How To: Access LMS Remotely

The following step-by-step guide outlines the process of accessing the Learning Management System (LMS) from remote systems, such as WSDOT laptops, and personal laptops or desktop computers.

Please Note: Connection via VPN or Citrix is not required to access content remotely.

If you’re accessing LMS from a WSDOT laptop:

Step 1: Open LMS

Note: You will obtain access automatically via Single Sign-On (SSO).

If you’re accessing LMS from a personal laptop or desktop computer:

Step 1: Open LMS Sign-On

Note: The LMS Sign-On link is slightly different from the SSO link, to allow employees to sign in with a username and password.

Step 2: Enter your LMS Username and Password:

- Username = employee identification (EID) number (e.g. 20201234)
  
  Note: Usernames must be 8-digits long; if you do not have an 8-digit EID, you will have to include zeros (e.g. 456789 will be 00456789).

- Password = Training#1

Note: If you receive a Login Failed error, your password may have been changed previously. Please submit a Help Desk Ticket to have your password reset and sent to you. If you do not have access to the network, please email the Training Development Unit (TDU).

Friendly Reminder:
The TDU and Information Technology (IT) Support is responsible for troubleshooting WSDOT-owned systems and software only.

Warning:
Some online training may not be compatible with settings on personal devices; we encourage that you troubleshoot personal settings before contacting the TDU or IT Support.

GREAT JOB!