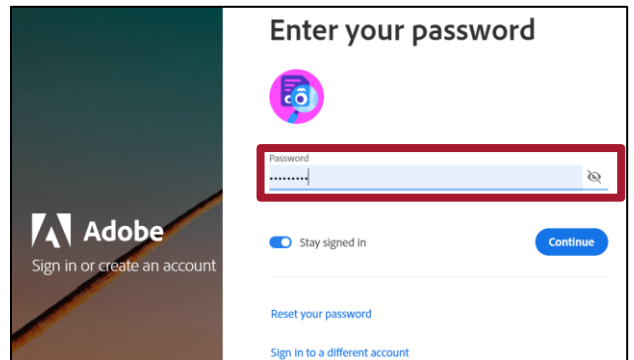


2. Select "Company or School Account."



3. Enter the password in the password field and select **Continue**. If you forgot your password, select "Reset your password."

Tip: To avoid signing into Adobe each time, select the "Stay signed in" toggle.




4. On the LMS Registration page, complete the following fields:

- Full Name: Required; enter your first and last name.
- Email: Required; enter your district or school email address. Enter the same email address used to create your Adobe account.
- District: Required; use the search field to find your district by name or organization number. Select the checkbox next to the district name. Note: You can select more than one district, if needed.
- School: Required; use the search field to find your school by name or organization number. Select the checkbox next to the school name(s). Note: You can select more than one school, if needed.

Note: A maximum of 20 districts and schools can be selected.

Tip: If you primarily work at the district and are not assigned to an individual school, select at least one school associated with the district. Selecting the correct district is the most important part of registration, as Managers (DAC users in PearsonAccess Next) are responsible for tracking all training completions at the district.

Review your selections. It is important to select the correct district and school(s) so your District or School Assessment Coordinator can view your record of completed trainings. Tip: Confirm the first six digits of the school organization number matches the district number (for example, 0000-00). Since there may be schools with the same or similar name throughout the state, this ensures you are selecting the correct school within your district. If a self-registered account was set up incorrectly, contact the Pearson help desk at (888) 817-8659 or submit a Pearson [help desk request](#). Only Pearson can update the Learner's registration.



LMS Registration

Full Name

Email

Districts

Select all affiliated districts. ⓘ

Search Districts...

- A.C.G.C. PUBLIC SCHOOL DISTRICT (2396-01-000)
- ACADEMIA CESAR CHAVEZ CHARTER SCHOOL (4073-07-000)
- ACADEMIAS LA PAZ (4073-07-000)
- ACADEMIC ARTS HIGH SCHOOL (4119-07-000)
- ACHIEVE LANGUAGE ACADEMY (4018-07-000)
- ADA-BORUP PUBLIC SCHOOL DISTRICT (2854-01-000)
- ADA-BORUP WEST PUBLIC SCHOOL DISTRICT (2854-01-000)

Schools

Select all affiliated schools. ⓘ

Search Schools...

- 112 ALC INDEPENDENT STUDY (0112-01-067)
- 112 ALC MIDDLE SCHOOL (0112-01-066)
- 180 DEGREES / YOUTH SHELTER (0742-01-044)
- 196Online Elementary (0196-01-766)
- 196ONLINE HIGH SCHOOL (0196-01-067)
- 196Online Middle School (0196-01-066)
- 196ONLINE ELEMENTARY (0196-01-066)

