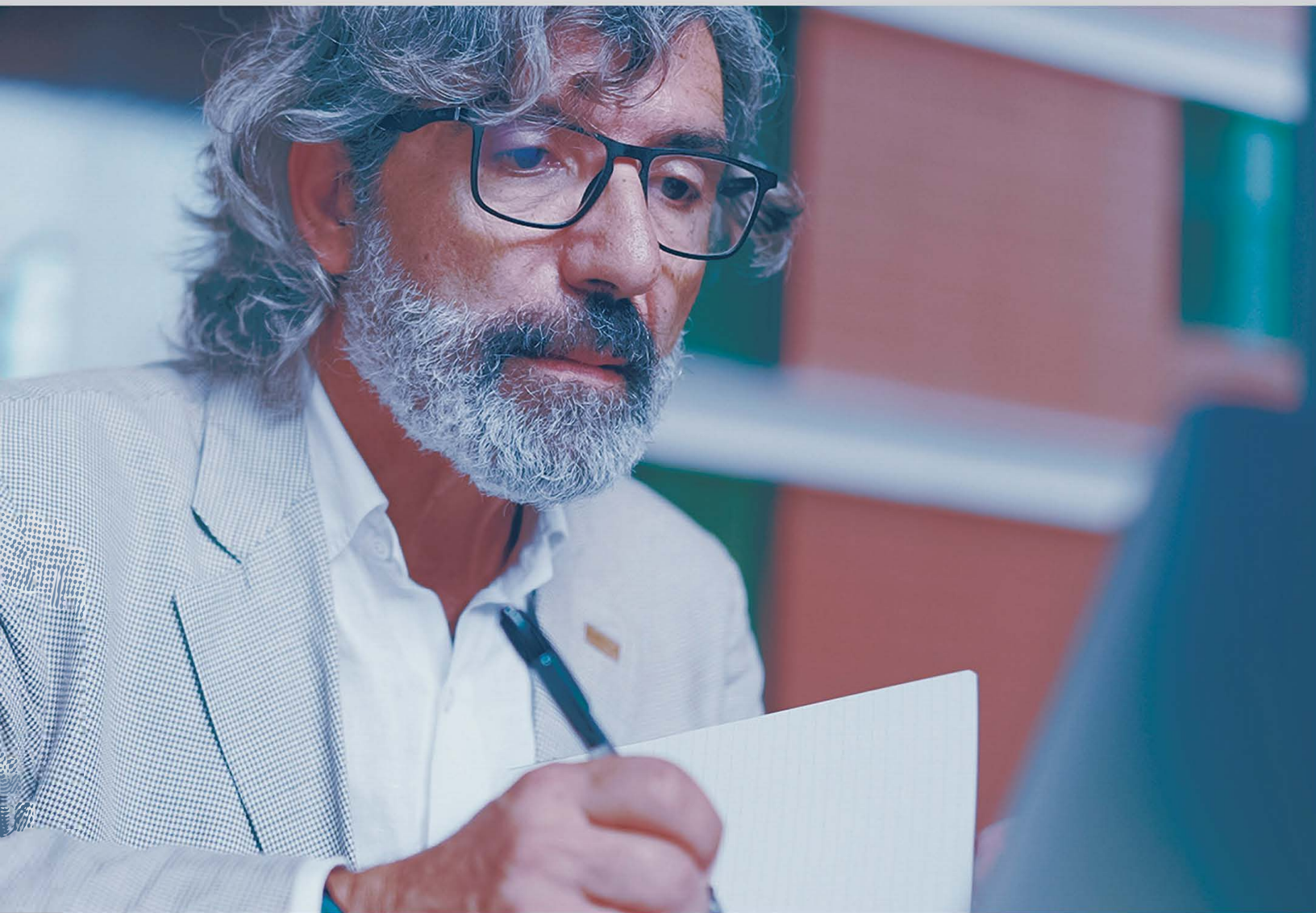


# NAVIGATING THE LEARNING SYSTEM

*Grants Management Training Course*



# Navigating the NASWA Learning System

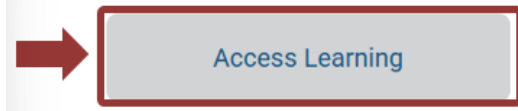
Welcome to NASWA Learning! This roadmap will help you access the NASWA Learning System and enroll in a Grants Management Training course. The Grants Management Training curricula are brought to you in partnership with USDOL.

## Access NASWA Learning System

To access the NASWA Learning System, you will need to create a NASWA account. If you already have an account, simply log in to [www.naswa.org](http://www.naswa.org) and skip to the NASWA Learning System. If you have not previously taken NASWA-provided training, you will need to create your NASWA Learning account by following the steps below.

### Create a NASWA Account

1. Go to the **NASWA Website**. [naswa.org](http://naswa.org)
2. Click “**Memberships**” next to the red LOGIN button at the top of the screen.
3. Click “**Register**” for the appropriate membership based on your organization.  
*NOTE: If you work for a state workforce agency, you should register as a “Member.”*
4. Complete the form and click “**Create new account**” to create a NASWA account.
5. While your NASWA account is pending, you may set up your Learning account.
6. Click the box titled “**Learning & Library**”.
7. Once on the NASWA Learning page, click the “**Access Learning**” button.



