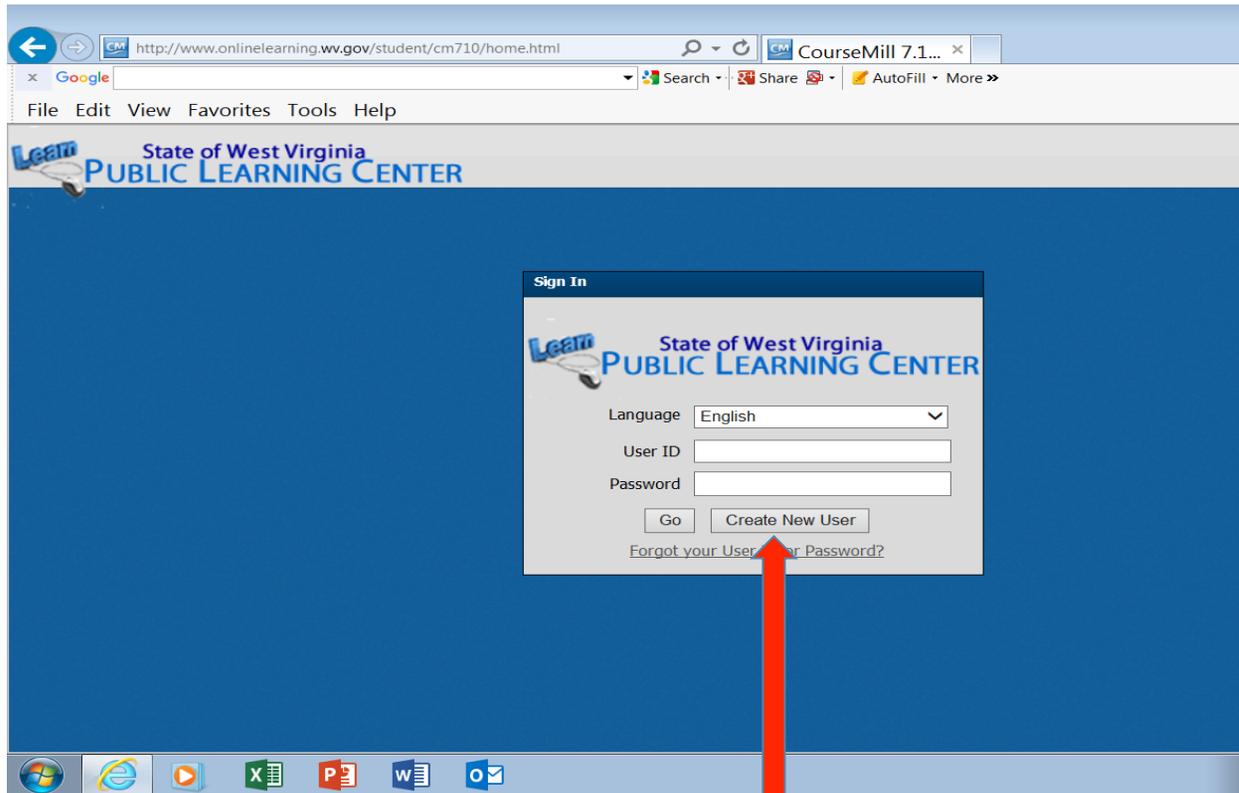


# Go To The Website

[HTTP://  
www.onlinelearning.wv.gov/student](http://www.onlinelearning.wv.gov/student)

