The following step-by-step instructions are intended to guide you through the login process which allows you to access OSD’s Learning Management System (LMS), browse the OSD catalogue and register for courses. The LMS is dynamic, which means that as programming changes or the LMS system gets upgraded to enhance its features, the information in the LMS will also change. Most of the time, the basic processes will remain the same and only some of the screens may change or look different.
Table of Contents

FINDING YOUR LMS USERNAME........................................................................................................2
CREATING YOUR PASSWORD ...............................................................................................................2
LOGGING INTO THE LMS ................................................................................................................3
CHANGING YOUR PASSWORD ............................................................................................................4
  Passwords must be: .........................................................................................................................4
  Pop-up Blocker: ...............................................................................................................................5
  Add-ons: ........................................................................................................................................6
WELCOME PAGE ...................................................................................................................................7
NAVIGATING .........................................................................................................................................8
  Home: ..............................................................................................................................................8
  What’s New: .....................................................................................................................................8
  Courses Registration: .......................................................................................................................9
    Selecting a Catalogue and Subjects: ...............................................................................................10
    Course Registration Steps: ...........................................................................................................17
  My Messages: ..................................................................................................................................25
  My Learning Plan: ............................................................................................................................26
  My Achievements: ..............................................................................................................................27
GLOSSARY ..........................................................................................................................................31
OSD CONTACT INFORMATION ........................................................................................................32
FINDING YOUR LMS USERNAME

Your username is your employee number, which appears on your pay advice. If you are a Manitoba government employee, your pay advice looks like the example below:

- **For example:** If your personnel number on your pay advice is 123456, then your LMS username is 123456.

**Usernames must have 6 characters:** If your personnel number has less than 6 characters you must add the number of zeros to make 6 characters to the front of your employee number.

- **For example:** If your personnel number on your pay advice is 4668, you must add 2 zeros in front of it to create your username, which should look like this 004668.

CREATING YOUR PASSWORD

To complete the first time login process, you will need a password. Use the following formula to create your password:

Last 4 numbers from your username + first 3 letters of your last name

**NOTE:** The first letter should be **CAPITALIZED**, but the rest are lower case.
For example: Jane Smith’s personnel number from her pay advice is 224466; which means her username is 224466. When Jane creates her password using the formula above it looks like this: 4466Smi

If your last name contains fewer than 3 letters, you will need to add the number 1 at the end of the password. For example: If your last name is Ng and your user username is 456789 your password would be 6789Ng1

LOGGING INTO THE LMS

Now that you know your username and password you are ready to enter them into the login page at https://osd.learnlex.net and click, ‘Enter.’ The login page screen shot is below:

Screen shot 1 – LMS Login Page
CHANGING YOUR PASSWORD

After logging in for the first time, you will be asked to change your password.

Passwords must be:

- At least 8 characters long, and
- Composed of a combination of upper and lower case letters, numbers and special characters of your choice such as: #: ? ! * + - < > @ { } \ | 

Please Note: If you had logged into the LMS before, and you have forgotten your password, enter your username in the username field and click on the, Secure Password Reset by’ button as shown below on the screen shot 2 to receive an email with a link that allows you to reset your new password.

Screen shot 2 – Forgot Password Link
Pop-up Blocker:

Once you have logged into the LMS, you may need to “allow Pop-Up Windows” so that you can see the screen properly. To allow the Pop-Up Window, please follow these steps:

- Click on ‘Tools’ on your browser.
- From the drop-down menu click on ‘Pop-up Blocker.’
- Then ‘Pop-up Blocker Settings,’ (Screen shot 3)
- In the "address of website to allow" field type in ‘osd.learnflex.net,’ (Screen shot 4)
- Click, ‘Add,’ and ‘Close’ the window
Add-ons:

Add-ons allow Flash and other small applications to run, which are typically included in on-line courses. If you are not able to properly see a page or open a course, you may also need to allow Add-ons. To allow Add-ons, please follow these steps:

- Click on ‘Tools’ in your browser.
- From the drop-down menu click on the ‘Manage Add-ons,’ (See screen shot 5).
- A new window will open with a listing of all Add-ons (See screen shot 6).
- Scroll down the list. If you notice an item is disabled highlight the item and click on ‘Enable’ in the lower right-hand corner of the window.
- When all items on the Manage Add-ons page are enabled, click on ‘Close’ to close the window.

