

How to find a scheduled, live training course/ workshop on LMS:

1. Click on the **Learning Tab** on your Home page.
2. Click below the tab on **Events Calendar**.
3. Search for the **date of the training**.
4. Click on the **training title** you want to sign up for on that date
5. A box will appear where you will scroll down to the bottom and click on **“Request.”**
6. Your transcript page will appear where you will click on **“Register.”**

These are instructions for trainings that have been set up in LMS as pre-approved, which eliminates the need for the supervisors to take action.

For trainings that are not pre-approved through LMS (which are most County driven trainings), go through the same steps eliminating step 6 which will not be available. Supervisors will be notified to approve before your transcript states you are registered.

How to find an online BHRS QM training/e-learning on LMS:

1. Go the County Intranet and page down to the “Online Applications” section.
2. Click on Learning Management Sys (LMS) in the right hand column.
3. At “Select a site to login” choose “My Career Development Site”.
4. Enter your county 9-digit payroll identification number and LMS password.
5. Your home page will come up; enter “BHRS” in the search box in the upper right.
6. Scroll down to view all BHRS QM trainings and click on the title to select a specific training (once selected, the request goes to your LMS transcript, which you can access from your LMS home page.)