



# Learning Management System (LMS)

Signing in to the LMS

For users who already have a LaunchPad or LMS account

# Introduction

This quick guide is for users who **already have LaunchPad credentials** and need to access the Adobe Learning Management System (LMS).

## Use this guide if the following are true:

- You already have a LaunchPad account and
- You are either accessing the LMS for the first time or you have signed in to the LMS before

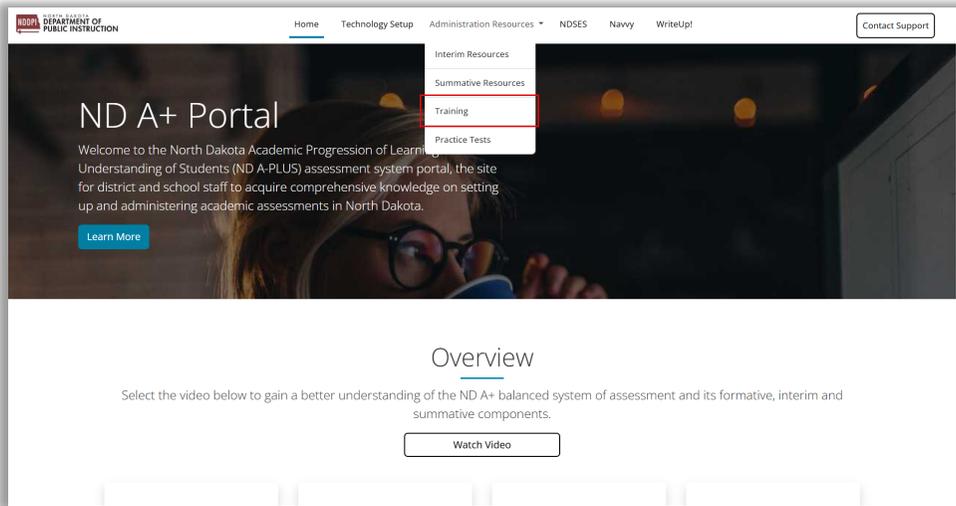
If you do **not** have a LaunchPad or LMS account yet, do **not** continue with this guide. Instead, use the **Self-Registering an LMS Account** quick guide to create your account first. Find this at the ND A+ Portal Site under Training.

## By the end of this guide, you will:

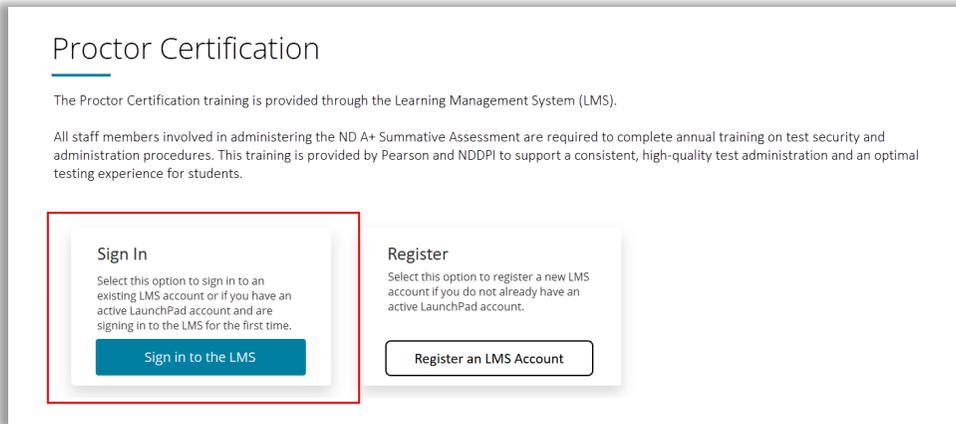
- Navigate to the ND A+ Portal
- Sign in using your existing LaunchPad or LMS credentials
- Set up your LMS account profile (first time signing in only)
- Access the LMS homepage