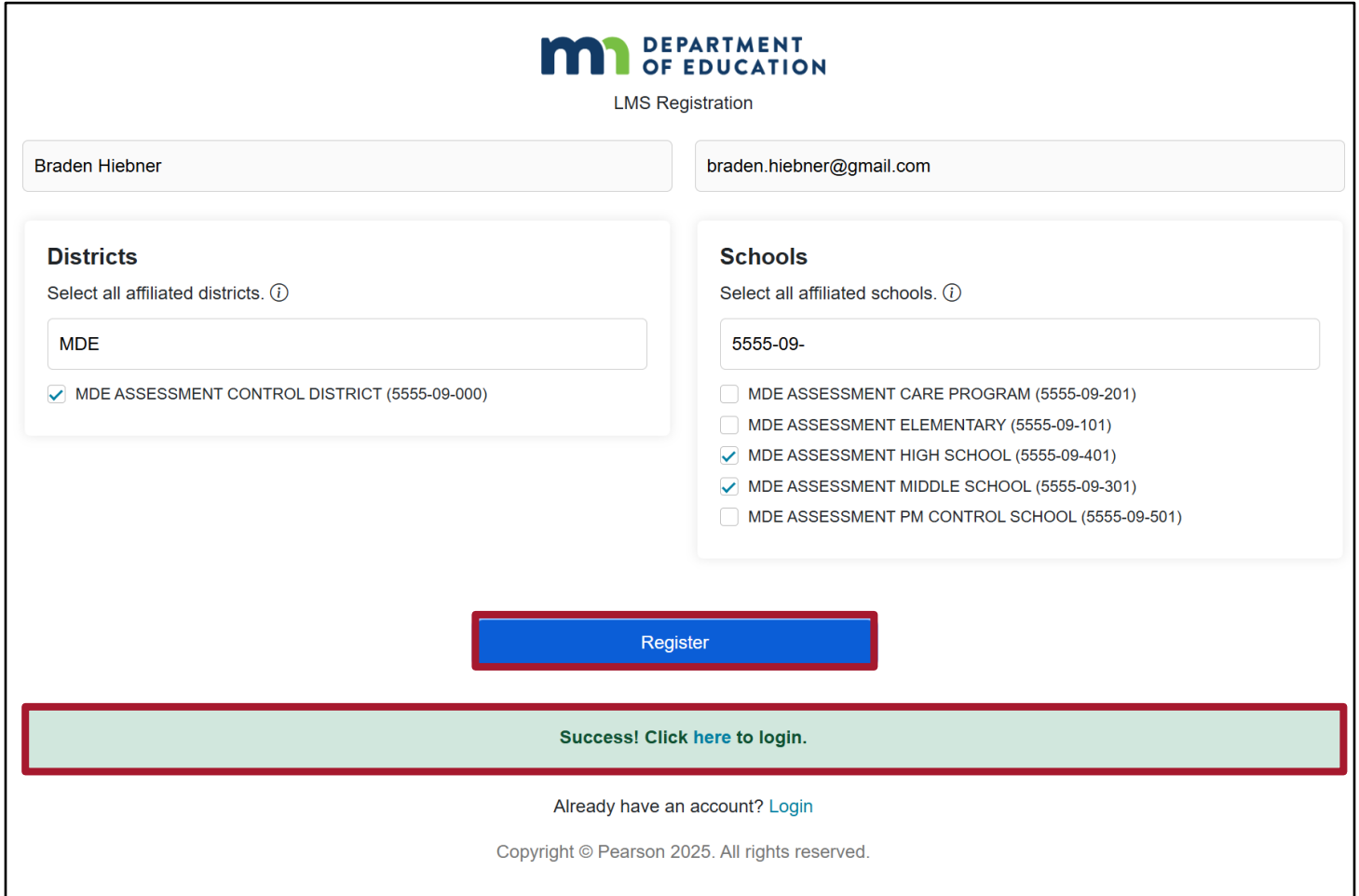
Register

Already have an account? [Login](#)

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5. Select "Register."

A "Success! Click here to login." message will appear. Select "Click here to log in" to log into the LMS.



m1 DEPARTMENT OF EDUCATION

LMS Registration

Braden Hiebner

braden.hiebner@gmail.com

Districts
Select all affiliated districts. ⓘ

MDE

MDE ASSESSMENT CONTROL DISTRICT (5555-09-000)

Schools
Select all affiliated schools. ⓘ

5555-09-

MDE ASSESSMENT CARE PROGRAM (5555-09-201)

MDE ASSESSMENT ELEMENTARY (5555-09-101)

MDE ASSESSMENT HIGH SCHOOL (5555-09-401)

MDE ASSESSMENT MIDDLE SCHOOL (5555-09-301)

MDE ASSESSMENT PM CONTROL SCHOOL (5555-09-501)

Register

Success! Click here to login.

