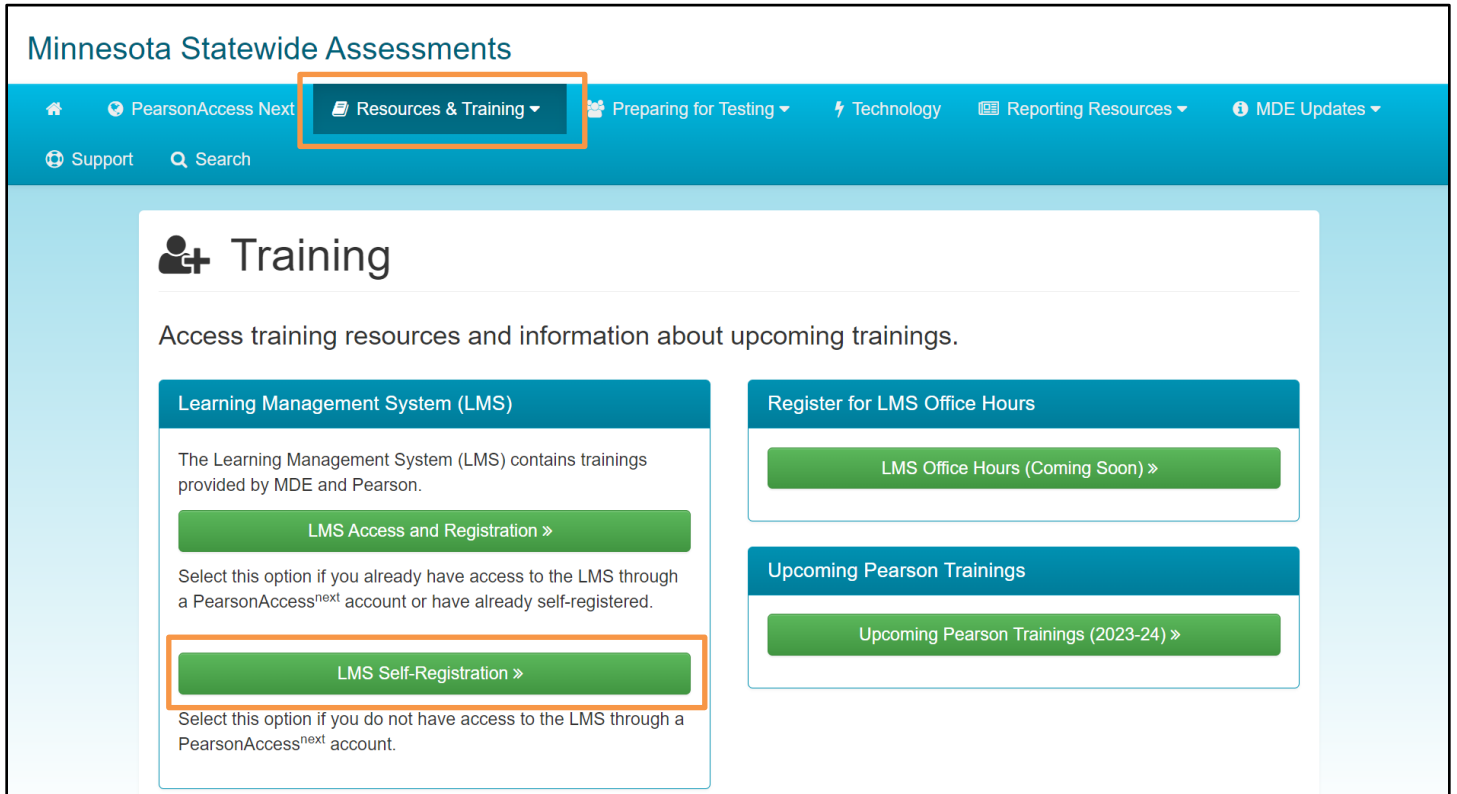


Self-Registering for a Learning Management System (LMS) Account

This quick guide provides instructions on self-registering a Learning Management System (LMS) account. Note: For LMS Learners with a PearsonAccess Next account, refer to the *Registering for the Learning Management System (LMS) with a PearsonAccess Next Account* 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 **LMS Self-Registration** green tab.