## Sign in to the LMS

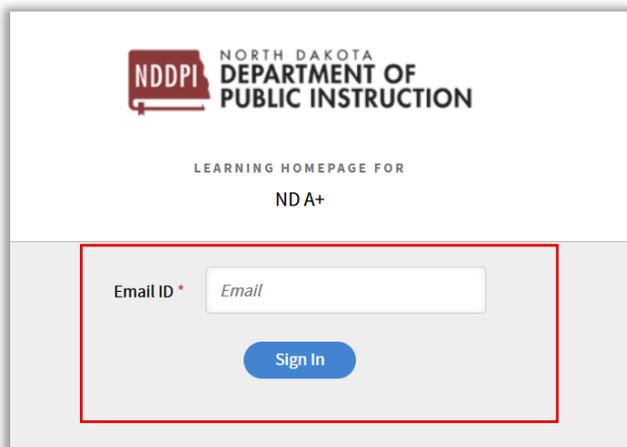
1. From the ND A+ Portal site (<https://ndaplus.mypersonsupport.com/>), select the "Administration Resources" dropdown menu and then select "Training".



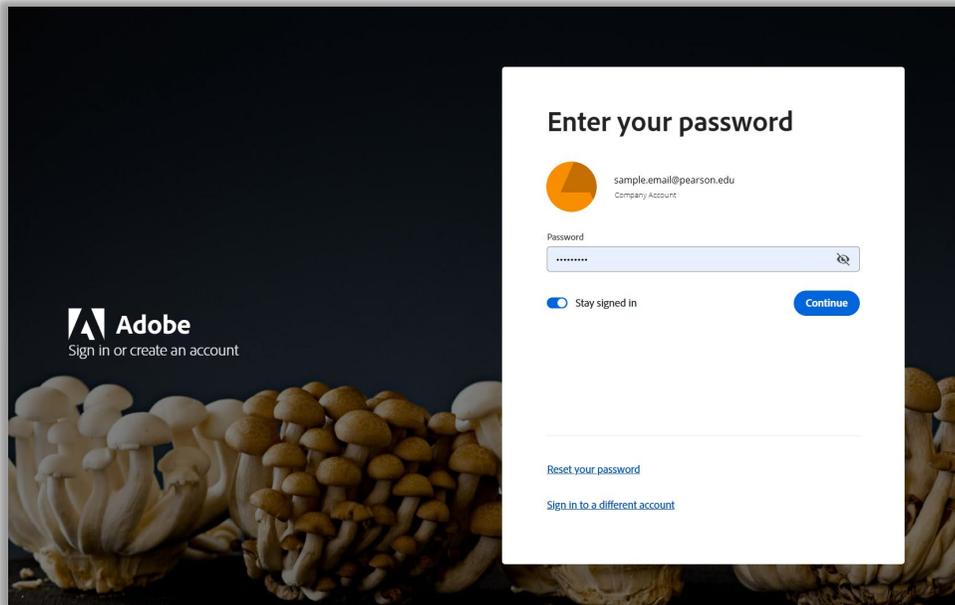
2. Select the "Sign in to the LMS" button.



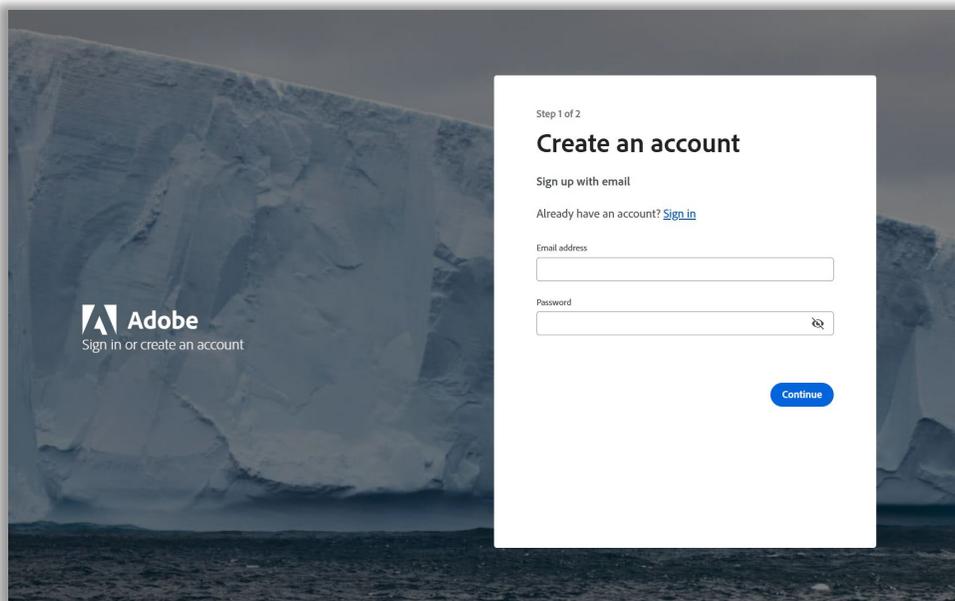
3. Enter the email address associated with your LaunchPad and LMS account. The same email is used for both. Select "Sign In."



