



Ohio Recovery Housing

How To Enroll In, Log In to, and Receive Certificates from Ohio Recovery Housing's LMS Courses

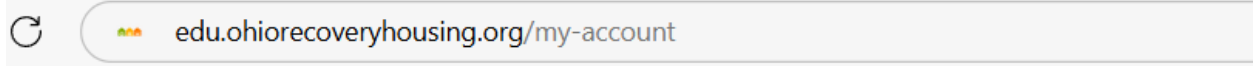
If you have any questions or difficulties as you follow this guide, contact ORH's Education and Outreach Coordinator, Justin Martin, at justin@ohiorecoveryhousing.org, or via the phone number (614) 505-2516.

If you do not already have an Ohio Recovery Housing LMS account, begin with Step One.

If you already have an Ohio Recovery Housing LMS account but have not enrolled in a course, log into it and then begin with Step Seven.

If you have completed a course already and would like to print or save a certificate, begin with Step Fourteen.

Step One: in your browser's address bar, type edu.recoveryhousing.org (please note: no "www.") and hit 'enter'.



Step Two: You will see a box on the **right side of your screen** called **Register**. (Do not use the left box yet)

The screenshot shows the top of the ORH website with a navigation bar containing links: Getting Started, Course Catalog, Contact, Main Site, and My Account. Below the navigation bar is a green banner image. The main content area features two forms: a login form on the left and a register form on the right. The login form is crossed out with a large red 'X' and contains fields for 'USER NAME OR EMAIL ADDRESS *' and 'PASSWORD *', a 'LOG IN' button, and a 'REMEMBER ME' checkbox. The register form is highlighted with a blue border and contains fields for 'FIRST NAME *', 'LAST NAME *', 'MOBILE PHONE NUMBER', 'CITY *', 'STATE *' (with a dropdown menu showing 'Plasma calart'), 'EMAIL ADDRESS *', and 'PASSWORD *'. It also includes a 'REGISTER' button and a privacy policy notice.

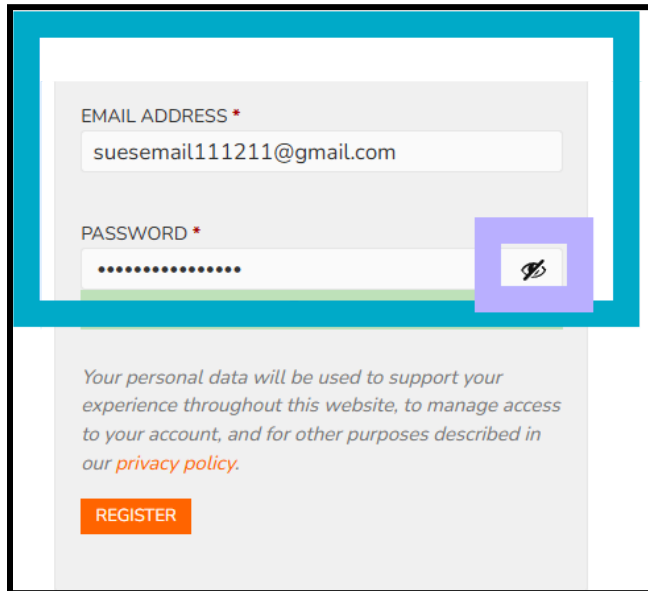
Step Three: In the register box, you must type **your first and last name and your city**. You may also choose to add your phone number, but you don't have to.

This screenshot is similar to the previous one, but the register form now contains the following information: 'FIRST NAME *' is 'Sue', 'LAST NAME *' is 'Smith', and 'CITY *' is 'Hilliard'. The 'STATE *' dropdown menu still shows 'Plasma calart'. The 'MOBILE PHONE NUMBER' field is empty. The 'EMAIL ADDRESS *' and 'PASSWORD *' fields are also empty. The 'REGISTER' button is still present.

Step Four: Select your state—Ohio—from the dropdown menu by clicking on the state box, hitting 'o' on your keyboard, and then hitting enter, so that it looks like this.

A close-up of the 'STATE *' dropdown menu. The word 'Ohio' is selected and displayed in the input field.

