

LEARNING

Quick Start Guide



NASWA Learning System

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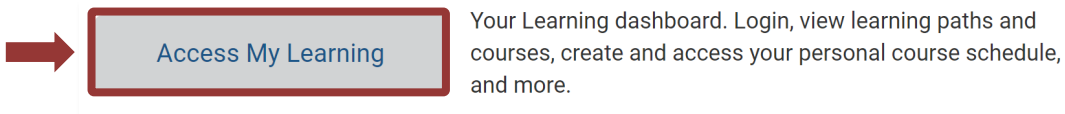
Welcome to NASWA Learning! This guide will help you access training in the NASWA Learning System.

Accessing the NASWA Learning System

To access the NASWA Learning System, you must first create a NASWA member account. If you already have a NASWA member account, log into NASWA.ORG and create your NASWA Learning account. (Note: these are two separate accounts you will need to create).

Creating a NASWA Member Account

1. Go to the **NASWA Website**. 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 “**NASWA Learning**” or go to naswa.org/learning.
7. Once on the NASWA Learning page, click the “**Access My Learning**” button.



Creating a NASWA Learning Account (for new users only)

If you are new to NASWA Learning, clicking the “Access My Learning” button will take you to an account creation page. Click “Create New Account” from here and follow the instructions to create your account. The system will bypass this account creation screen if you have previously taken training through NASWA.

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.**

Finding and Accessing Training

Once you are in the NASWA Learning System, you will arrive at a landing page called the **Home Dashboard**. To find and access training, use the NASWA Learning Catalog.

Go to the Catalog

To go to the Catalog, **click the blue “Catalog” button** at the top of the screen or **use the search bar**.

What would you like to learn today?



A search bar with a magnifying glass icon on the left and a blue arrow button on the right. The search bar contains the text "Start typing to search the LMS catalog". To the right of the search bar is a blue button with the text "Catalog".

Use the Catalog to Find Training

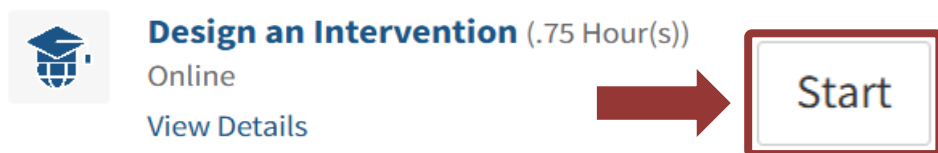
Within the Catalog, there are multiple ways you can find training. You can search for a specific curriculum or browse by the Learning Path, Recently Added, Based on Your Interests, or Recommended for You.

Enroll and Access Training

Once you find a curriculum you want to take, click the **curriculum title** to go to the curriculum page. Then, to access the curriculum, **click the blue “Enroll” button**.



To launch an online lesson within a curriculum, scroll down to the content and then click **“Start”** next to the lesson you wish to take.



Needing More Help?

If you have any questions or issues, click the **“Contact Us”** button found at the bottom of any page on the NASWA Learning System. You can also send an email to our helpdesk at learning@naswa.org.