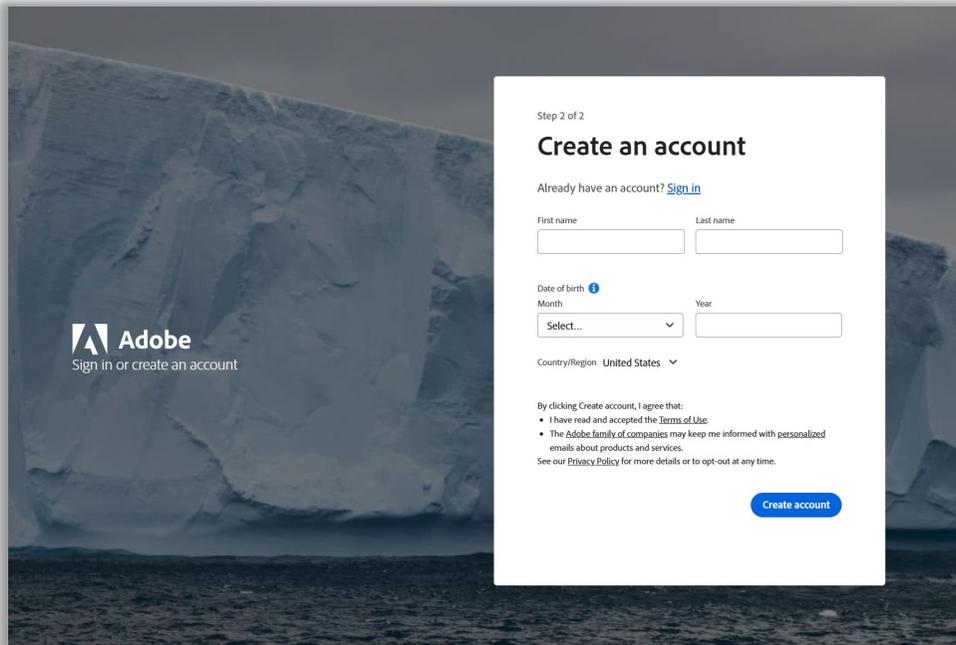
4. If you previously set up your LMS account, you will be prompted to enter your password.
  - Enter your password and select "**Continue.**" After signing in, go to step 7 (LMS homepage).
  - **Those signing in to the LMS for the first time: proceed to step 5 to set up your LMS account.**
  - If you forgot your password, select "**Reset your password.**"
  - Note: depending on your email account, you may be asked to select an account type. Always choose "Company or School Account."



5. When you sign in for the first time, you will be guided to set up your Adobe LMS account profile. This is connected to your LaunchPad email. Enter that email, set a password, and click "**Continue.**"
  - This step is required only during your initial login.

