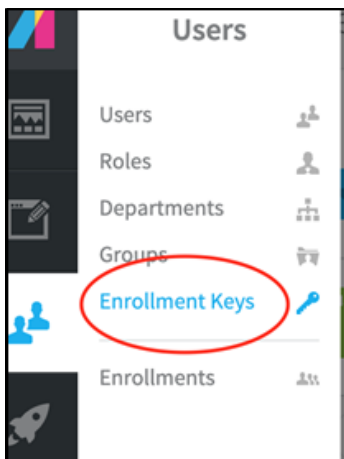


SkillsUSA Learning Management System (LMS)

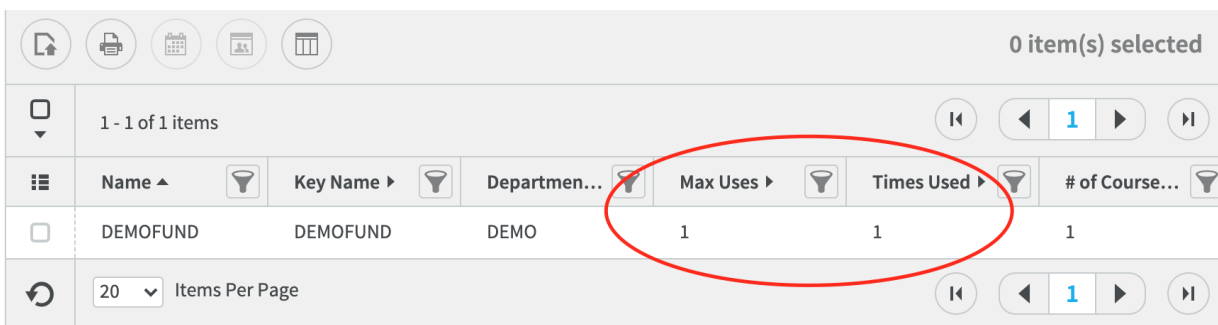
Enrollment Key(s) Usage

You may view the status of the enrollment keys associated with your department by following these steps:

- Log in to your account: absorb.skillsusa.org.
- Click the "Menu" Icon in the upper right hand corner of the screen (3 horizontal lines).
- Click "ADMIN" from the dropdown menu.
- Go to the "USERS" icon located in the black bar on the left of the dashboard (profile of 2 people).
- Click "Enrollment Keys" (pictured below).



- Review the information by Key Name
 - Max Uses vs Times Used



Name	Key Name	Department	Max Uses	Times Used	# of Course...
DEMOFUND	DEMOFUND	DEMO	1	1	1

Note: The "Key Name" is the code you will share with your students. When the number in the "Times Used" column equals the number in the "Max Uses" column, the enrollment key is used up.

If you need assistance, please contact a SkillsUSA Career Essentials Coach at careeressentials@skillsusa.org or call (844) 875-4557.

SkillsUSA Learning Management System (LMS)

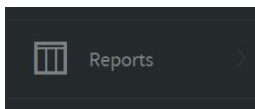
Standard Reporting Instructions

Course Activity Report/Learner Progress Report/Course Summary Report

Here's how to pull reports to monitor your learners' performance and progress.

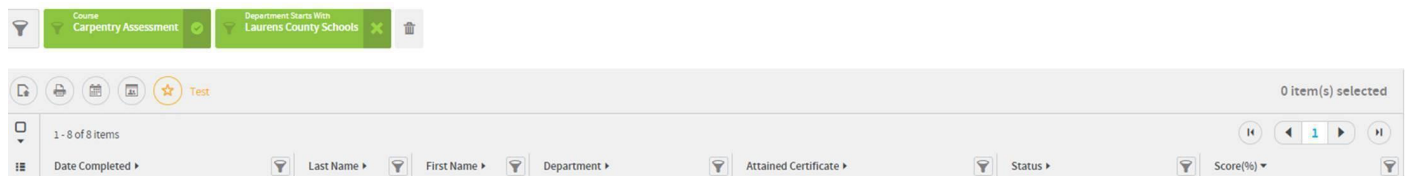
Steps for the **Course Activity Report**: This report is a great way to view all students' scores on a specific course item. These are activity statistics on the current state of progress for the learner. An instructor can closely follow the collective and individual advancement of learners.

