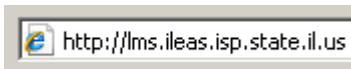


Logging-on to LMS

1. Open Internet Explorer
2. Type the website address in the address field: <http://lms.ileas.isp.state.il.us> and click GO/SEND



3. Enter your Username and your password. Your Username is your first name, middle initial and last name (for ISP employees, it is the name that appears on your paycheck) and your 6 digit date of birth.

Example:

User ID: elizabethsmith090577

Password: welcome (NOTE: this is a default password set by the LMS system, your Administrator may set a different password)

The Username is not case sensitive.

The password is case sensitive.

The area to the left of the Log In box is used for announcements about the LMS system.

A screenshot of the LMS login page. On the left, there is an announcement in a typewriter font: "!ATTENTION ALL LMS USERS: The LMS will be down for routine Windows security updates and patches on Wednesday, July 15th from 8am until 9am.!!". Below the announcement is a decorative graphic of a green and grey ribbon. On the right, there is a "Please Log In:" section with a light grey background. It contains three input fields: "Username:" with the value "johnjdoe010277", "Password:" with a masked password of seven dots, and "Locale:" with a dropdown menu set to "User's Default". A "Log In" button is located to the right of the locale dropdown. Below the login fields is a link that says "Forgot your password?".

!ATTENTION ALL LMS USERS: The LMS will be down for routine Windows security updates and patches on Wednesday, July 15th from 8am until 9am.!!

Please Log In:

Username: johnjdoe010277

Password: ●●●●●●●

Locale: User's Default ▼

Log In

[Forgot your password?](#)

NOTE: If you do not yet have a user ID, you must contact your agency LAC.

4. Next your home page will appear. Here is an example:

The screenshot shows the LMS home page for a user named Heidi Parent. The page features a navigation bar with links for My Calendar, My Account, Help, and Log Out. Below the navigation bar, there are tabs for Home, Training Record, Personal Info, and Reports. The main content area includes a welcome message and a 'Configure This Page' link. There are two main sections: '1. Mandatory Training' and '2. Training Scheduled'. The 'Mandatory Training' section contains a table with columns for Name, Version, Status, Target Date, and Need Recertification. The 'Training Scheduled' section contains a table with columns for Name, Status, and a 'Launch Now' link. There is also a search bar and a link to 'Additional Training Available'.

Name	Version	Status	Target Date	Need Recertification
LEADS	0001	Assigned	08/24/2009	No
LEAS				
THAN				
FULL				
ACCESS				
LEADS	02192009	Assigned	05/21/2009	No
Full				
Access				
Re-				
Cert...				

Name	Status	
LEADS Full Access Certifi...	Confirmed	Launch Now
LEADS Full Access Re-Cert...	Confirmed	Launch Now
LEADS LTFA Re-Certification	Confirmed	Launch Now

5. When exiting the LMS, always click “Log Out”

The screenshot shows the LMS navigation bar with the LMS logo on the left and four navigation links: My Calendar, My Account, Help, and Log Out. The Log Out link is highlighted with a mouse cursor.