Please Note: If you are still having difficulty seeing the page properly, please contact the ICT Service Help Desk at 204-926-3400 or toll free at 1-888-281-1139 to help you adjust your computer settings.

Enhance your learning
WELCOME PAGE

Here is the welcome page you will see when you log into the LMS. On top of the page, you will see the global search box and the key navigation menu bar. You will use these menus to manage your training and development activities. In the middle of this page, you will see four boxes with ‘Read more…’ links, which provide you with helpful information about OSD’s Training and Development tools and resources. At the bottom of this page, you will find OSD’s policies for your review. Please see the ‘Screen shot 7’ below:
NAVIGATING

The LMS is organized using the functional areas known as users’ menu/tabs along the top blue bar as highlighted in red lines below:

**Screen shot 8 – LMS Navigation Menu Bar**

Here are the main ‘tabs’ or areas of the LMS:

**Home:**

The Welcome page as shown above in the screen shot, is the first page you will see when you log into the LMS. If you scroll down to the bottom of the page, you will see ‘Read more’ tabs to familiarize yourself with the LMS features, variety of learning modes, informal learning resources and lists of required/mandatory corporate training. In this Welcome/Home page, you will see ‘Log Off’ and the ‘Global Search’ box on the top right corner. The global search lets you search upcoming OSD courses by typing a key word into the box and clicking the search button. Once you are finished using the LMS, you can click the ‘Log Off’ button on the top right hand corner to log off from the system.

**What’s New:**

The ‘What’s New’ page features the latest courses and program information to keep you updated on new learning opportunities. You can toggle right and left to see the list of featured courses. You can also view and read the ‘What’s New message’ and ‘Did you know’ messages at the bottom of this page, as shown below on the screen shot 9.
Course Registration:

The Course Registration area is where you will search for courses or programs and register for the upcoming offerings that work for you. Take a moment to review the screen below. As you see the navigation bar below shows the ‘Courses Registration’ menu highlighted in green. Notice that just under the heading there is another menu.
This menu changes depending on which navigation bar heading, you have clicked.

Screen shot 10 – Courses Registration

Selecting a Catalogue and Subjects:

Upcoming courses will be listed in one of the following catalogues:

1. **Manitoba Government Learning and Development catalogue**: This catalogue features all OSD courses which are available to all Manitoba government employees. There are three subject areas with in the ‘Manitoba Government Learning and Development’ catalogue to make your course search easier. Those three **subjects** are listed below:

   - Classroom Workshops – all courses delivered by a trainer in a classroom setting.
   - E-Learning Courses – all courses delivered online, by webinar or virtual workshop, or available on the OSD Learning Portal.
   - Mandatory Training – all employees are required to complete these courses.

2. **Department catalogue is currently under construction**: This catalogue will be available soon for each department for their department-specific courses. When your department catalogue is ready, you can access your department specific catalogue under the ‘Course Registration’ menu. Until that time, you will be able to view only ‘Manitoba Government Learning and Development.’

For example, the screen shot below is showing two catalogues: the first one is ‘Manitoba Government Learning and Development,’ and the second catalogue is
‘Civil Service Commission,’ which is the department catalogue for the Civil Service Commission (CSC) department. The CSC catalogue will list the courses offered only for the CSC employees and only CSC employees can view this catalogue.

Screen shot 11 – Selecting a Catalogue
Within the ‘Courses Registration’ menu, you will find five **Sub-menus**, which give more options for searching for courses.