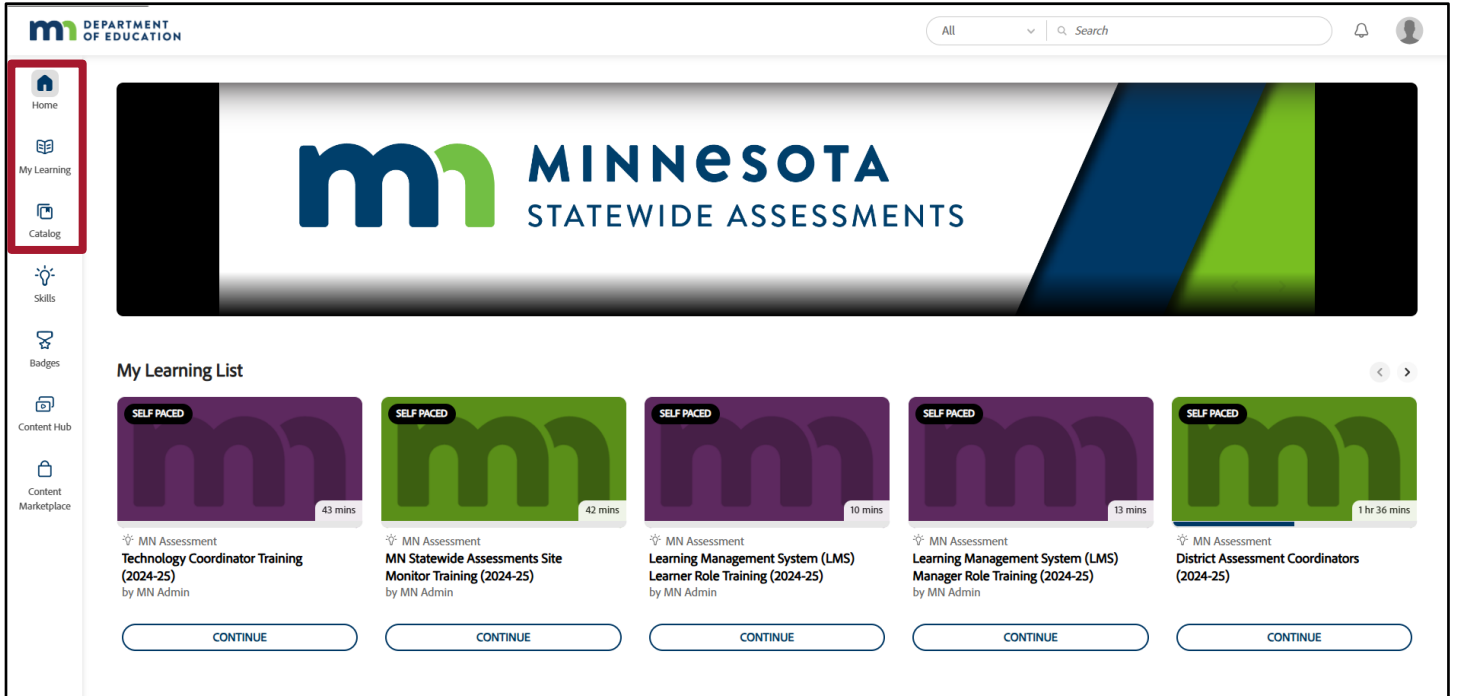
Already have an account? [Login](#)

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- If you did not enter the required information correctly, an error message(s) will appear:
 - Please enter first and last name.
 - Please enter a valid email address.
 - Please select at least one district.
 - Please select at least one school.
 - Maximum selection limit reached. Please limit selections to a total of 20 districts and schools combined.

Please enter first and last name.
Please enter a valid email address.
Please select at least one district.
Please select at least one school.

6. Learners are directed to the Home page of the Minnesota LMS. Use the menu to the left to navigate the site:
- Home: The home page contains the Learner’s “My Learning List.” This list includes courses and learning paths the Learner is enrolled in or has started. From here, Learners can quickly select the course/learning path tile to launch and complete the course/learning path.
 - My Learning: The My Learning page contains all courses/learning paths the Learner has enrolled in, started, or completed.
 - Catalog: The Catalog page contains all courses/learning paths available to the Learner.



The screenshot displays the Minnesota LMS Home page. At the top left is the logo for the Minnesota Department of Education. A search bar is located at the top right. A vertical navigation menu on the left side includes icons for Home, My Learning, Catalog, Skills, Badges, Content Hub, and Content Marketplace. The Home page features a large banner with the 'm1 MINNESOTA STATEWIDE ASSESSMENTS' logo. Below the banner is a 'My Learning List' section containing five self-paced course tiles. Each tile includes a 'CONTINUE' button.

Course Title	Duration
Technology Coordinator Training (2024-25)	43 mins
MN Statewide Assessments Site Monitor Training (2024-25)	42 mins
Learning Management System (LMS) Learner Role Training (2024-25)	10 mins
Learning Management System (LMS) Manager Role Training (2024-25)	13 mins
District Assessment Coordinators (2024-25)	1 hr 36 mins