Step Five: Now, type in your **email address** in the higher box and a **password** you're sure you'll remember in the lower box, like the picture below. The password must contain **at least one uppercase letter, lowercase letter, number, and symbol (like !)**. (if you need to see your password as you type it, click the 'eye' picture in the password box, highlighted in purple)

A screenshot of a registration form. The form has two input fields: 'EMAIL ADDRESS *' and 'PASSWORD *'. The email field contains 'suesemail111211@gmail.com'. The password field contains a series of dots. To the right of the password field is a small icon of an eye, which is highlighted with a purple square. Below the input fields is a text block that reads: 'Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).' Below this text is an orange button labeled 'REGISTER'. The entire form is enclosed in a light gray border, and the entire image is framed by a thick blue border.

Step Six: Hit the **orange Register button**.

EMAIL ADDRESS *

suesemail111211@gmail.com

PASSWORD *

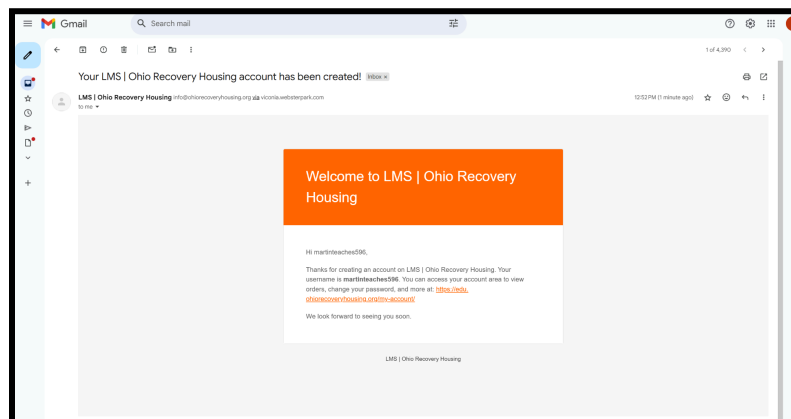
.....

Strong

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in

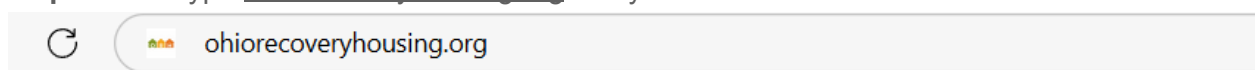
REGISTER

Congratulations! At this point, you should be successfully signed up for an Ohio Recovery Housing LMS account. You'll know you have completed this correctly if you got an email that looks like this. (If you didn't, check your spam folder or re-do the process.)



Proceed to Step Seven to sign up for a course.

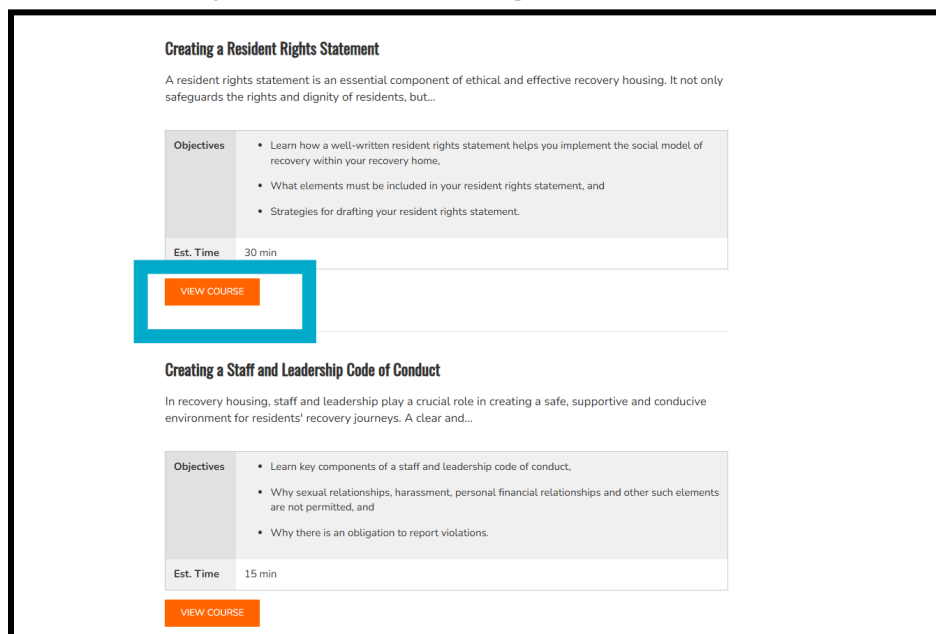
Step Seven: type ohiorecoveryhousing.org into your browser's address bar and hit 'enter'.



