

# Instructions for Accessing JBS Learning Management System

URL: <https://lms.jbsinternational.com/>

## Existing User

- Enter **username, password**, and click on the **Log in** button.
- Upon logging in, you will be directed to the **Dashboard** page.
- To view and access available courses, click on **Site home** located in the left section of the page and you will be directed to **AVAILABLE COURSES** page listing courses.
- To enroll in a course, click on the **course title** and you will be directed to the next page which displays the course and the option to self-enroll as a student.
- If you were provided an Enrollment key, please enter it here.
- Click on the **Enroll** button, then the system will display **You are enrolled in the course**.
- Click on the **course title** to view and complete the course.

## New User

- Click on the **Log in** link located in the upper right corner of the page.
- Click on the **Create new account** button.
- Fill out all the required fields.
- Click on the **Create my new account** button. The system will send an email to your address containing instructions to complete your registration. Follow the instructions in the email message.
- Upon completion of registration, the system will display **Your registration has been confirmed**
- Click the **Continue** button and you will be directed to the **Dashboard** page.
- To view and access available courses, click on **Site home** located in the left section of the page and you will be directed to **AVAILABLE COURSES** page listing courses.
- To enroll in a course, click on the **course title** and you will be directed to the next page which displays the course and the option to self-enroll as a student.
- Click on the **Enroll** button, then the system will display **You are enrolled in the course**.
- Click on the **course title** to view and complete the course.