1. Login to your account at absorb.skillsusa.org.
2. Click on the menu icon (3 horizontal bars) in the upper right corner.
3. Select "ADMIN" from the dropdown menu.
4. Click "REPORTS" on the left side of the screen (pictured below).



5. Click on "Course Activity"
 - Use the Filter function in Green at the top of page to select the course you would like to review. For this example, we used the Carpentry Assessment non-member rate.

Add or remove columns by clicking the "Display Columns" icon that is next to the left most column.

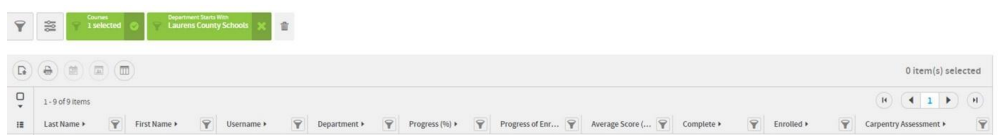


The **Learner Progress Report** provides teachers/admins with overall progress statistics on the students in their class (department). Teachers can review the individual status of each learner for overall scores and completion percentages. You can read more about this specific report [here](#).

Steps for Learner Progress Report:

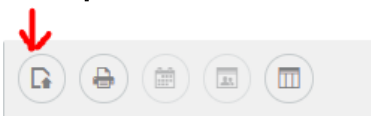
1. Follow Steps 1-4 listed above.
2. Select "**Learner Progress.**"

6. Add any units the teacher wishes to review the data of by adding them to the green filter button that states "Courses None - Choose".
7. How to read the report (using first student as the example)
 - **Enrolled** – Refers to the number of the courses/assessment/units the student is enrolled in.
 - **Complete Column** – Refers to how many courses/units/assessments the student has completed.
 - **Progress (%)** – Percentage will be blank unless specific units have been selected.
 - **Progress of Enrolled Column** – This column displays the learner's progress rate, based on the Courses they have completed in relation to the total number of Courses that the Learner is Enrolled in within the LMS. By default, this percentage will always be calculated using all of the Learner's Enrolled Courses, unless the Admin filters the Report using one or more of the Learner's individual Enrolled Courses instead.
 - **Average Score (%) Column** – This column displays the Learner's Course grade average, based on the number of Courses they have completed in the LMS. By default, this percentage will always be calculated using all of the Learner's Enrolled Courses, unless the Admin elects to filter their Report using one or more of the Learner's individual Enrolled Courses instead.

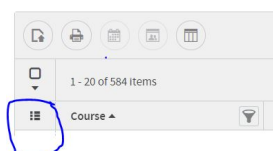


Steps for the Course Summary Report:

1. Follow Steps 1-4 at the top of this document.
2. Click on Course Summary.
3. Select the course that you would like to pull a report by placing a check in the box in the left column.
4. Once selected – choose Course Activity from the blue buttons located on the right.
5. Keep in mind, the teacher may add columns (or take away columns) in the report by clicking on the icon.
6. Reports can be downloaded to an Excel or CSV file by clicking on the Report Icon (indicated below)



Remember! You can add or remove columns to any report by clicking the "Display Columns" icon (circled below) that is next to the left-most column.



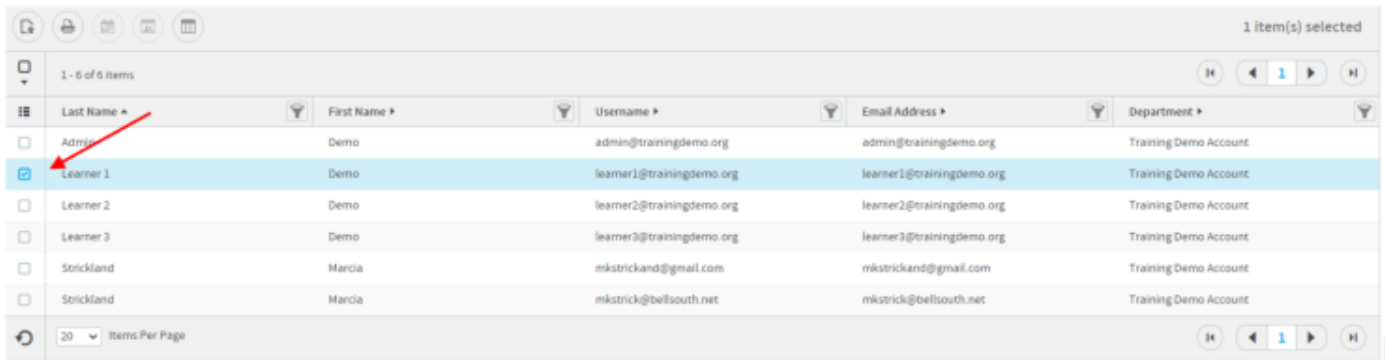
If you need assistance, please contact a SkillsUSA Career Essentials Coach at careeressentials@skillsusa.org or call (844) 875-4557.