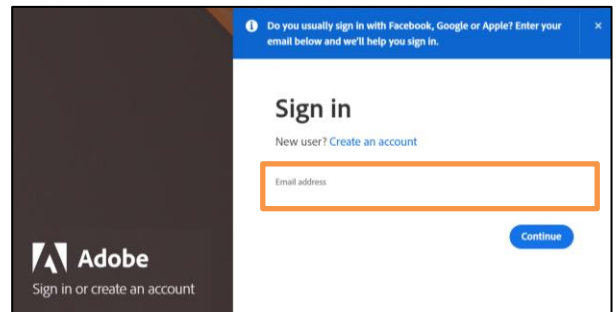


The screenshot shows the 'Minnesota Statewide Assessments' website. The navigation bar includes 'PearsonAccess Next', 'Resources & Training' (highlighted with an orange box), 'Preparing for Testing', 'Technology', 'Reporting Resources', and 'MDE Updates'. Below the navigation bar is a 'Support' link and a search bar. The main content area is titled 'Training' and contains several sections: 'Learning Management System (LMS)', 'Register for LMS Office Hours', and 'Upcoming Pearson Trainings'. The 'Learning Management System (LMS)' section has two buttons: 'LMS Access and Registration' and 'LMS Self-Registration' (highlighted with an orange box). The 'Register for LMS Office Hours' section has a button 'LMS Office Hours (Coming Soon)'. The 'Upcoming Pearson Trainings' section has a button 'Upcoming Pearson Trainings (2023-24)'.

Self-Register an LMS Account

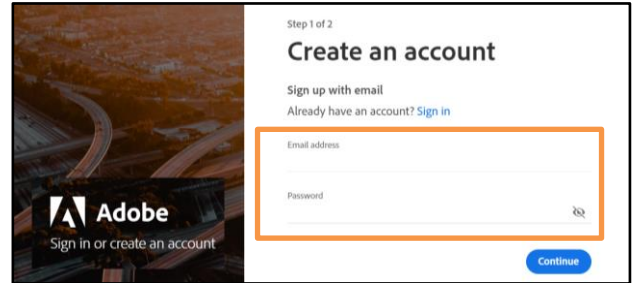
1. Learners are automatically re-directed to Adobe's sign in page. Sign into Adobe using your district email account and select **Continue**.

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**.



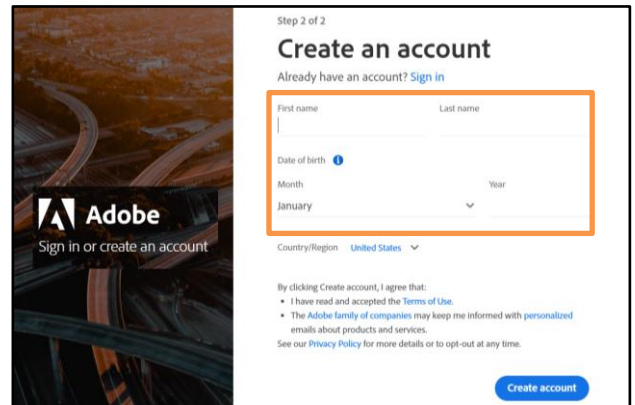
The screenshot shows the Adobe sign-in page. At the top, there is a notification: 'Do you usually sign in with Facebook, Google or Apple? Enter your email below and we'll help you sign in.' Below this is the 'Sign in' heading and a link 'New user? Create an account'. There is an 'Email address' input field (highlighted with an orange box) and a 'Continue' button.

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



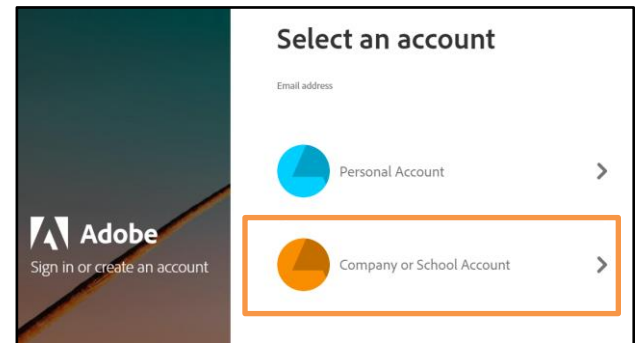
Enter basic demographic information, including first name, last name, and date of birth and select **Create Account**.

Note: Several laws and acts require collection of date of birth for age verification and website access.



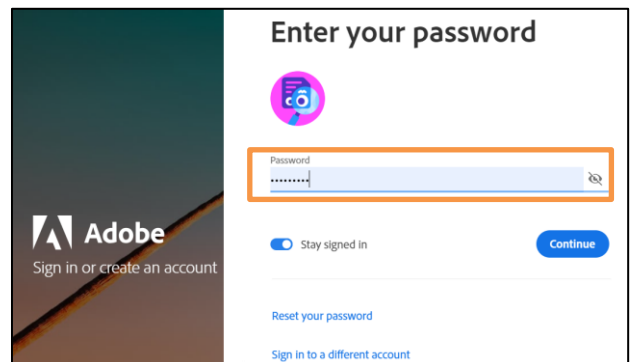
2. Select whether this is a personal account or company/school account.

Note: Most users should 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.



- Select the checkbox next to you District and School(s) and the select **Proceed**.

Note: It is important to select your correct district and school so your District or School Assessment Coordinator can view your record of completed trainings. 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 to update the Learner's account.

