

April 8, 2019

How to create student-user accounts

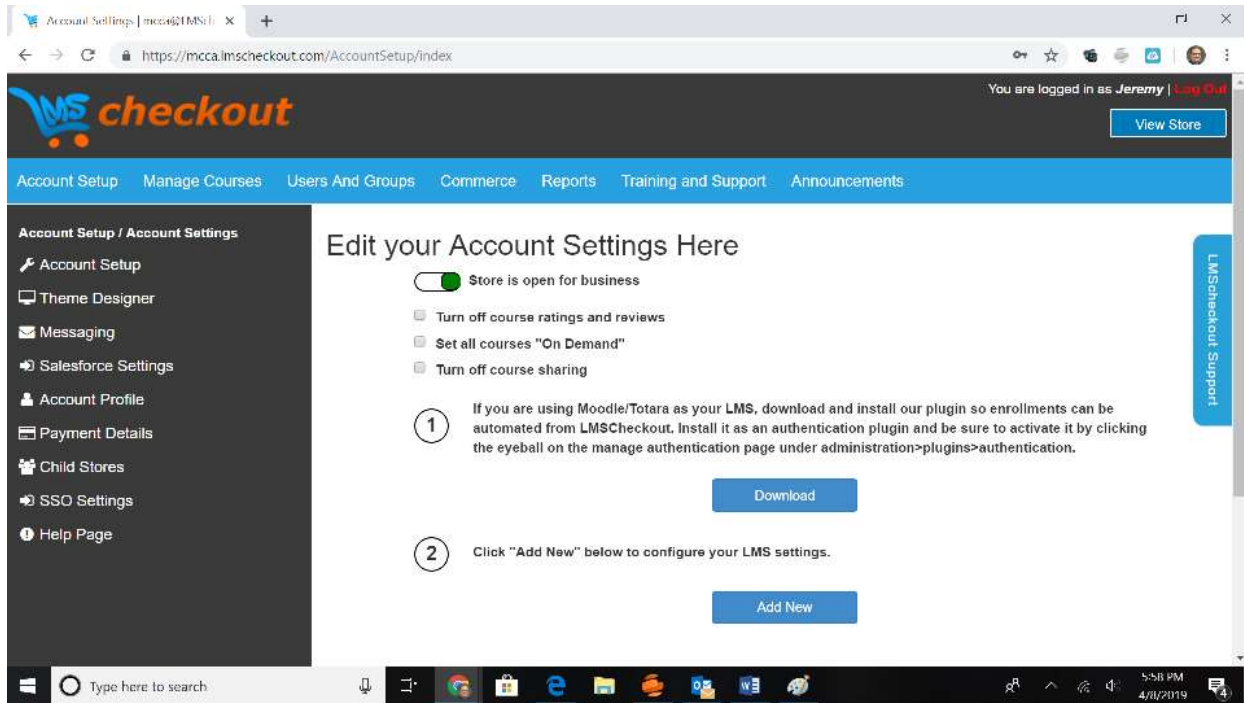
In the web interface for MCCA's medication-certification system, every nurse-instructor and student must have a user account. This allows the system to track individual students and, in the case of initial students, it allows them to access the online exam required for certification.

To create a new student user account, follow this walkthrough.

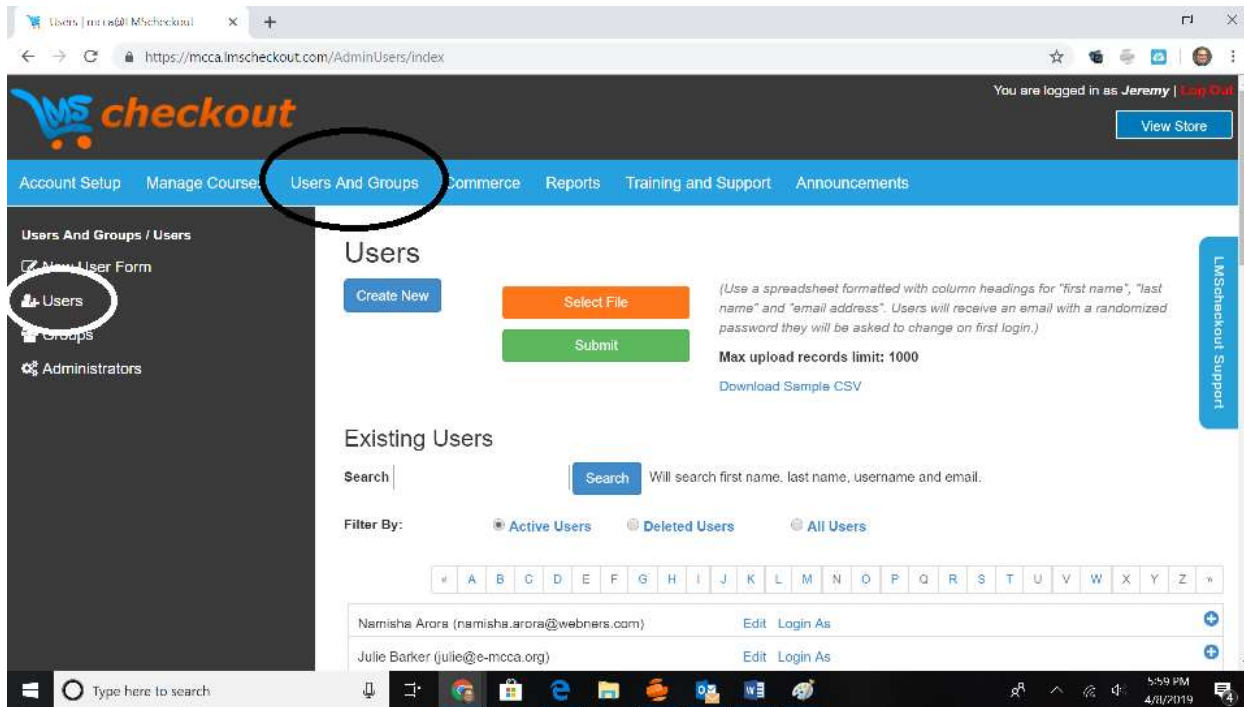
- 1) Log into your organizations' LMS Checkout site using a web browser like Internet Explorer, Firefox or Chrome. The url/web address for your organization is usually: [organization code].lmscheckout.com. There is a list of specific addresses in the General Overview and Class Creation guide.