SkillsUSA Learning Management System (LMS)

Impersonate Student Function Process

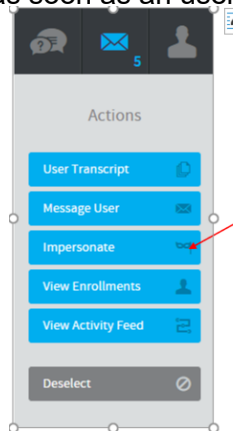
This feature allows a school admin or instructor to "login" as one of their student users to view their dashboard as the student. Be aware that any action you take while impersonating a student takes effect in the student's account/course.

- 1: Login to your admin account at absorb.skillsusa.org.
- 2: Click the **Menu icon** 3 horizontal bars ("hamburger") in the upper-right corner and choose "**ADMIN**" from the dropdown menu to go to your Admin Dashboard.
- 3: Click "**USERS**"(profile of two people icon) on the left side of the Admin Dashboard.
- 5: Check the box to the left of the USER's name who you wish to IMPERSONATE.
(When the user is selected, the row will highlight blue.)



Last Name	First Name	Username	Email Address	Department
Admin	Demo	admin@trainingdemo.org	admin@trainingdemo.org	Training Demo Account
Learner 1	Demo	learner1@trainingdemo.org	learner1@trainingdemo.org	Training Demo Account
Learner 2	Demo	learner2@trainingdemo.org	learner2@trainingdemo.org	Training Demo Account
Learner 3	Demo	learner3@trainingdemo.org	learner3@trainingdemo.org	Training Demo Account
Strickland	Marcia	mkstrickand@gmail.com	mkstrickand@gmail.com	Training Demo Account
Strickland	Marcia	mkstrick@bellsouth.net	mkstrick@bellsouth.net	Training Demo Account

- 6: With the user selected, look to the right side of the screen and click the **Impersonate** button that appears in **Actions** menu. (The **Actions** menu appears as soon as an user is selected.)



7: You are now Impersonating the “USER” and can navigate throughout their account as if you were the user.

8: When you are done, navigate to the top right of the screen and click on the three horizontal bars (now in red) and choose “**Stop Impersonating.**”

If you need assistance, please contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or call (844) 875-4557.

SkillsUSA Learning Management System (LMS)

How to Access and Print Student Certificates

1. Navigate to absorb.skillsusa.org.
2. Login to your account by clicking on the blue login button located at the top right. Your Username is your email address and you set your password when you verified your account.
3. Click the icon of 3 horizontal lines ("**Menu**") located in the upper right corner of your screen.
4. Choose "**REPORTS**" from the dropdown menu.
5. Navigate to the left side of the screen and select "**CERTIFICATES**".
6. Locate the certificate that you wish to download/print and place a check mark in the box in the first column (highlights blue when selected). Note the name of the student. (See image below).

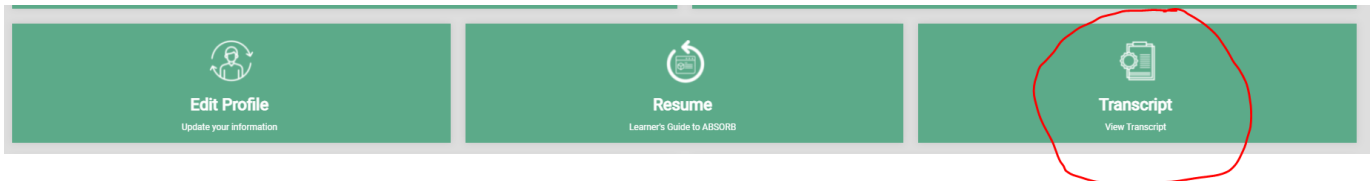
The screenshot shows the SkillsUSA Absorb interface. At the top, there's a header with the user's name 'Megan Flinn' and a notification icon showing '305'. Below the header, there are two green filters: 'Last Name Starts With Strickland' and 'First Name Starts With M'. The main content area displays a table of certificates with columns for Course, Last Name, First Name, Department, Certification Date, Expiry Date, Expires in Days, and Type. The third row is selected, and a red arrow points to the checkbox in the first column. To the right of the table is an 'Actions' menu with buttons for 'Edit', 'Delete', 'Download', and 'Deselect'. The 'Download' button is circled in red.

