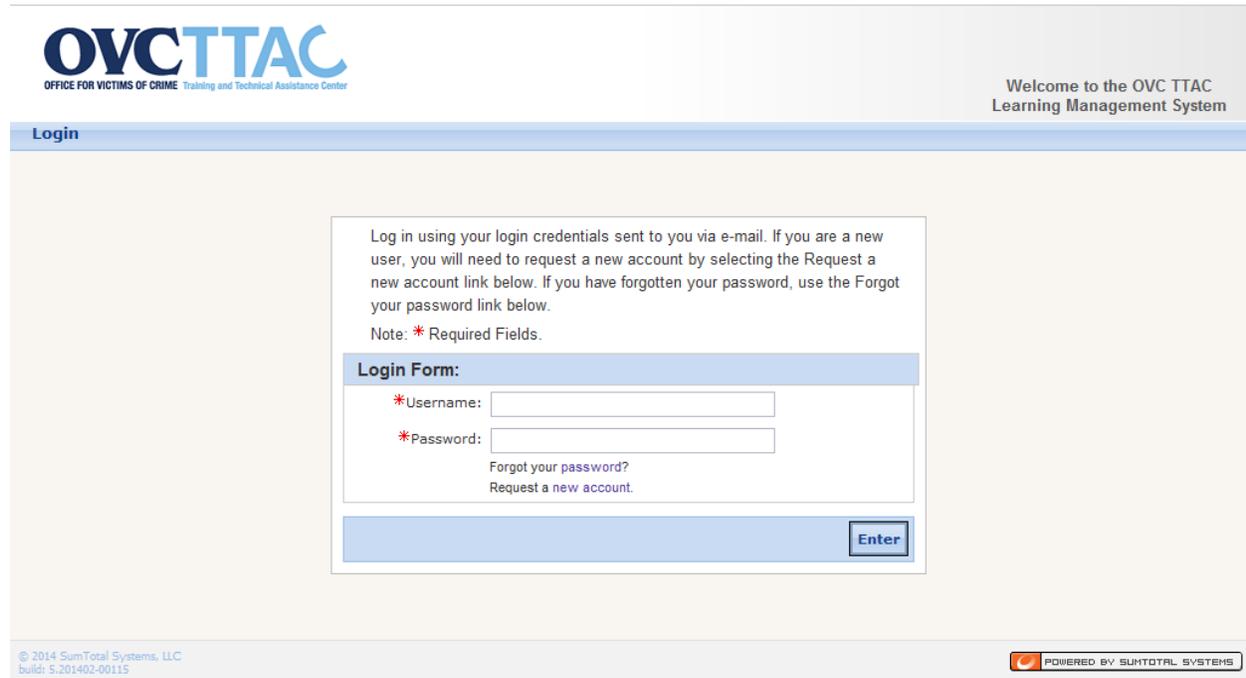


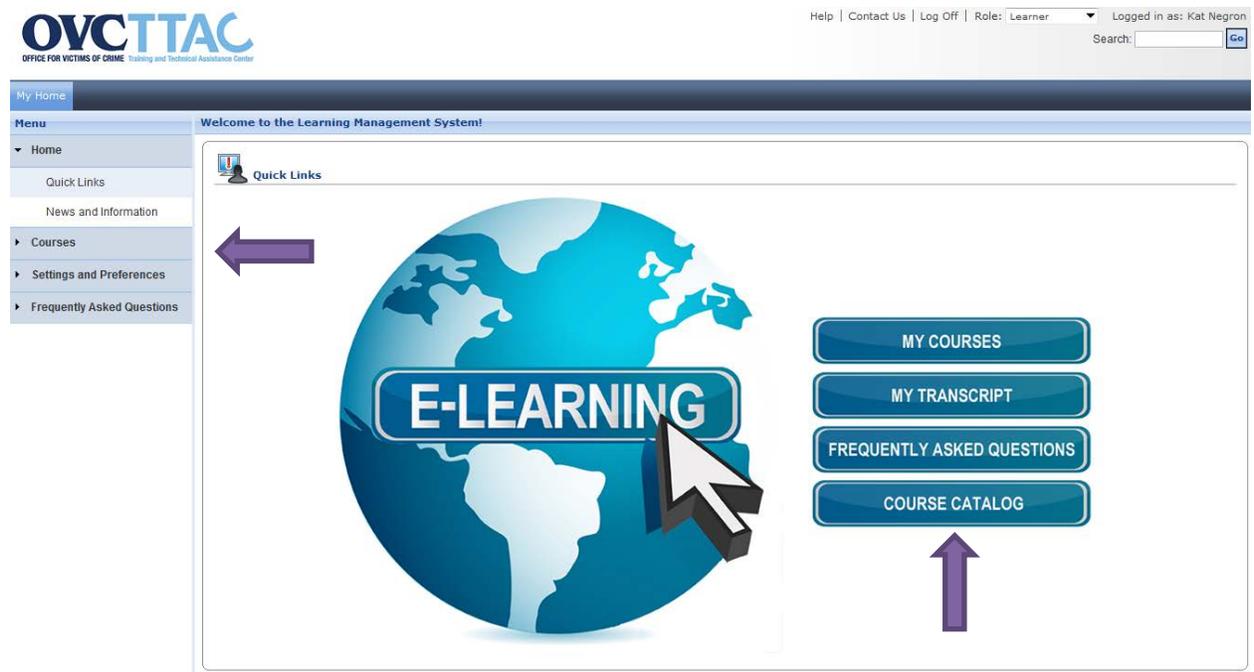
# Enrollment Information for ID Theft

**Step 1:** Log into the Learning Management system using your login credentials.



The screenshot shows the OVCTTAC login page. At the top left is the OVCTTAC logo. At the top right, it says "Welcome to the OVC TTAC Learning Management System". Below the logo is a "Login" header. The main content area contains a login form with the following text: "Log in using your login credentials sent to you via e-mail. If you are a new user, you will need to request a new account by selecting the Request a new account link below. If you have forgotten your password, use the Forgot your password link