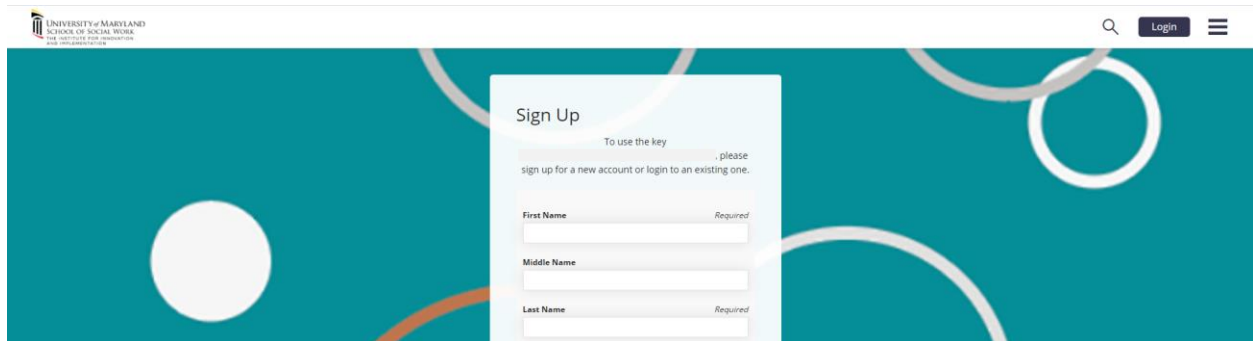




USING AN ENROLLMENT KEY ON IDEAS@THEINSTITUTE LMS

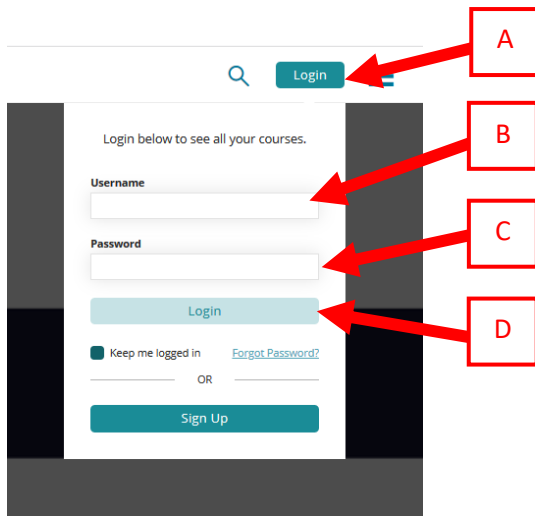
1. USING AN ENROLLMENT KEY URL

Click on the Enrollment Key URL you were provided (or copy and paste it into your web browser) for the upcoming training/learning community/webinar/conference/symposium you wish to register. Your web browser will open to the Ideas@TheInstitute learning management system (LMS). You will then either Login (**Go to Step A**) if you have an existing profile you already set-up OR Sign Up (**Go to Step B**) and create a profile if you have not yet done so.



A. Log-In with an Existing Profile

If you have an existing profile set-up in the Ideas@TheInstitute LMS, click the Login button in the top right corner of screen (**A**) type in the email (**B**) and password (**C**) that you used to create your account in the Ideas@TheInstitute LMS. Then click the Login button (**D**).





B. Creating a New Profile

The Sign Up form (A) will pop-up. You must provide all required information noted with an asterisk (*) next to the required items.

The screenshot shows the IDEAS @ The Institute sign-up page. The background is teal with the IDEAS logo and the text '@ The Institute'. Below the logo, it says 'Welcome to Ideas@theInstitute Please use the form at right to sign up'. A white sign-up form is overlaid on the right side. The form has the following fields: First Name, Middle Name, Last Name, Email, Password, Re-enter Password, Phone Number, Address, Address 2, Country, State/Province, ZIP, and Password Code. Each field has a small asterisk (*) next to it, indicating it is required. A red arrow points from a red box labeled 'A' to the top of the form.

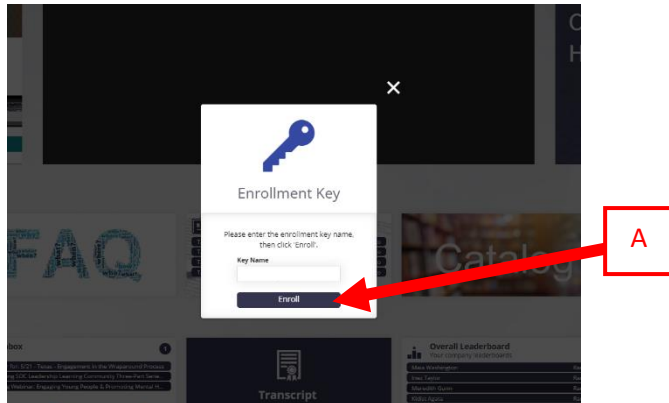
Once you've completed the Sign Up form, then click the blue Sign Up button (B) at the bottom of the form. You will then be directed into the Ideas@TheInstitute LMS dashboard.

The screenshot shows the IDEAS @ The Institute sign-up page. The background is teal with the IDEAS logo and the text '@ The Institute'. Below the logo, it says 'Welcome to Ideas@theInstitute Please use the form at right to sign up'. A white sign-up form is overlaid on the right side. The form has the following fields: First Name, Middle Name, Last Name, Email, Password, Re-enter Password, Phone Number, Address, Address 2, Country, State/Province, ZIP, and Password Code. Each field has a small asterisk (*) next to it, indicating it is required. A red arrow points from a red box labeled 'B' to the blue Sign Up button at the bottom of the form.

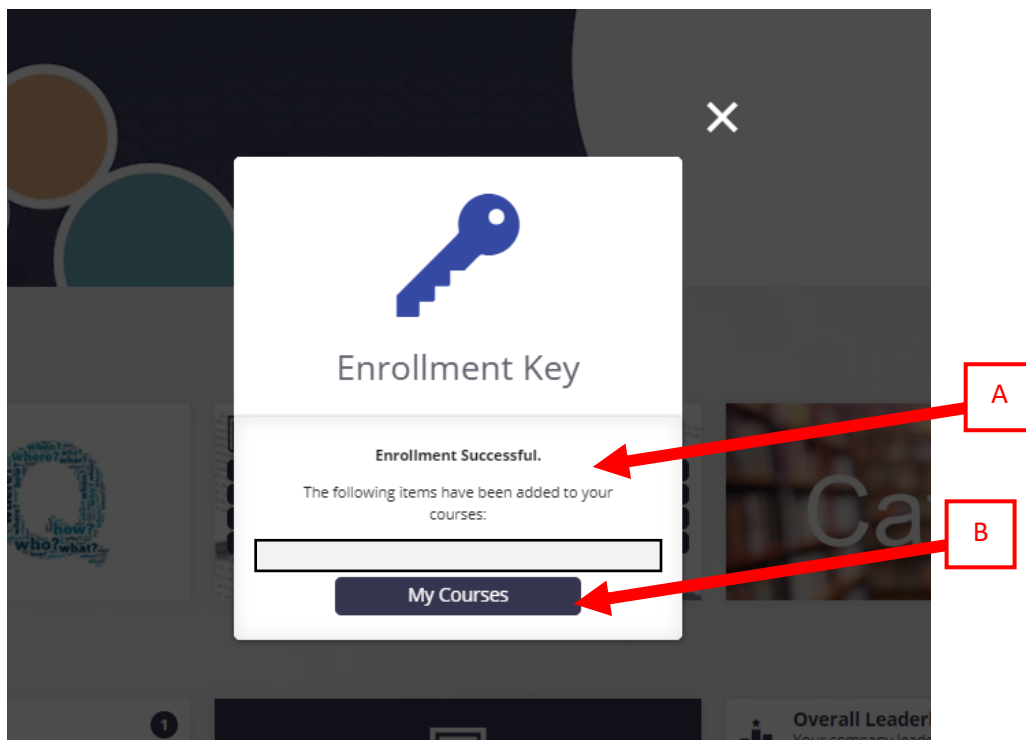


2. USING THE ENROLLMENT KEY

After you sign-up or login, you will see a pop-up for your enrollment key. Click the Enroll button (A) to use the enrollment key and enroll in the training/learning community/webinar/conference/symposium.



Once you click Enroll, you will get confirmation pop-up (A) that you have been enrolled in that training/learning community/webinar/conference/symposium. You can click the My Courses button (B) to go to your training/learning community/webinar/conference/symposium in the My Courses tile on your dashboard.





NEED ASSISTANCE?

If you run into issues using the enrollment key or not being able to see the training, please contact our Help Desk for assistance. Let them know which enrollment key you were provide (*Pro-tip: send them the enrollment key url you were provided*) and they will assist you troubleshooting your issue.

You can contact the HelpDesk, by email theinstitutehelp@ssw.umaryland.edu or by [chat](#).

Help Desk is available Monday – Friday from 9am – 5pm ET, excluding holidays.