

PETRO CLASSROOM LMS QUICK-START GUIDE

I want to . . .	Location . . .	Action . . .	Applies to . . .
Sign in to my account	LMS homepage Sign In tile	Enter username and password and click the Login button	Corporate and Individual Accounts
Retrieve forgotten username/password	LMS homepage Sign In tile	Click the “Forgot Username or Password?” link, enter your account email and click the Next button. You will receive an email with the username and password.	Corporate and Individual Accounts
Register for a new account	LMS homepage New User Registration tile	Click the “First Time User?” button, choose the account type, fill in the fields and click Submit button	New users that do NOT have an account
Browse/purchase available training	Training Catalog	Click the Browse button on Training Catalog tile (when signed out) or Training Catalog menu (when signed in): <ul style="list-style-type: none"> • Use the search fields at the top of the page to find courses or scroll down • Click the course title for a description of the course • Click the purchase link to purchase 	Corporate and Individual Accounts
Access and take purchased training	Account homepage (My Training menu)	Click the Incomplete Training tile and then click on the underlined title for the course/chapter you wish to take	Corporate and Individual Accounts
Access and review my completed training	Account homepage (My Training menu)	Click the Completed Training tile and then click on the underlined title for the course/chapter you wish to review	Corporate and Individual Accounts
Print my certificate of completion	Account homepage (My Training menu)	Click the Completed Training tile and then click on the Print Certificate link (to the right of course title). Click the question mark icon next to this link for printing instructions.	Corporate and Individual Accounts
Change my account information	My Profile menu	Change the fields you wish to change and click the Save button. Note: You must contact customer service to change the account name.	Corporate and Individual Accounts
Download and print a user guide	Help menu	Choose the menu item for the user guide you wish to download, then click the link to user guide.	Corporate and Individual Accounts
View the menu of tasks I can perform with my corporate account	Manager Dashboard menu	Click on the tile for the task you wish to perform <ul style="list-style-type: none"> • People tile — to manage the employees under your account • Purchase Manager — to review your purchases and distribute courses to your employees • Reports — to run reports on your account training activity/status 	Corporate Account Only