below." Below this is a note: "Note: \* Required Fields." The login form itself has two input fields: "\*Username:" and "\*Password:". Below the password field are two links: "Forgot your password?" and "Request a new account." At the bottom right of the form is an "Enter" button. At the bottom left of the page, there is a copyright notice: "© 2014 SumTotal Systems, LLC build: 5.201402-00115". At the bottom right, there is a logo for "POWERED BY SUMTOTAL SYSTEMS".

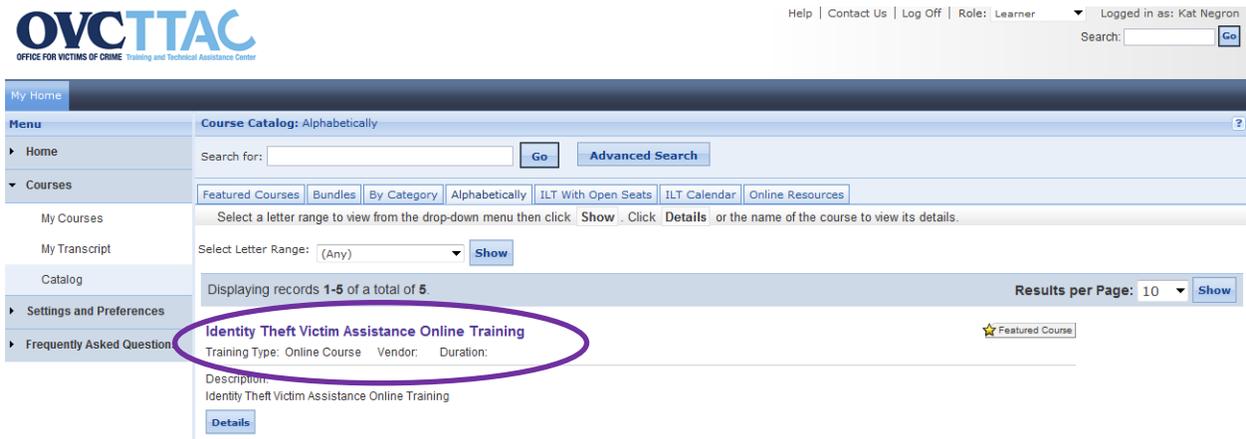
**Step 2:** Select **Course Catalog** from the button on the main graphic in the middle of the screen. You can also access the catalog by selecting **Courses** from the left menu, and then **Catalog**.



