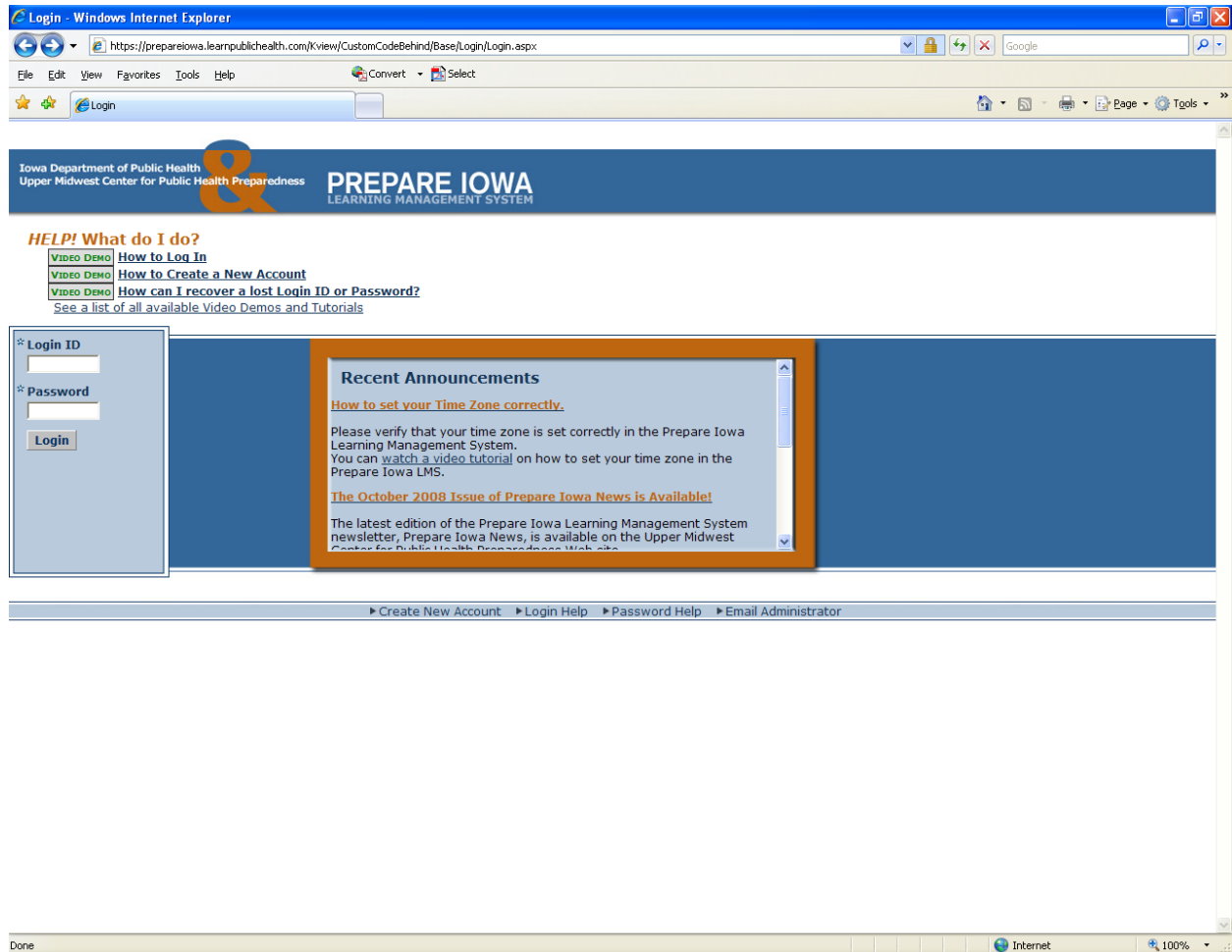


To create a new account:

- On the Prepare Iowa Learning Management System front page, click on Create New Account, underneath the announcements.



- When the Create New Account page appears, enter in a Login ID that you will remember, a password that you will remember, name, e-mail address, choose your language, region, and time zone, and click the Next button. To go back to the Learning Management System front page without creating an account, click the Cancel button.
- If the Login ID you choose is already in use in the system, you will be prompted to enter a different Login ID.

Create New Account



Create an account for a new user.

User Information | Manager | Organization | Job Title

User Information

Type the indicated information in the fields, make menu selections, and click Next to proceed.

* Login ID

* Password

* Confirm Password

* First Name

* Last Name

* Email Address

* Language

* Region

* Time Zone

Next **Cancel**

- After clicking the Next button, you will need to enter your Manager (if you have one), Organization, and Job Title. You can enter Manager later, but you must choose an organization and job title at this time. You can change any information later after logging into the Learning Management System.