

Instructions for Employees/Students/Users

Upon receipt of email from no-reply@learningcartlms.com with subject "You've been registered.", click the login link included. Note that the email provides you with your email address and password for account login.

Login with the email address and password provided in the email you received.

You will be directed to the "My Account" page. Click on Files & Training to access videos and tests assigned to you. Click on User Profile to change your password, accept the terms and conditions, etc.

A list of all products assigned to you will display when you click on Files & Training from My Account. Click on the + to the left of the Product name to open up the files included. Click Launch File next to the video or test.

For the videos, a new window will open up and play. Make sure you let it run to the very end and then close the window. This takes you back to your Files page. If watched until the end the video should now show Complete.

For the test (quiz), a new window will open up and you will click Get Started. Answer all questions and upon completion, close that window. This takes you back to your Files page, which will refresh and if passed, should now show Completed. If failed, Launch Quiz again.

Upon passing all 11 Tests in the Quality and Craftsmanship 101 (11-Module Series) a certificate will be created that you will be able to view, save and/or print. The certificate can also be accessed by the company administrator through their account.