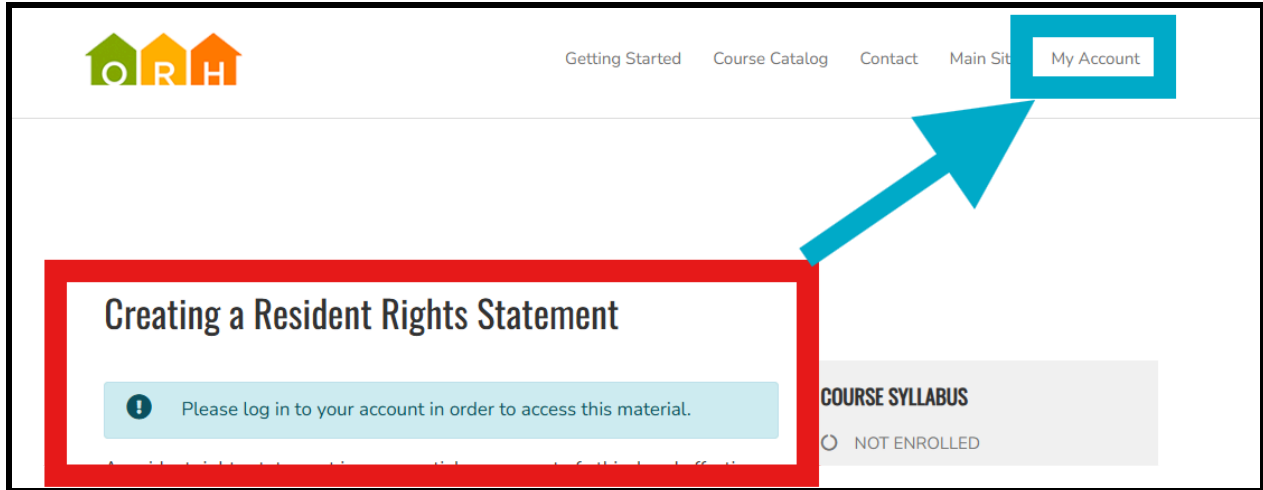
Step Eight: once you arrive at our page, click on the **green “Learning Management System”** button in the **top right**.



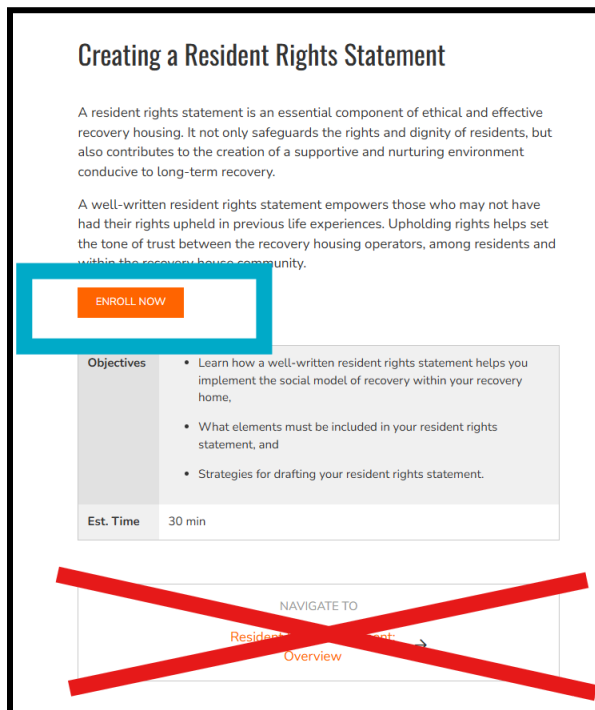
Step Nine: There will be several courses listed on the page, each with a title, brief description of what you’ll learn, and the likely amount of time you’ll need in order to complete it. Once you’ve chosen the one you need, **hit the orange “View Course” button beneath it**.



