Samsung Online Training Center Learning Management System (LMS)

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Learning Management System (LMS) Home Page

1 HOW TO LOG ON TO THE LMS

- Start your Internet Explorer[®] Browser.
- Turn off all pop-up blockers.

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- Go to <u>https://learn.samsungtelecom.com.</u>
- Enter your User Name and Password.
 (Example: User Name: DS####, Password: password).
- Click on LOG ON.

TIPS

> Passwords are case sensitive.

- > GSBN, LMS, and Plimus have their own login accounts.
- To have your password reset, go to GSBN (http://www.samsunggsbn.com) click on Communication, Training, Downloads, Registration Form, Samsung Training Online ID Request Form or contact BCS Training through e-mail (bcs.training@samsung.com) or by phone, 972-801-6105.

2 HOW TO LAUNCH A COURSE MODULE

- Find the module of the course you want to launch in your Current Training on the LMS Home Page. If it is not shown, click on (...More) to see your Current Activities on your Training Schedule.
- Click on the START button to launch the course. The course will open on a separate window.
- At the end of each module make sure you click on Save Your Results or Mark as Complete to get credit for completing the course module.

TIPS

If taking modules one after the other in a course:

- Click OK on the Learning Activity Progress Detail page when you have completed the module. The Current Registrations view of your Training Schedule will appear.
- Click on the course name to find the Activity Details of the course.

Training Schedule: View Drop Down Menu

MORE TIPS

➤ Find the next module to complete and click on the START button beside it to launch the module.

To make course viewing easier when several courses have been purchased:

- Click on Learn, Training Schedule and use the Search text field to enter keywords. Click on the GO button and only courses related to the keyword entered will display.
- Click on the Name header on your Training Schedule to sort the courses by name.

What's New in LMS 7.6

- ► Internet Explorer 7.0 compatibility
- > Increased bandwidth and reliability.
- ► New features *coming soon…*

https://learn.samsungtelecom.com

HOW TO VERIFY AND RE-LAUNCH A COMPLETED COURSE

- Click on Learn.
- Click on Training Schedule
- In the View drop down box, select Completed Activities. Course modules that were successfully completed will display.
- Click on the START button to re-launch the module. It is recommended that you do not re-launch the test module as it may overwrite your existing score.
- Click on the CANCEL to re-launch the module otherwise the module will be closed.

TIPS

> If you have failed a test, contact BCS Training through e-mail (bcs.training@samsung.com) or by phone, 972-801-6105.

HOW TO VIEW CERTIFICATIONS

- Go to the Home Page.
- Click on Certifications located on the menu bar underneath the Welcome title.

TIPS

- Click on View My Training Transcript under Getting Started on the Home Page to view all completed courses and certifications.
- Remember that certifications from Instructor Led courses will not show here.

5 HOW TO REGISTER FOR A PRE-REOUISITE TEST

- Find the test you wish to take in the **Assigned Training** on the on the LMS Home Page. If it is not shown, click on (....More).
- Click on the Register check mark icon located on the left of the Activity Name.
- Click on the SUBMIT button. The Activity Details page will display.
- Click on the START button beside the test.
- Click on the **NEXT** button to launch the test.

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TIPS

Once you have already registered for a pre-requisite test you can also find the test by clicking on Learn, Training Schedule or on the Home Page under Current Training.

ABOUT PRE-REQUISITES 6

Certifications will not be issued unless all pre-requisites have been fulfilled, all modules of the courses are completed, and a passing grade has been achieved on the certification test.

- Take courses and pre-requisite tests in the correct order based on the table below.
- A pre-requisite test is "Required" only for its corresponding course.
- Make sure to take a pre-requisite test before ordering its corresponding course.

Courses	Pre-Requisites
OfficeServ 100/500/7000/7100	None
OfficeServ 7000 Transition	1. OfficeServ 100/500
OfficeServ 7000 Series Data	 OfficeServ 7000 Online Data Pre-Requisite Test
OfficeServ ITP	 OfficeServ 100/500 or OfficeServ 7000 or OfficeServ 7100 Online ITP Pre-Requisite Test
SVMi	1. OfficeServ 100/500 or OfficeServ 7000 or OfficeServ 7100
OfficeServ SPNet	 OfficeServ 100/500 or OfficeServ 7000 or OfficeServ 7100 OfficeServ ITP
OfficeServ Link/EasySet	1. OfficeServ 100/500 or OfficeServ 7000 or OfficeServ 7100
OfficeServ Operator, OfficeServ DataView, OfficeServ Call	 OfficeServ 100/500 or OfficeServ 7000 or OfficeServ 7100 OfficeServ Link/EasySet
OfficeServ Wireless	 OfficeServ 100/500 or OfficeServ 7000 or OfficeServ 7100 OfficeServ ITP

IMPORTANT INFORMATION

How to Access Training Information

Training information can be accessed on the **Global Samsung** Business Network (GSBN) website.

- > URL: www.samsunggsbn.com
- Login ID and password issued by Samsung Customer Service.
- > Click on the Online Training User ID Request button on the Home Page to request a Login ID to access the Samsung **Online Training Center** (LMS).
- > Click on the Samsung Online Training Center button on the Home Page to start taking online courses.
- > Click on the Communication Menu Bar on the Home Page for helpful information.
- Click on Training in the sub menu for the following information: Policies and Procedures
 - **Course Description**

Certification Path

- Downloads
- Training News
- Schedules
- Forms
- Helpful Documents

How to Purchase Training Courses

Samsung has contracted Plimus to process secure online orders for our technical training courses.

- > URL: https://samsung.plimus.com
- > Read the instructions on the Landing Page.
- Click on the Instructor Led or Online Courses button for a list of available courses.
- > Click on the **BUY** button.
- > Enter the Prerequirement Information. Make sure you meet the prerequisites for the course you are purchasing. Enter the student's information if you are buying this course for someone else.
- > Create an account with Plimus or enter your Plimus username and password.
- > Review your order information and click on SUBMIT.
- > An order confirmation page will be displayed with your order confirmation number. Samsung BCS Training will also send you an e-mail confirmation.

