IDPH-SharePoint Workshop for Regional Contractors

Creating an LMS Account and Registering for the Workshop
Prepare Iowa Learning Management System (LMS)

To access the Prepare Iowa LMS:
Go to [www.prepareiowa.com](http://www.prepareiowa.com)

To create an account:
Click on *How to Create an Account* (in the upper left-hand corner of the screen) to access directions and screen shots.

To search for a course:
After logging in to the Prepare Iowa site, locate the *My Workspace* box on the far left-hand side of the screen.

Next, click on *Course Catalog*. A search screen will appear like the one below.

![Course Catalog](image)

Enter the keywords – *IDPH-SharePoint Workshop* in the Search Text box.

When the “IDPH-SharePoint Workshop for Regional Contractors” course appears, go to Action and select *View Sections* from the drop-down box. Then, click on the *Go* button. Next, select the timeframe that you would like to attend, double check that *Enroll* appears in the drop-down box, and click on the *Go* button. Finally confirm your enrollment by clicking the *Enroll* button in the next screen.

The course will now appear under Scheduled Training in the *My Homepage* section.