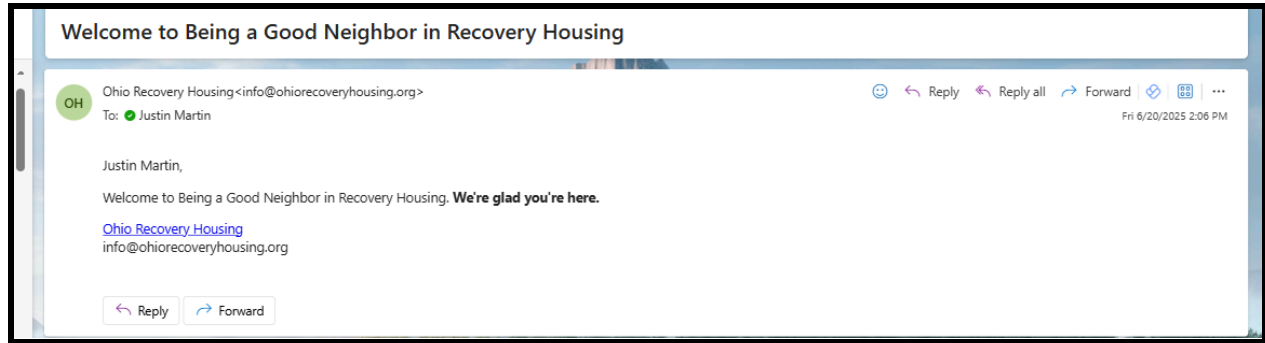
Step 9.5: If you see an error message in a blue box like the one highlighted in red below, you’re not signed in to your account. Hit the “my account” button that the arrow below is pointing to and log in by typing your username and password into the lefthand box.



Step Ten: You will be taken to a preview/summary of the course similar to the one below. Once you have read the preview, hit the orange “enroll now” button beneath the grey box. (Do **NOT** keep scrolling and hit “next” – if you do, the course **will not count** until you enroll.)



If you have **successfully enrolled in a course**, you’ll know by receiving an email that looks like the one below.



Once you have **completed a course**, move on to **Step Eleven** to receive your certificate of completion.

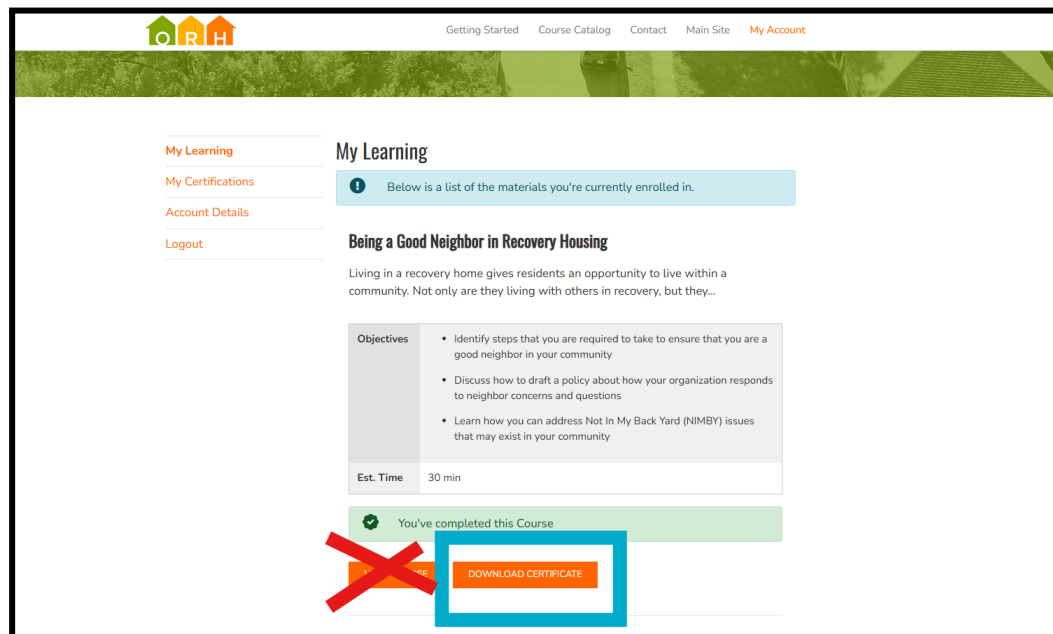
Course Completion and Certificates

Step Eleven: in your browser's address bar, type

edu.ohiorecoveryhousing.org/my-account/xlms-my-learning/ (please note: no "www.") and hit 'enter'. (please note: if you are not logged in, repeat Steps One and Two, but use the lefthand box to type your username and password in, and hit 'enter'.)

