NTC's Learning Management System (LMS)

Class Registration Tip Sheet

This document is designed to provide general guidance and tips for any FMCSA employee registering for a class through the National Training Center's Learning Management System (LMS).

RETURNING USER

If you already have an account on the LMS:

1. Log in to the LMS using Login.gov via https://fmcsa.lms.dot.gov/lms-login.
2. Select the class from the list of upcoming classes on https://fmcsa.lms.dot.gov/.
3. Confirm you meet the required Prerequisites by checking the Prerequisite Confirmation box.
4. Click Register.
   i. You will receive an email that your registration is pending approval.
5. Await Approval.
   i. Once approved, you will receive an email confirming you have been approved for the class.

> Please note that registering for a class through the LMS is a **request for registration**.
> Your State POC will approve or deny your class registration request, and you will receive the decision via email.

NEW USER

If this is your first time registering for a class in the LMS:

1. Sign up for an LMS account by visiting https://fmcsa.lms.dot.gov/ and selecting "Sign Up" in the upper right-hand corner.
2. Enter all required User information and click "Submit".
   i. Be sure to use your work email address (state or .gov email address)
   ii. You will receive an email that your registration is pending approval.
3. **Await Approval**
4. Once approved, you will receive an email which will include instructions for registering for a Login.gov account.
   i. Be sure to use the same work email address (state or .gov email address) you used in Step 2 when creating your Login.gov account
   ii. When registering for an account with Login.gov, you will receive an email to set up a password. If you do not receive this email, check your Junk folder, then add no-reply@login.gov to your address book and re-try.
   iii. **You must register for an LMS Account and a Login.gov account to be able to log in to the LMS, register for classes, access class materials, and take exams.**
5. After your User Account Request has been approved and you have created your Login.gov account, follow the instructions above to log in and register as a student for a class.

> **Please reach out to FMCSA-NTC-LMS-Support@dot.gov with any questions or concerns.**