### Create a NASWA Learning Account (for new users only)

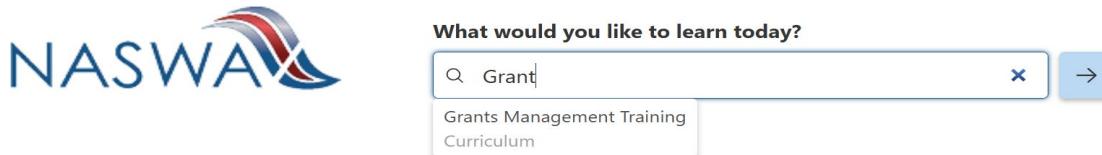
If you are new to NASWA Learning, clicking the “**Access Learning**” button will take you to an account creation page. Click “**Create New Account**” and follow the instructions to create your account. This account will be in addition to the member account you created.

If you have previously taken training through NASWA, you will bypass this account creation screen and be directed to your Learning homepage.

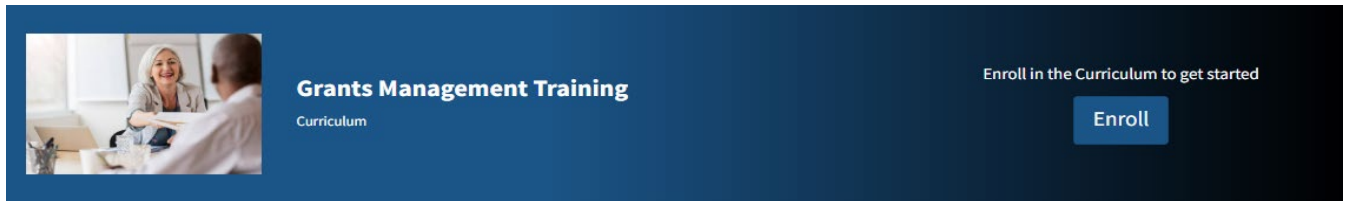
**Note: New NASWA and NASWA Learning accounts have an approval process** by which administrators check the validity of accounts and provide the appropriate level of access for each user. **Accounts are typically approved within 1 business day.**

## Find and Access Training

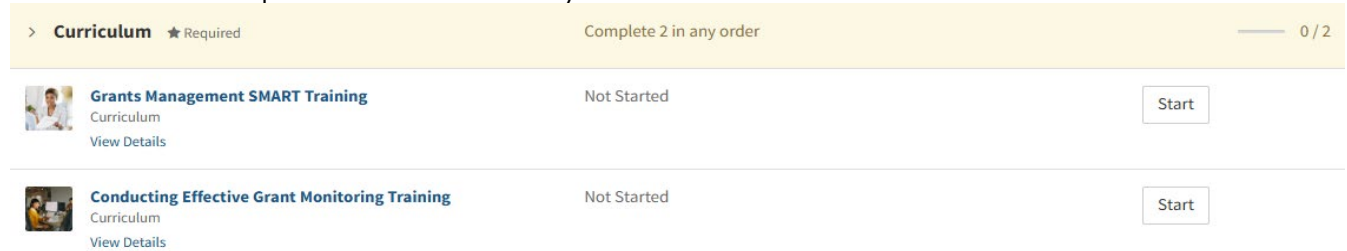
1. Once you are logged into your NASWA Learning homepage, type “**Grant**” in the search bar, then select the “**Grants Management Training**” link.



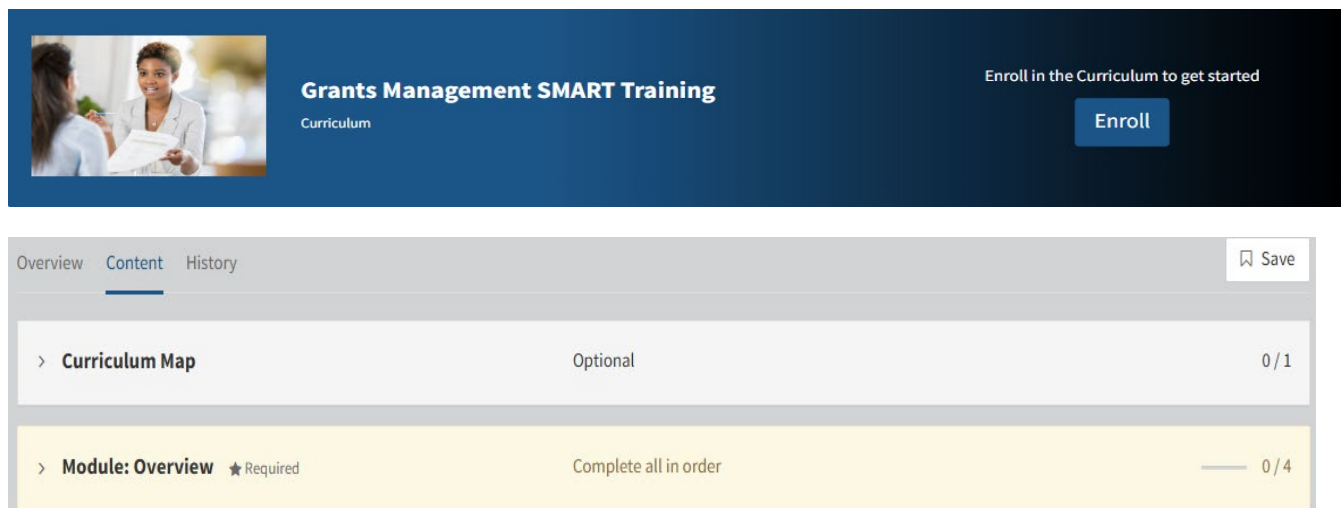
2. Click the blue “**Enroll**” button.



3. Click “**Start**” to open the curriculum you wish to select.



4. Once you have chosen the desired curriculum and clicked start, press the “**Enroll**” button to access the content.



5. Click the start button to launch any eLearning lesson in a separate browser window. We recommend using either Microsoft Edge or Google Chrome as your browser when accessing NASWA Learning.