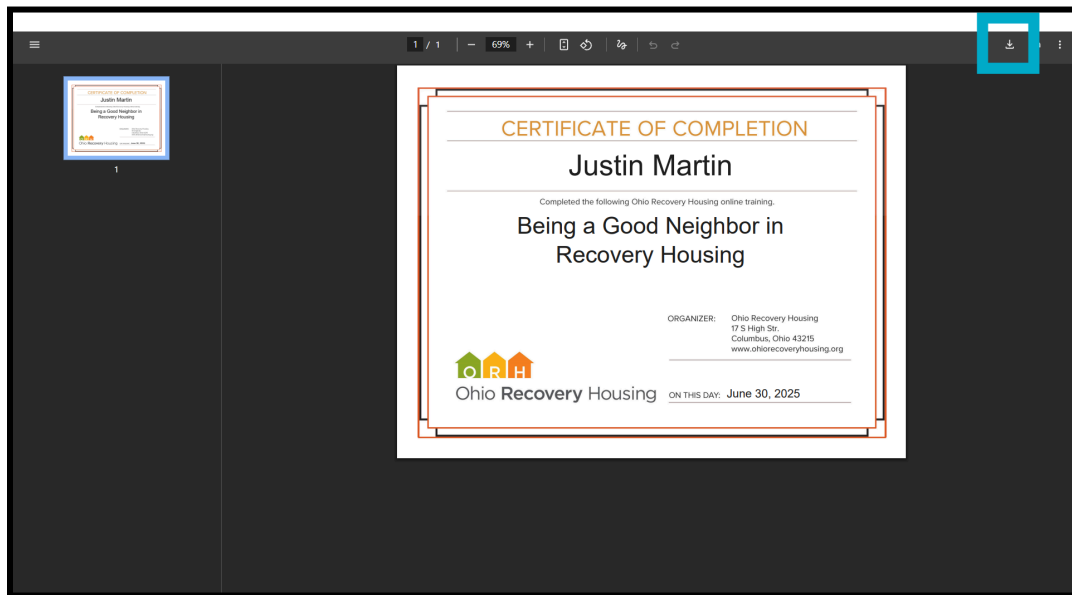


Step Twelve: You should arrive at a page that looks like the one below. Using the down arrow on your keyboard, scroll down until you find the completed course you want a certificate for. Then, hit the orange "Download Certificate" button in the bottom right. (please note: if no "Download Certificate" button is there, there are still parts of the course you must complete.)

