

## Learning Management (LMS) Quick Start Guide

A welcome email will be sent to the email address YHI has on file. If you do not see the welcome email in your inbox, please check your junk or spam folder and move the email to your inbox. This will ensure easy access for future training notifications.

1. Locate LMS welcome email.
  - Subject line: **Welcome to Your Health Idaho Learning Management System (LMS)**
2. Click registration link.
3. Click login, located in the upper right corner.
4. **Username:** Enter *Email Address*  
**Password:** Enter *Temporary Password* as found in your welcome email.
5. Create New Password and Confirm.
  - Password Requirements:
    - 15-20 characters
    - 1 Uppercase letter
    - 1 Lowercase letter
    - 1 Number
    - 1 Special character (!, @, #, &)
6. You are now ready to learn!