**Make this a 'favorites'**

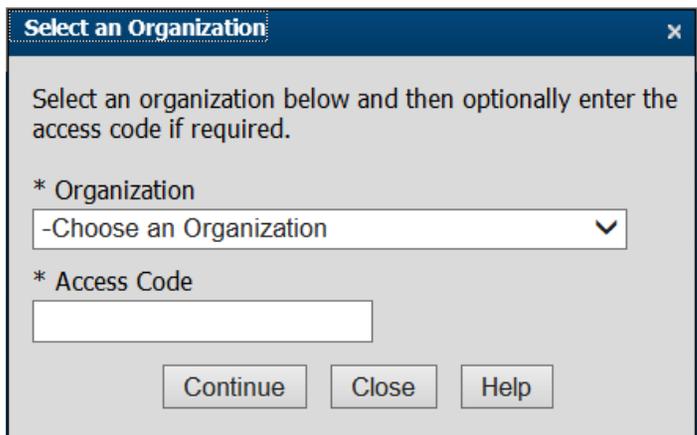


**First Time Users Must Setup An Account**

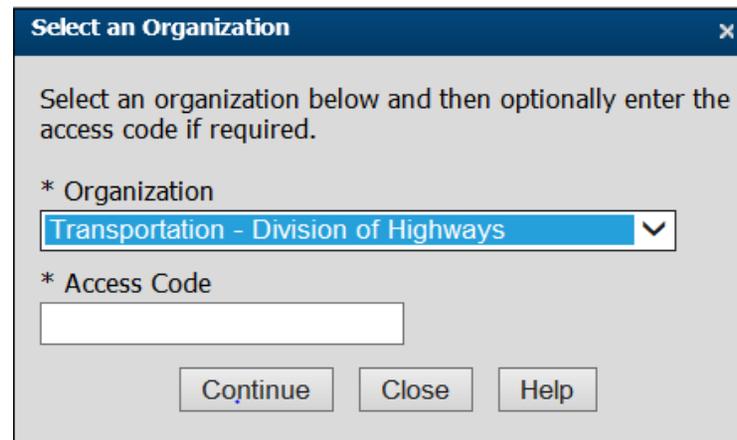
**Click on Create New User –**

**DO NOT put in an ID or password**

The next Dialog box will ask you to select the agency you are affiliated with. Open the drop down arrow to select your agency affiliation. Select Transportation – Division of Highways. Enter access code 9883. Click the **Continue** button.



The screenshot shows a dialog box titled "Select an Organization" with a close button (X) in the top right corner. The text inside reads: "Select an organization below and then optionally enter the access code if required." Below this, there are two fields: "\* Organization" and "\* Access Code". The "\* Organization" field is a dropdown menu currently showing "-Choose an Organization" with a downward arrow. The "\* Access Code" field is an empty text box. At the bottom, there are three buttons: "Continue", "Close", and "Help".



The screenshot shows the same "Select an Organization" dialog box. In this version, the "\* Organization" dropdown menu is open and displays "Transportation - Division of Highways" in blue text. The "\* Access Code" field remains empty. The "Continue", "Close", and "Help" buttons are still present at the bottom.

The ***(Create New User)*** dialog box appears. You may use any **USER ID** and **PASSWORD** that you choose. (Do not use Spaces) Put this information in a safe place. You will use it each time you log into the system. It is essential that you put in a valid email address.

**Create New User** [X]

User Profile \* Sub Orgs

\* Indicates a mandatory field

\* User ID  
[ ]

\* First Name [ ] Middle Initial [ ] \* Last Name [ ]

Email  
[ ]

\* Password [ ] \* Confirm Password [ ]

Address  
[ ]

City  
[ ]

State/Province  
[ -- ] [v]

Zip/Postal  
[ ]

