

LEARNING MANAGEMENT SYSTEM

REGISTERING FOR A COURSE

Start at the main district web page, <http://www.ahschools.us>

Select the Lock and Key Icon  found in the upper right area of the screen below the *Calendar* button.

Enter your Lock and Key credentials

Click the *LMS* icon 

Review the *Events – Professional Development*

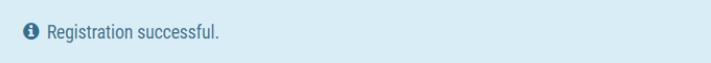
Click the *Event Course Catalog* button  that pertains to substitutes

Review the course information

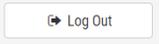
To register - click the course title

Click the *Register* button 

Click the *Register* button again 

 Registration successful.

Click the *Dismiss* button 

Click the *Log Out* button 

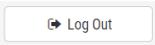
IF YOU ARE UNABLE TO ATTEND A SESSION YOU REGISTERED FOR PLEASE DROP THE COURSE

To cancel, click on the course title on the LMS homepage under *Registered – Professional Development*,

Click the *Drop Course* button 

Click the *Drop Course* button again 

Click the *Dismiss* button 

Click the *Log Out* button 

Questions accessing LMS contact Employee Services at 763-506-1099.

Questions regarding your login credentials(Lock and Key) contact the Help desk at 763-506-4357.

Please Note: If you are a new substitute and have not yet accepted a substitute assignment, you will not have credentials to login to LMS.