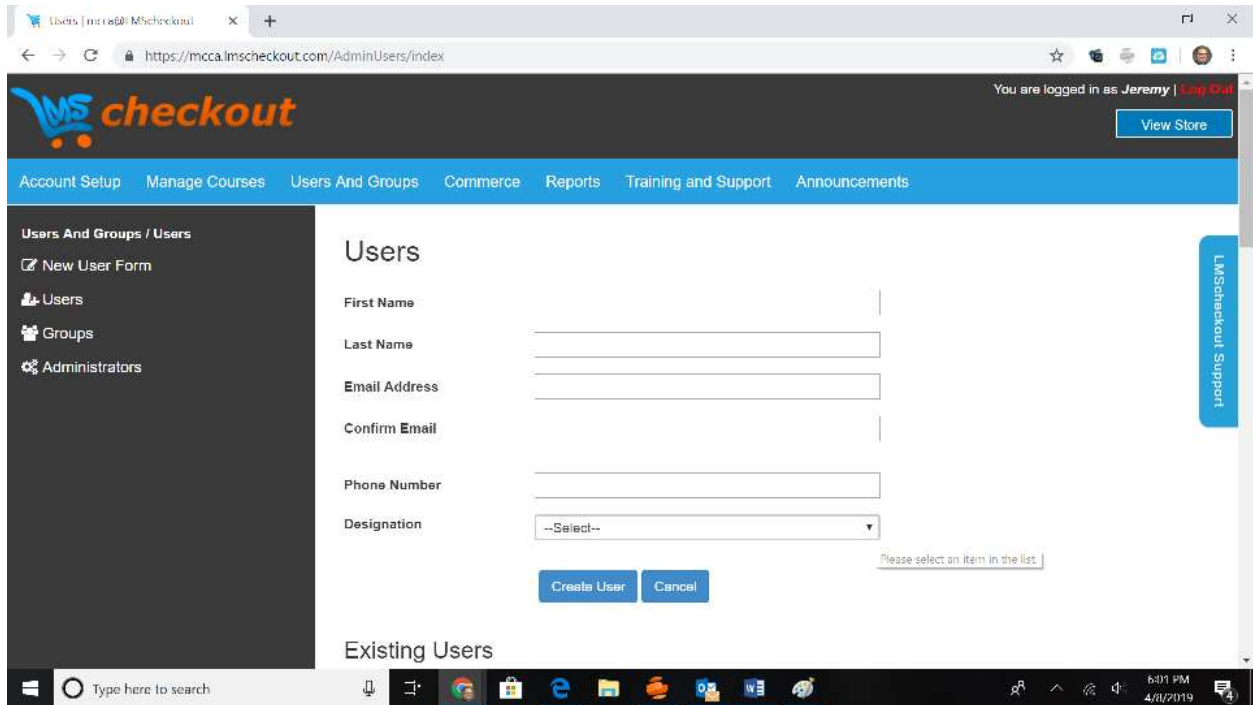
- 2) Enter your username and password. After doing so, your screen should appear as below. If not, look for a link called "Admin Panel" in the top-right and click it.



3) In the blue navigation/menu bar, click "Users and Groups". Then in the black navigation bar, click "Users".



4) Note the button that says "Create New". Click it.



- 5) Fill out the form. You can leave Phone Number blank, but First Name, Last Name and Email Address is required. Students should be designated as New Students. Be sure to spell the email address correctly, and use a valid email address that can receive messages.
- 6) Click Create User to submit the form. You should now be able to add this student to your classes.