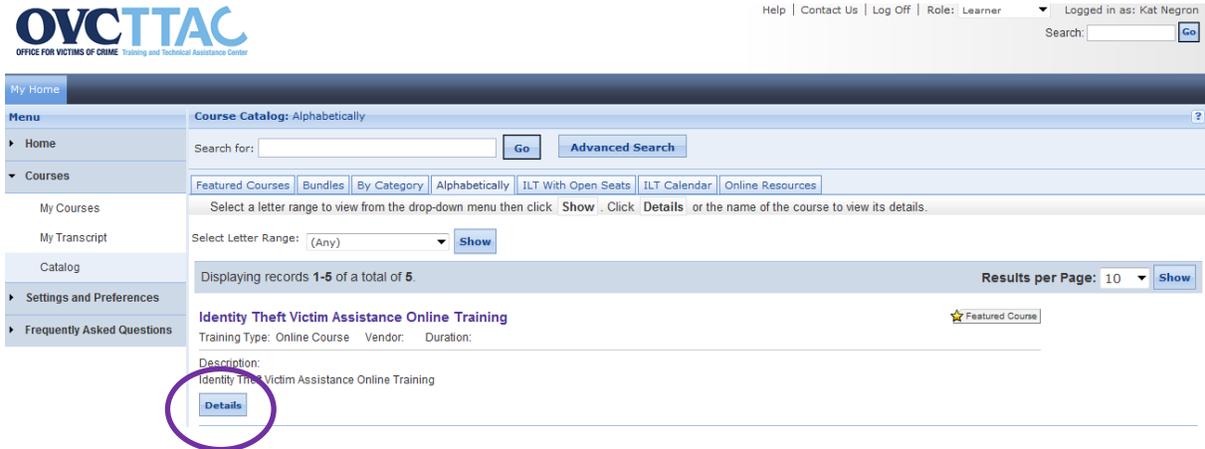
The screenshot shows the main dashboard of the OVCTTAC Learning Management System. At the top left is the OVCTTAC logo. At the top right, there are links for "Help", "Contact Us", "Log Off", and "Role: Learner". Below these links is a search bar with the text "Logged in as: Kat Negron" and a "Go" button. Below the logo is a "My Home" header. Below that is a "Menu" section with a list of items: "Home", "Quick Links", "News and Information", "Courses", "Settings and Preferences", and "Frequently Asked Questions". The main content area is titled "Welcome to the Learning Management System!" and contains a "Quick Links" section. This section features a large graphic of a globe with the text "E-LEARNING" overlaid on it. To the right of the globe are four buttons: "MY COURSES", "MY TRANSCRIPT", "FREQUENTLY ASKED QUESTIONS", and "COURSE CATALOG". A purple arrow points from the "Courses" menu item to the "E-LEARNING" graphic, and another purple arrow points from the "COURSE CATALOG" button to the "E-LEARNING" graphic.

# Enrollment Information for ID Theft

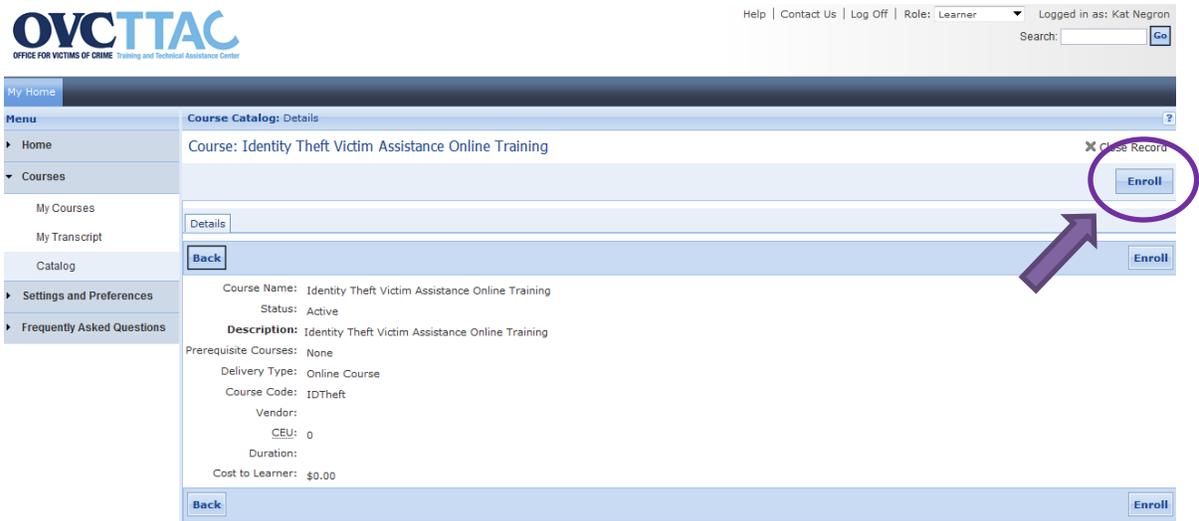
**Step 3:** After reaching the **Catalog** locate the ID Theft listing on the screen.



**Step 4:** Select the **Details** ( [Details](#) ) button of the ID Theft course.



**Step 5:** Select **Enroll** in the upper right corner of the **Details** screen.



## Enrollment Information for ID Theft



**Step 6:** Check to make sure you have successfully enrolled in the training by visiting the **My Courses** menu on the left side of the screen under **Courses**. Your ID Theft course will appear under **My Elective Learning**.