**Catalogue**: Currently, you will have only one catalogue to browse, which is ‘**Manitoba Government Learning and Development**.’ Once you click this catalogue, you will see three subject areas. Choose a subject and continue to the course list within that subject area. See the screen shot below which shows the list of courses at the bottom of the page.

**Screen shot 12 – Catalogue Search**

---

**Subjects**

- Classroom Workshops
- E-Learning Courses
- Mandated Training
**Date search:** This allows you to search upcoming workshops within the set period of time. You will need to fill in the course start and end date, and click the ‘Search’ button.

**Screen shot 13 – Date Search**

![Screenshot of Date Search interface]

**Advanced search:** This allows you to search a course by various other criteria, such as by region, location, instructor’s name, course type, course title and so on. The advanced search allows you to enter as many search criteria as you wish. For example, you might only be interested in instructor-led courses on a particular date in your region. Or perhaps you have a favourite instructor. You can search for Instructors names as well.

Look at the screen below to see all of the possible search criteria you can use when finding a course. Simply enter data or make selections where you need to, and then click ‘Search’ to find a list of courses that match your criteria. From the course list, you can then select a course and register. Please see the screen shot 14 below:
Screen shot 14 – Advanced Search

Enhance your learning
**Program registration:** This allows you to view OSD program information and its offerings. Some programs, such as the Essentials of Supervision (EOS) program, allow you to register online. To search for programs, click on the Program Registration link. You can choose your Curriculum Group or leave it set to “All”, and then enter a title of a program. If you leave the title blank, your search will return a list of all of the programs. See the screen shot below:

**Screen shot 15 – Program Registration Page**

---

**Program Purpose:**

- The Essentials of Supervision Certificate Program (EOS) is designed to develop the skills required to effectively supervise staff. Participants receive training in communication, performance management, conflict resolution, and self-management skills.

**Target Audience:**

- The EOS is for current or future front line supervisors. The EOS provides an opportunity to acquire transferable post-secondary credits.

**Program Structure:**

- The EOS consists of five 2-day Modules.
Calendar:

To use a more graphic search tool, try the Calendar search. This displays the courses in a calendar format and allows you to enter some criteria. You just need to select a month and a year and click ‘Apply.’ Then select your view preference such as: **Day calendar** view, **weekly calendar** view or a **monthly calendar** view. When you see a course that interests you, click on the link to get to the course information and registration page. The calendar can be exported or printed, depending on your need.

Below is an example of a monthly calendar view search:

**Screen shot 16 - Calendar Search View**
Course Registration Steps:

Now that you are familiar with the functions of the ‘Course Registration’ menu and its sub-menu options, you are ready to view an example of how to register for a classroom course which has a tuition fee and how you can complete the ‘Payment Methods’ page with your billing information. The registration process for all other courses, such as online and webinars (without fees) will be the same, but they will be shorter and quicker because you don’t need to complete the ‘Payment Methods’ page. The following Screen Shots 17 to 25 will walk you through the registration process:

Screen shot 17 - ‘Courses Registration’ is highlighted and the ‘Manitoba Government Learning and Development’ catalogue has been selected.
Screen shot 18 – ‘Classroom Workshops’ subject has been selected.

Screen shot 19 – The ‘Essentials of Supervision Module One –Foundation’ course has been selected.

Enhance your learning
Screen shot 20 – The course description, learning objectives, pre-requisites and more importantly, the session start and end date, location and the tuition cost are displayed. Once everything looks correct, click the ‘Registration’ button and click ‘OK,’ to the pop up window.
Screen shot 21 – The title of the course and amount of tuition fee are displayed. If these are correct click ‘Next’ button. If you change your mind, click on ‘Remove’ button to cancel your registration process.
Screen shot 22 – You will see the ‘Billing information’ page below. If everything looks correct click the ‘Next’ button to go to the ‘Payment Method’ page.
Screen shot 23 – On the ‘Payment Method’ page, you will need to enter one of the following 6 highlighted options/payment method. Once you enter your payment method, click the ‘Next’ button to go to the next page.
Screen shot 24 – This is the final page of the course registration step, ‘Process Request,’ for your review. If everything looks correct, click on the ‘Next’ button to move to the next page.
Screen shot 25 – This is the, ‘Registration Confirmation’ page. At the bottom of this page, you will see options for you to print this page if you prefer. You will also receive a confirmation email in your ‘Message Centre’ as well as in your Outlook email. This session will also be listed in your ‘My Learning Plan’ menu, under ‘Current Training.’
My Messages:

