CNIC University LMS: Getting Started

CNIC University Learning Management System (CNIC U LMS) is a system that manages the entire learning lifecycle as users progress through each step including: Choosing or being assigned training opportunities that display on your Learning Plan/My Learning Assignments; registering for a scheduled offering of an instructor-led event; launching self-paced eCourses (computer based training or CBT); recording events into history; submitting feedback and evaluations.
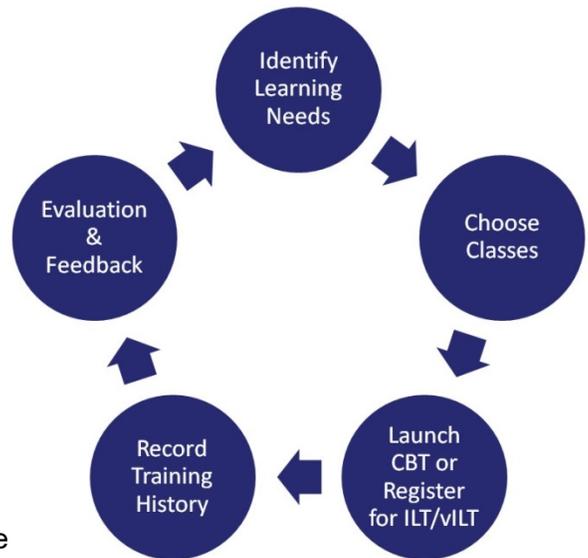
CNIC U LMS Home Page

After logging into your CNIC U account, you are greeted with the CNIC University landing page. "Squares" on this page are called tiles that allow you to quickly navigate the system.
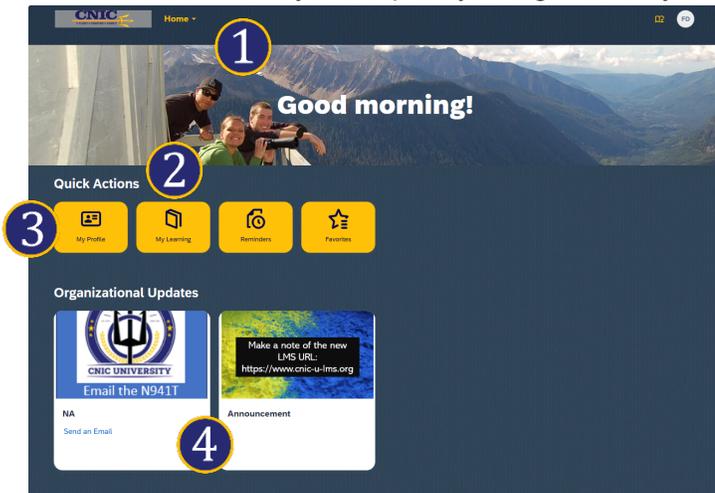
1 Navigation Drop Down
This drop down is available from all CNIC U LMS pages. Click the drop down and select Learning to go to your My Learning Home Page.

2 Learning
Or click on the Learning tile to navigate to your My Learning Home Page.

3 My Profile
Access basic account information in "My Employee File" to update your details.

4 Organizational updates
These boxes contain important user information.

> **4 NOTE:** The box on the left will open your email program and allow you to send an email to the N941T LMS team. The Announcement box will have topics that are important to you, the learner.
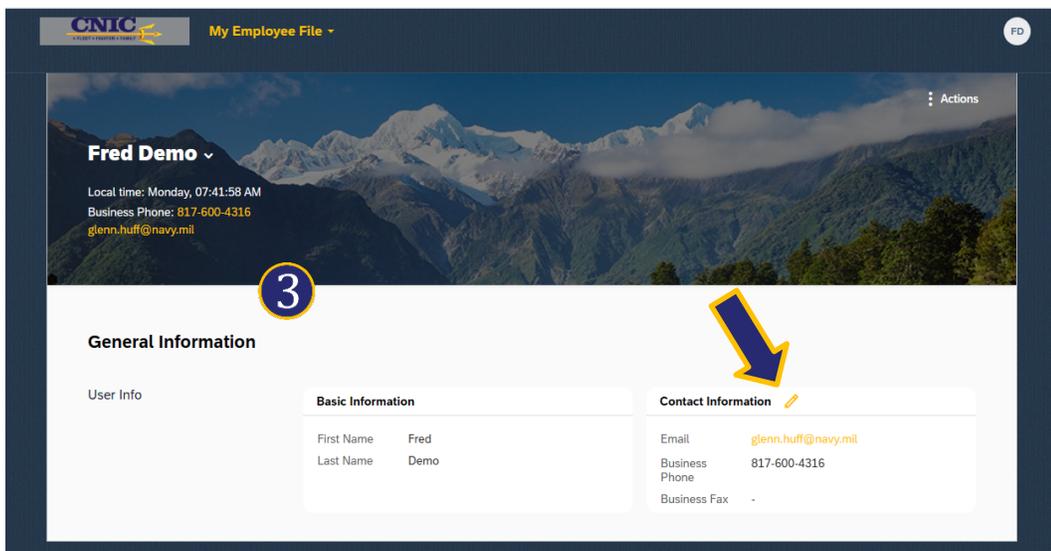
3 NOTE:

Click the pencil next to "Contact Information" to edit phone numbers used to send one-time authentication passcodes.

Email cannot be edited, contact the help desk to update.

My Learning Home Page Overview

1 My Training Assignments
Displays your assigned learning activities with associated due dates so you can prioritize training.

2 My Training Assignments Actions
Take available actions on training assignment such as START COURSE, REGISTER, etc.

3 My Required Training
Displays status of assigned curricula (to include annual mandatory and other required training). Never be late again!

4 Learning History
From this menu you can view training records, print certificates of completion, and add items to your history.

5 Find Training
Search for specific training topics or browse all available courses.

6 Jump To
Shortcut links for quickly navigating system features.

7 Featured
Showcases courses that may be of interest to you that are new or being highlighted.

My Training Assignments

1 The My Training Assignments tile is sorted by date; however you can click **Priority** to sort the list by item priority.

2 By selecting **Filter**, a row of fields will display. Users can enter a keyword and select the Course Type and/or Assignment Type.

3 Click on a course title to display more information on the **Item Detail Page**.

4 Items that are part of a **Curriculum Requirement** is noted here. Curricula are used to assign and track training items as a group.

5 For all self-paced eCourses (CBTs) the **START COURSE** button will launch content to begin training.

6 When a synchronous (ILT, vILT) offering is not currently available, you may be able to request it if that option is shown in the dropdown indicated here.