



Getting Started in the AzLMS

This document outlines how an Arizona DTC gets started in the Arizona Learning Management System (AzLMS)

1. You will receive an email inviting you to create an account.
 - a. The email comes from: admin@adobelearningmanager.com
 - b. The email subject is: **Welcome to Arizona's Learning Management System: Verification required.**
 - i. You may need to check your Spam/Junk folder.
 - ii. If you cannot find the email contact AZELLA@azed.gov
 1. Include in the email: Your first and last name, your email address, request to have welcome email resent.
2. Follow the steps in the email to create your Adobe account.
3. Complete **Using the LMS Learner Portal** module and **Managing Learners in the LMS** module.
 - a. Download the pdf resource for reference.
4. Invite your learners to set-up their Adobe account.

- a. Your welcome email contains links for your learners.
- b. You need to share role associated links with the appropriate learners.
- c. Ask your learners to complete the **Using the LMS Learner Portal** module.
- d. If you cannot see your learner(s) they either have not created their account yet, or they chose the wrong district when registering.
 - i. If learners chose the wrong district, they would need to contact AZELLA@azed.gov and request a registration correction.
 - 1. Include in the email: Learner's first and last name, learner's email address, learner's correct district and school.

5. Which courses should you complete?

- a. Use the role matrix to understand which courses are required for each role.
 - i. This can be found three different ways:
 - 1. Select **Learn More** on the revolving home page banner.
 - 2. Select **Training Requirements** from the footer of your home page.
 - 3. Launch the **Training Requirements** module that lives in your **AZELLA Annual** and **AZELLA Placement** catalog.
- b. We strongly suggest learners self enroll in courses.
 - i. The **Using the LMS Learner Portal** module will teach learners how to enroll.
 - ii. The **Managing Learners in the LMS** module will teach DTCs how to enroll learners in their courses.