Tip: Use Ctrl+F to search for the district and school name or district and school number. Multiple districts/schools can be selected, as needed.

Complete your profile

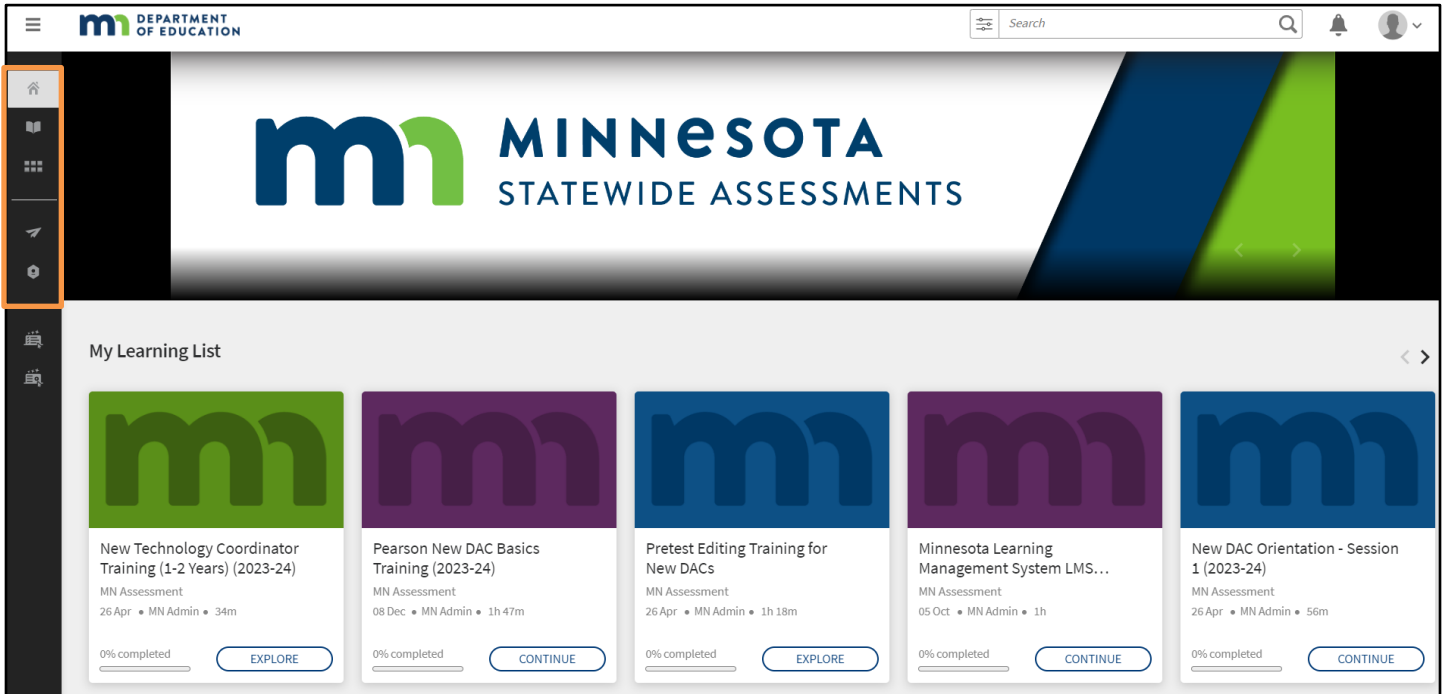
We need additional information about you to make your experience better.

Please provide as much information as possible.

Org (Supports one or more values)

MCGUIRE MIDDLE (0194-01-089)
 MCKINLEY ELEMENTARY (0011-01-411)
 MDE Assessment Control District (5555-09-000)
 MDE Assessment Middle School (5555-09-301)
 MDE Assessment PM Control School (5555-09-501)

- Learners are directed to the Home page of the Minnesota LMS. Use the menu in the black bar to the left to navigate the site and find the applicable courses and learning paths.



The screenshot shows the Minnesota LMS home page. At the top, there is a navigation bar with the Department of Education logo, a search bar, and user profile icons. A left-hand navigation menu is highlighted with an orange box. The main content area features the 'MINNESOTA STATEWIDE ASSESSMENTS' logo. Below this is a 'My Learning List' section with five course cards, each showing a progress bar at 0% and buttons for 'EXPLORE' or 'CONTINUE'.

Course Title	Progress	Action
New Technology Coordinator Training (1-2 Years) (2023-24)	0% completed	EXPLORE
Pearson New DAC Basics Training (2023-24)	0% completed	CONTINUE
Pretest Editing Training for New DACs	0% completed	EXPLORE
Minnesota Learning Management System LMS...	0% completed	CONTINUE
New DAC Orientation - Session 1 (2023-24)	0% completed	CONTINUE