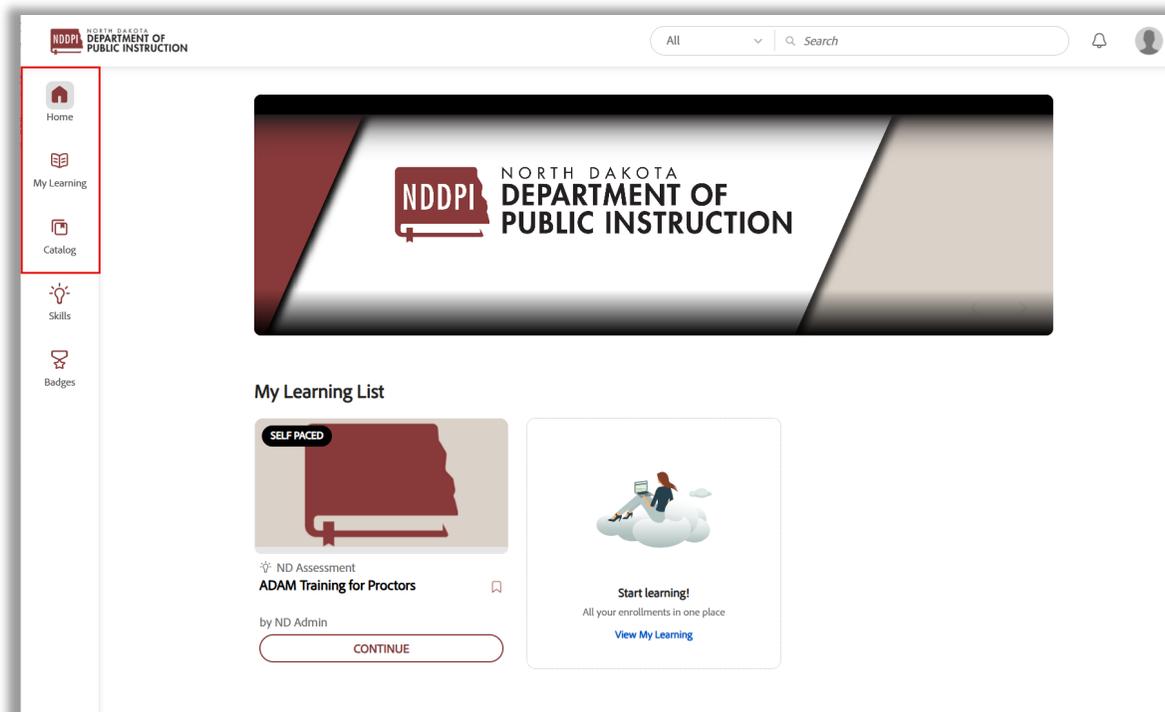


6. Please provide your basic demographic details, including first name, last name, and date of birth. Once completed, click on "Create Account" to proceed.
- Note: Information required for age verification and website authentication.



The screenshot shows the Adobe account creation process. On the left, the Adobe logo and the text "Sign in or create an account" are visible against a background of icebergs. On the right, a white form titled "Create an account" is displayed. The form includes fields for "First name", "Last name", "Date of birth" (with "Month" and "Year" sub-fields), and "Country/Region" (set to "United States"). A "Create account" button is at the bottom right. Below the form, there is a disclaimer: "By clicking Create account, I agree that: I have read and accepted the Terms of Use. The Adobe family of companies may keep me informed with personalized emails about products and services. See our Privacy Policy for more details or to opt-out at any time."

7. You will now be directed to the North Dakota LMS homepage.
- **Home:** Access your "My Learning List," which shows all courses you're enrolled in or have started. Select a course to begin training.
  - **My Learning:** View courses you've enrolled in, started, or completed.
  - **Catalog:** Browse all courses available to you.



The screenshot shows the North Dakota LMS homepage. At the top left is the "NDDPI NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" logo. To the right is a search bar with "All" and "Search" options, and a user profile icon. A left-hand navigation menu is highlighted with a red box, containing icons for "Home", "My Learning", "Catalog", "Skills", and "Badges". The main content area features a large banner with the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below the banner is a "My Learning List" section. It contains two cards: one for "SELF PACED ND Assessment ADAM Training for Proctors" by ND Admin with a "CONTINUE" button, and another for "Start learning! All your enrollments in one place" with a "View My Learning" link.