## Accessing the Learning Management System

- 1. Access the system by visiting <u>https://bit.ly/monte-lms</u> through your web browser (Google Chrome or Microsoft Edge only).
- 2. The Login screen displays. Sign in using your Active Directory credentials.



3. Select View My Learning to access the Learning Management System.



EINSTEIN

4. Type the course name/ID under Find Learning and click Go. You can also click Browse all courses to see the full library.

My Learning Assignments	Sort By Date   Priority $\overline{\nabla}$ Filter	Find Learning	
Keyword Q Course name or ID You don't have any assignments.	Select All  All Assignment Types	Q What do you want to LEARN today? Go Browse all courses >	
		History ∨ Links	lickGuid

5. To launch an eLearning, click Start Course.

	]
Foundations of LGBTQ+ (ONLINE 1207001)	Inclusion (Ein
Start Course	↓ More





6. To register for an instructor-led class, click **Scheduled offerings are available**.



7. From the list of scheduled offerings, click **Register Now** for the session you want to attend.





8. Review the Class information and click Confirm.

Lastly, enter any comments that you wish to be associated with your request and/or registration.  Class  Effective Communication COURSE 1196029  Revision: 1 - 10/18/2018 04:43 PM America/New York Start Date: 5/31/2023 01:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted  Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments  Comments Comments Comments Comments Comments Comments Comments C	Registration		
Class Effective Communication ③ COURSE 1196029 Revision: 1 - 10/18/2018 04:43 PM America/New York Start Date: 5/31/2023 01:00 PM America/New York End Date: 5/31/2023 05:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments: Comments: Previous Confirm	Lastly, enter any co	mments that you wish to be associated with your request and/or registration.	Previou Confirm
Effective Communication ③ COURSE 1196029 Revision: 1 - 10/18/2018 04:43 PM America/New York Start Date: 5/31/2023 01:00 PM America/New York End Date: 5/31/2023 05:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments: Comments:	Class		
COURSE 1196029 Revision: 1 - 10/18/2018 04:43 PM America/New York Start Date: 5/31/2023 01:00 PM America/New York End Date: 5/31/2023 05:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments:	Effective Con	nmunication 3	
Revision: 1 - 10/18/2018 04:43 PM America/New York Start Date: 5/31/2023 01:00 PM America/New York End Date: 5/31/2023 05:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comments: Comment	COURSE 1196029		
Start Date: 5/31/2023 01:00 PM America/New York End Date: 5/31/2023 05:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments:	Revision: 1 - 10/18	3/2018 04:43 PM America/New York	
End Date: 5/31/2023 05:00 PM America/New York Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments:	Start Date: 5/31/20	023 01:00 PM America/New York	
Capacity: 0 of 20 enrolled, 0 waitlisted Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments: Previous Confirm	End Date: 5/31/20	23 05:00 PM America/New York	
Registration Comments User Name: Reyes, Nancy Registration Active Enrollment (Enrolled) Status: Comments: Previous Confirm	Capacity: 0 of 20 e	enrolled, 0 waitlisted	
User Name: Reyes, Nancy Registration Status: Comments:	Registration C	omments	
Registration Status:       Active Enrollment (Enrolled)         Comments:       Image: Confirm         Previous       Confirm	User Name:	Reyes, Nancy	
Comments: Previous Confirm	Registration Status:	Active Enrollment (Enrolled)	
Confirm	Comments:		
Previous Confirm			G
Previous Committee		2	Provious Confirm
			Previous Commin





9. If you cannot attend the class, please withdraw so another colleague can attend.



## **Technical Support**

Please open a ticket via <u>Montefiore Self-Service Portal</u> > More > Talent Management and Learning or call 914-922-6003.

