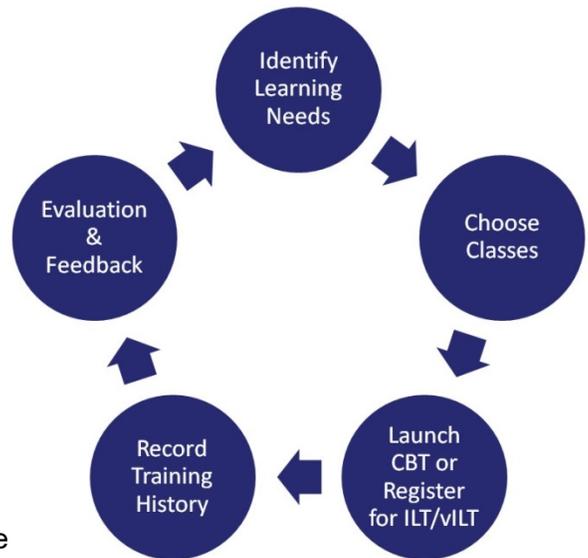




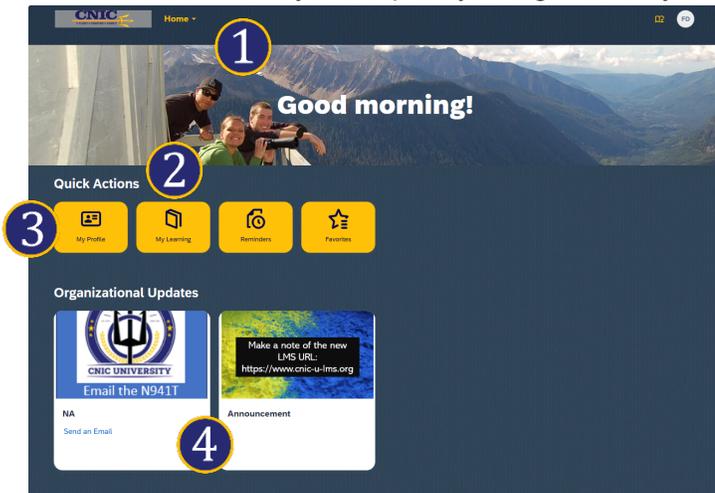
# CNIC University LMS: Getting Started

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.

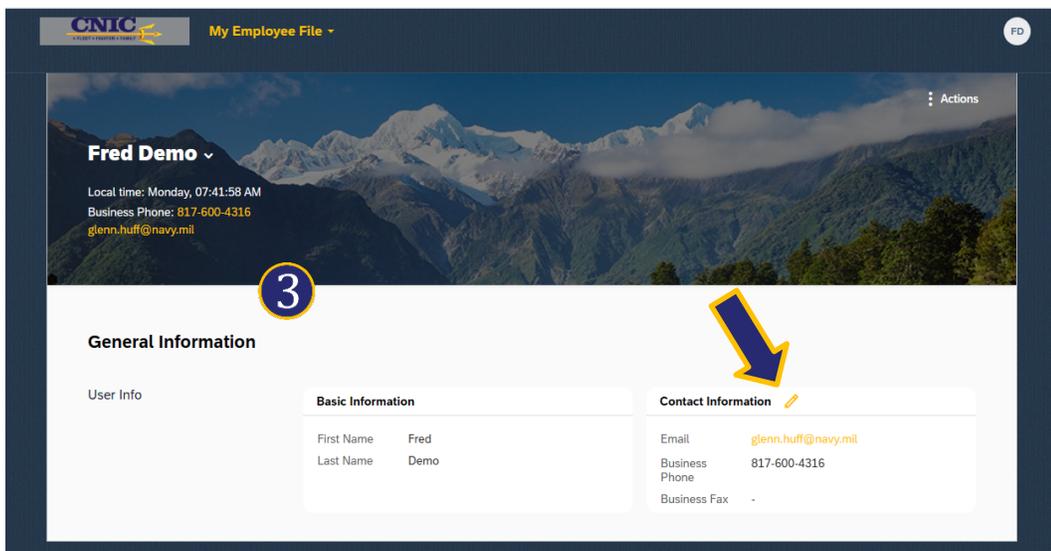
### 3 My Profile

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

The screenshot shows the 'My Learning' dashboard. Callout 1 points to the 'My Training Assignments' tile, which lists courses like 'Swab the Deck!' and 'Navigating Government Bureaucracy'. Callout 2 points to the 'START COURSE' button on the 'Swab the Deck!' course. Callout 3 points to the 'My Required Training' tile showing 'Overdue (1)'. Callout 4 points to the 'Learning History' tile showing 'Coffee 101' and 'Navigation Training'. Callout 5 points to the 'Find Training' search box. Callout 6 points to the 'Jump To' menu with options like 'Approvals' and 'Reports'. Callout 7 points to the 'Featured' section showing 'Physical Readiness Test (PRT)', 'Navigation Training', and 'Coffee 101'.

## 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.

This is a detailed view of the 'My Training Assignments' tile. Callout 1 points to the 'Sort By Date | Priority | Filter' header. Callout 2 points to the 'All Assignment Types' dropdown. Callout 3 points to the '10 DAY DUE | REQUIRED' status for 'Swab the Deck!'. Callout 4 points to the course title 'Swab the Deck!'. Callout 5 points to the 'START COURSE' button. Callout 6 points to the dropdown arrow on the 'NAA (Navy Acronyms Anonymous)' course.