To read important notices from OSD, such as your course registration confirmation, course cancellation, and course reminder messages, you should make it a habit of checking the ‘My Messages’ menu every time you log into the LMS. To read the messages, select ‘My Messages’ on the menu bar and click on the subject of the message, which will open your message in a pop-up window. Once you have read the messages, use the ‘X’ in the top right to close the window and return to your ‘My Messages.’ You can delete a read message or clear all read messages after reading them. Once you read the message, you need to check off the box next to the message you want to delete and click the ‘Delete’ button to delete your message. Please see the screen shot below:

Screen shot 27
My Learning Plan:

My Learning Plan menu lists and tracks all of your OSD learning activities. The Screen shot 28 below shows you the ‘Current Training’ view, which lists all the courses/programs that you are currently registered for, withdrawn from, and in the process of taking. The Screen shot 29, shows you the ‘Completed Training’ view, in which you see all the courses you have completed. In this ‘My Learning Plan’ page, you will also see options to re-launch an online course you have already completed and to print your certificate by clicking ‘Certificate.’

Screen shot 28 – Current Training
Screen Shot 29 – Completed Training

My Achievements:

The achievement record tracks all of your course and program completions. All of the courses and programs that you have completed are listed here. At any time, you can click this menu to view your course history and print and save your OSD transcript. You can also re-launch the course if you would like to refer back to the course content that you had completed before. Within the ‘My Achievements’ menu, you find three ‘Sub-menus’ which are list below.
**All Courses:** As soon as you click the ‘My Achievements’ menu, the system will take you to the ‘All Courses’ sub-menu, which lists all of the courses, such as classroom, online, and webinars that you have completed, including your grade and the date of completion. Please see the Screen shot below:

**Screen shot 30 – All Courses**
Achievements: In this menu, you can open your OSD achievement history for the courses you attended prior to 2009. A link ‘Your OSD Workshop History’ will show up if you have OSD transcript history. You can print or save your OSD Workshop History as well. If you don’t have one, then the page will not provide you a link.

Screen shot 31 – OSD Workshop History

Screen shot 32 – No History

Enhance your learning
Transcripts: This menu displays your OSD transcript, which you can print, save in your folder or email to yourself.

Screen shot 33 - Transcript
GLOSSARY

User
User in the LMS refers to the learner or person participating in a learning event.

Course
A unit of instruction, usually consisting of an overview, instructional activities, content, and assessments. You can launch and track courses.

Session
A single instance of a course that is offered at a specific, time, date, or location. There can be several sessions associated with a single course. Some sessions may be in-house and some may be open.

In-House Workshop
A session or facilitation event that is accessible only to a specific client. In-house workshop sessions will be visible on the Instructor View of the LMS but will not be published to the User View.

Open Workshop
A session that may be accessed by all users who are internal to the Government of Manitoba and in some cases also external users.

Online Courses
Online courses are web-based and allow you to learn at your own time and at your own pace. You will complete a series of lessons and activities as you work through the content.

Webinar
Webinar courses are instructional online presentations, using both video and audio to engage you in the course content. Interactive elements will allow you to engage in activities and discuss information in real-time.

Virtual Workshops
Virtual workshops are instructor-led interactive workshops delivered on the web and designed to maximize your involvement in the course.
OSD CONTACT INFORMATION

Organization and Staff Development
402 -155 Carlton St.
Winnipeg, MB R3C 3H8
Phone – 204-945-2276
Email – osd@gov.mb.ca
Mailing Address: