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**LMS INSTRUCTIONS**

**The NDLS Foundation uses a LMS (Learning Management System) to manage the courses. Students are now required to establish an account on the NDLS LMS, enroll in specific courses, and complete the Pre and post- tests and an evaluation on-line. Upon successful completion of the course and the pre- and post-course requirements the participant will be able to immediately print their Certificate of Completion.**

**Below are links to the NDLS registration website. These links should take the student directly to the registration portal for the scheduled course.**

**Please note, the first time logging-in the enrollee must set up an account on the LMS before they can proceed to course registration.  Once registered they will use the same ID and password for subsequent visits.**

**While you may register for these classes anytime up the CDLS/BDLS/ADLS manuals will be made available to registered students as a download ONE MONTH PRIOR TO THE SCHEDULED CLASS DATE. Students will be able to download manuals on up to three devices in the ePub format. READ THE INSTRUCTIONS BEFORE DOWNLOADING! Manuals should be downloaded prior to class. You cannot download a manual unless registered for a class. *Please, DO NOT Download manuals if you are not committed to attending class!* Here is a link to the instructions to download manuals;** [**https://help.ndlsf.org/knowledgebase.php?article=5**](https://help.ndlsf.org/knowledgebase.php?article=5)

**BDLS Link:** [**http://register2.ndlsf.org/course/view.php?id=1751**](http://register2.ndlsf.org/course/view.php?id=1751)

**The enrollment “KEY” for your course is  “BDLS-AMC-06062017”**

**(Note: The KEY is case sensitive - do drop the quotation marks)**

**Prerequisites:**  *No prerequisites, FEMA ICS-100 Strongly Recommended*

*This BDLS course will be held at:* **University at Albany, School of Public Health, One University Place, Rensselaer, NY 12144**

**ADLS Link:** [**http://register2.ndlsf.org/course/view.php?id=1752**](http://register2.ndlsf.org/course/view.php?id=1752)

**The enrollment “KEY” for your course is  “ADLS-AMC-06072017”**

**(Note: The KEY is case sensitive - do drop the quotation marks)**

**Prerequisites:**  *BDLS 3.X, FEMA ICS-100 Strongly Recommended, Release of Liability Form*

*This ADLS Course will be held at:* **Hudson Valley Community College, Respiratory Care and Paramedic Program Facility, 400 Jordan Road, Troy, NY 12180**

**The classroom opens at 7:30am for welcome and sign-in and the class begins promptly at 8:00 am.**

***If the links do not function properly navigate to*** [***http://register2.ndlsf.org/***](https://urldefense.proofpoint.com/v2/url?u=http-3A__register2.ndlsf.org_&d=CwMGaQ&c=qhent5lL-8Lans1hhN7NTGhSd0GBLfQfwUvzHj1D5tQ&r=wOrlK6gKB6j9KlCYIzlEN14OVho2eK2DQH7LNEIeyas&m=vcxUWdRmPs-DYcq-LGKMfZD_BLU5ascy11ctM-VDgSA&s=gIRpqGxwRDD_QAtDeiRHvmPIvV0-bMp6vRaZ7Edm7ak&e=)***Log in is in the top right corner of the screen. Remember the first time logging in the student will have to register on the LMS site as a user. The course can be selected by finding the date on the calendar at the right and then selecting the correct course.***

**There are prerequisites for each course as well as post-course completion requirements.**

**PRE-COURSE - For BDLS 3.X each participant must successfully register, enroll and complete the PRE-ASSESSMENT TEST. The pre-assessment is NOT GRADED but must be completed.**

**POST-COURSE - After attendance is confirmed by the course coordinator, usually one or two days, the student will receive a confirmation email. Once the email has been received the student may log back in and complete the Post-Assessment Test (must pass at 80% or better) and the course evaluation. Upon successfully completing all of the requirements the student will be able to immediately print their Certificate of Completion.**

**If there are any problems with this process, please contact me directly as soon as possible. You can also check out the NDLS Foundation Help Desk at;** [**https://help.ndlsf.org**](https://help.ndlsf.org/)

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