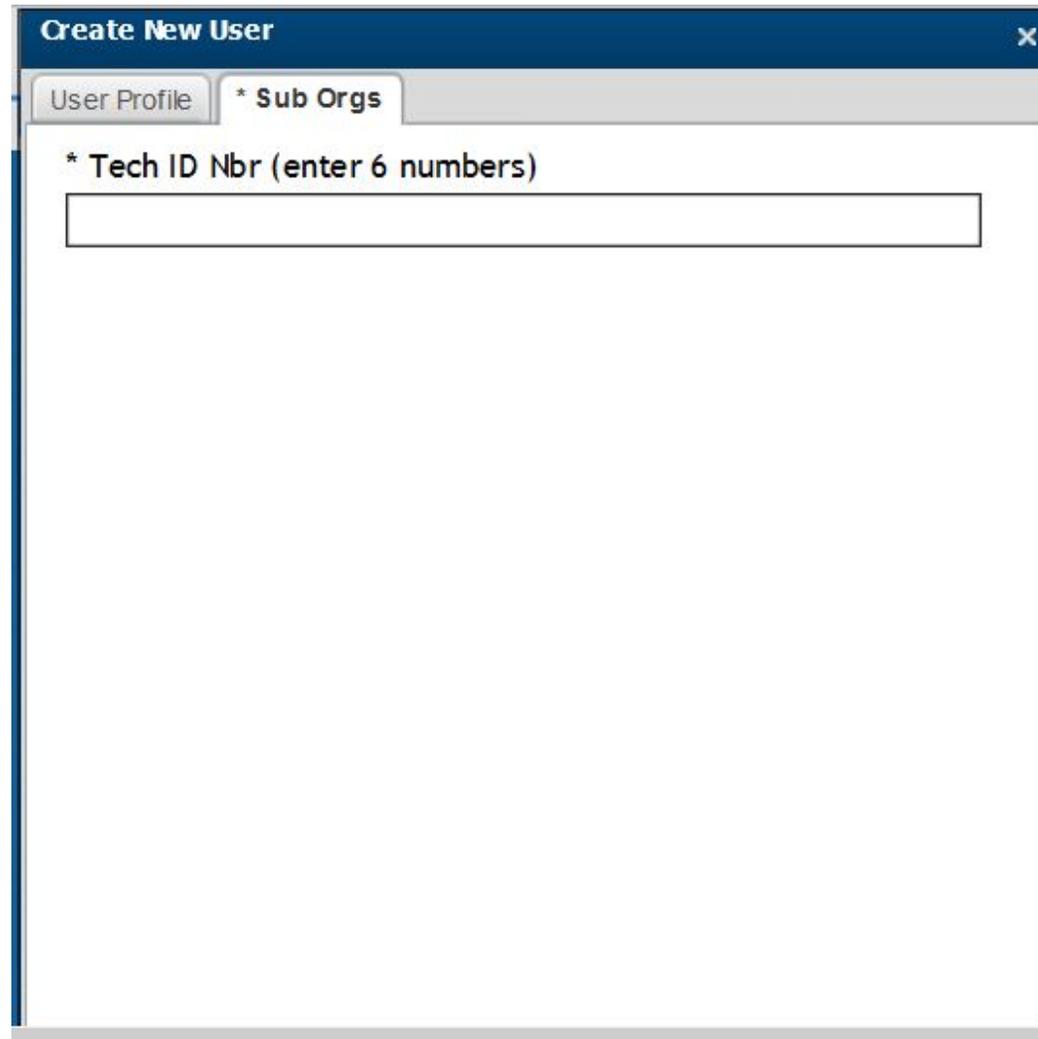
Country  
[ -- ] [v]

Phone  
[ ]

Language Preference  
[ English ] [v]

WCAG Assistance

Enter a 6 digit number as  
your technician ID number.



The image shows a software dialog box titled "Create New User" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "User Profile" and "\* Sub Orgs". The "\* Sub Orgs" tab is currently selected. Inside this tab, there is a label "\* Tech ID Nbr (enter 6 numbers)" followed by an empty rectangular input field.

- You will be contacted in the future by the email you entered into your profile page. Once you have completed the profile and entered your new ID number. Click the **create new user** button at the bottom of the box.
- *You will no longer receive any reminder mailings.*

**A terms of agreement window will display. Click that you accept the terms of using the LMS. (Learning Management System)**

**You are now registered in the LMS and will be allowed to take test online as well as maintain your certification account.**

**After completing the registration log out of the system.**



**If you can't remember your user ID  
or password email [qaschoolscoordinator@wv.gov](mailto:qaschoolscoordinator@wv.gov)  
to have it reset, or call **304-558-9883**.**