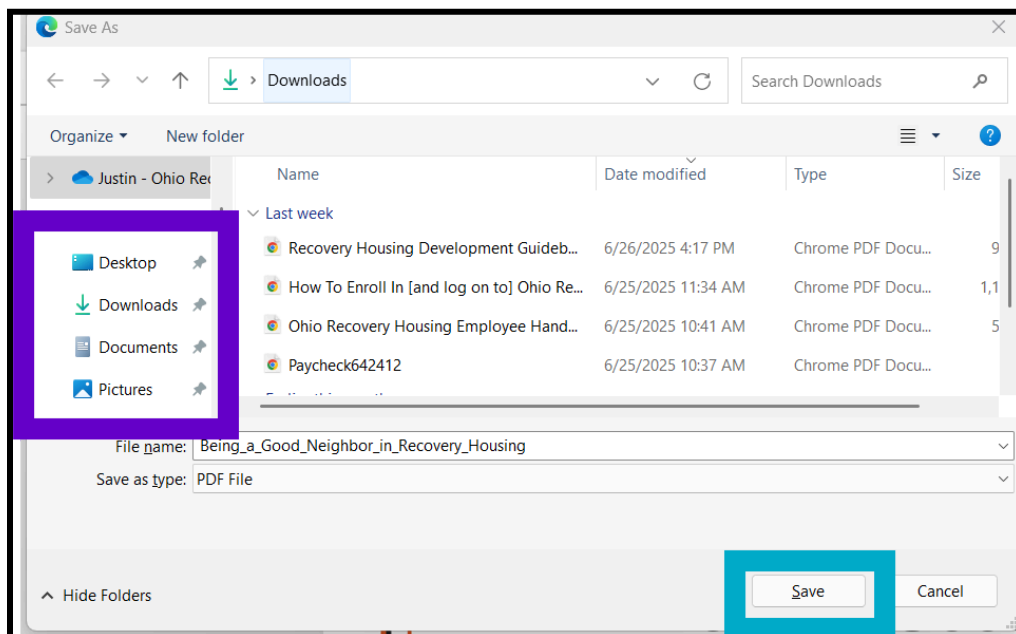


Step Fourteen: This will look slightly different depending which web browser you use (such as Firefox, Chrome, or Microsoft Edge) and whether you'd prefer to **print out the certificate or download it**.

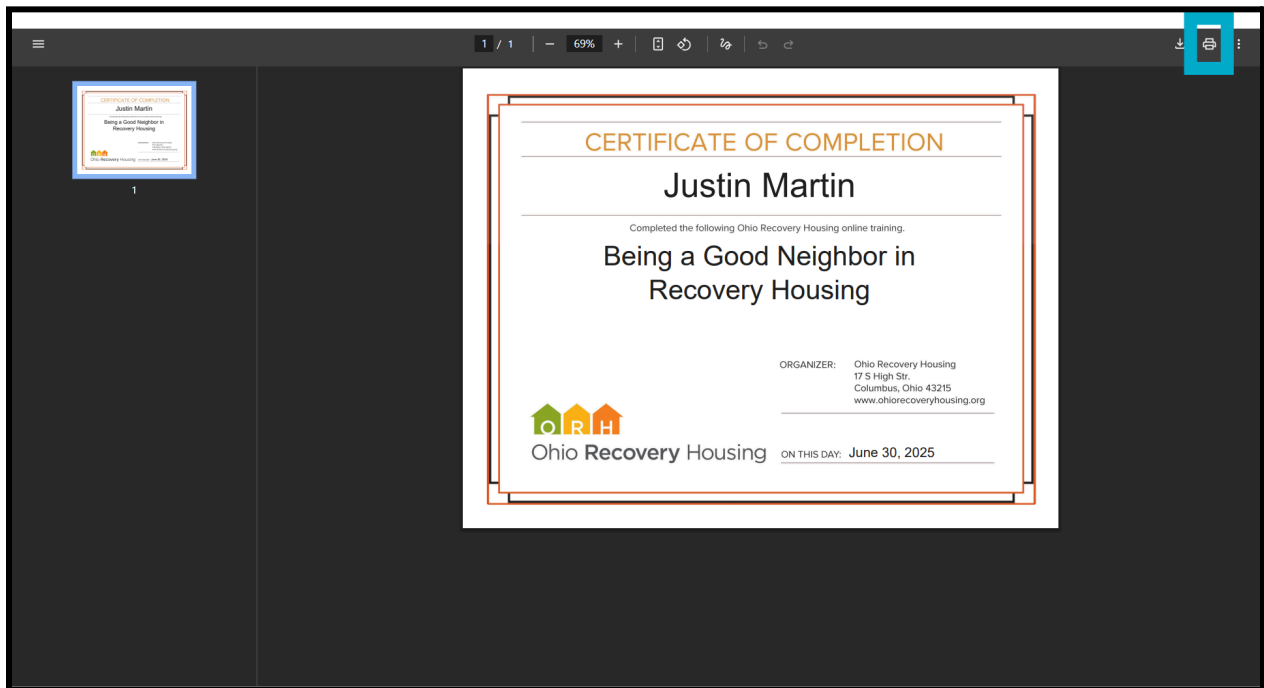
In Chrome, you'll see a page that looks basically like the one below. To **download your certificate**, hit the **download icon highlighted in blue below**.



*Your browser will likely try to save your certificate in your downloads folder; this is perfectly fine, but you'll want to save it in a location you remember, which for you may be your desktop or documents folder. To change the location in which the certificate is saved, choose a different location on the panel that's outlined in purple below. **Regardless of where you choose to save your certificate, hit the "save" button outlined in blue below.***



If you'd rather *print your certificate*, repeat the beginning of step 14, but hit the printer icon instead, highlighted in blue below, and then select Print.



Please note: you may be required to email ORH staff your certificate of completion for proof of a required course.