Instructions for accessing the Learning Management System of the IAEA

Dear students and teachers of the Learning Management System (LMS),

This document contains information on how to access the LMS system. Please take your time to read all the instructions below carefully.

If you have any further questions after reading this document, or encounter any issues while using the system, we will be happy to assist you; please send your emails to iaea.lms.help@gmail.com.

If your email concerns course contents and materials, please send carbon copy (CC) to your teacher. You should know your teacher of the particular course well in advance.

If your email concerns general LMS operations, password resets etc., please send CC to Andrey Pryakhin, A.Pryakhin@iaea.org.

For security reasons the first login process consists of 3 steps described below.

**STEP #1. Open the front page of IAEA LMS**


2. You will then be forwarded to the LMS login page similar below:
STEP #2. Retrieve forgotten or unknown password.

If you’re accessing the LMS for the first time or have forgotten your password, it can be retrieved through the following steps.

1. On the LMS login page, click on the "Forgotten your username or password?" link.

   ![Login page screenshot]

2. You'll then be taken to the "Forgotten password" page.

   ![Forgotten password page screenshot]

Here, please enter your either your username or email with which you're registered in the system. Click on the “Search” button. If you don’t know your username, use your email address as username. For most of the users email address is used as a username.

   ![Search fields screenshot]
3. You'll get an e-mail asking you to click on the provided link to confirm that your email address is valid and you want to reset the password (it may take a few minutes depending on your Internet connection, messaging system of your service provider and other circumstances).

4. Upon clicking on this link, you'll receive the second e-mail with the password itself.

**STEP #3. Login to LMS.**

1. Open LMS login page. Enter your email (with which you’re registered in the system) as username and the password provided in the email.
2. Type the two words you see in the “Pass phrase” box (just below the password field).

3. Press Login button.

You will be forwarded to the front page of LMS, provided you submitted correct information.

A short manual on LMS usage is available to you once you’re logged in. Look at the top left corner after login.

With best regards,
LMS Administrator
iaea.lms.help@gmail.com

11 October 2012