	Course	Last Name	First Name	Department	Certification Date	Expiry Date	Expires in Days	Type
<input type="checkbox"/>	COPPA and FERPA Training & Assessment	Strickland	Marcia	Internal Staff	02/01/2020 05:03 PM			Online Course
<input type="checkbox"/>	COPPA and FERPA Training & Assessment	Strickland	Marcia	Internal Staff	02/01/2020 05:39 PM			Online Course
<input checked="" type="checkbox"/>	Exploratory Course Unit 1 - Getting Ready for Your Career	Strickland	Marcia	Hollywood High School (DEMO Parent Department)	09/02/2020 06:49 AM			Online Course

7. Click the blue "**Download**" button that will appear in the Actions menu when the box is checked. (See image above.)

Student Directions for Accessing and Printing Certificates

1. Navigate to absorb.skillsusa.org.
2. Login to your account by clicking on the blue login button located at the top right. Your Username is your email address and you set your password when you verified your account.
3. Click on the **Transcript** tile located on the dashboard (pictured below).



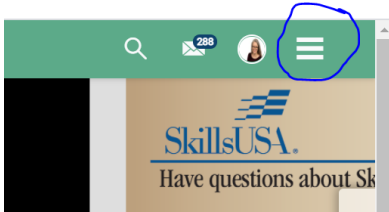
4. Certificates earned are located at the top of the page. Click on the download button to download a PDF of the certificate to email or print.

If you need assistance, please contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or call (844) 875-4557.

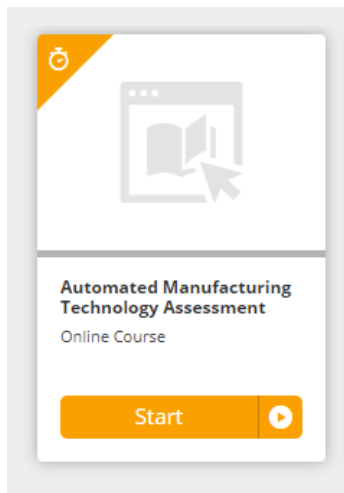
SkillsUSA Learning Management System

Proctoring an Assessment within the LMS

1. Have the student go to absorb.skillsusa.org.
2. Login to their account.
3. Click on "Menu" icon (circled in the image below) and select "My Courses" from the drop-down menu to access the assessment.

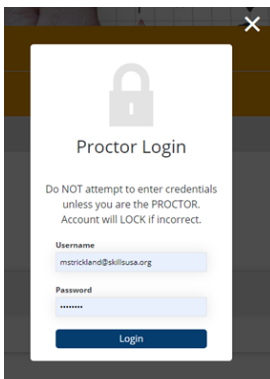


4. Go to the assessment > click Start.



5. Student will read and agree to the statement(s) and click START.

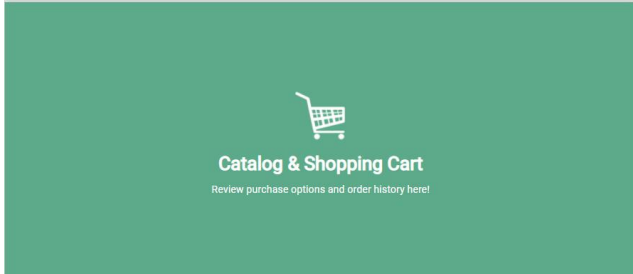
6. When the PROCTOR LOGIN window appears, the teacher will enter his or her own account username and password ("credentials") into the appropriate fields.



If you are unable to enter your own (teacher's) username and password onto the student's computer, contact careeressentials@skillsusa.org or call 844-875-4557 to obtain the General Proctor Credentials, which change each Monday.

SKILLSUSA LEARNING MANAGEMENT SYSTEM (LMS) - GENERAL PURCHASING INSTRUCTIONS

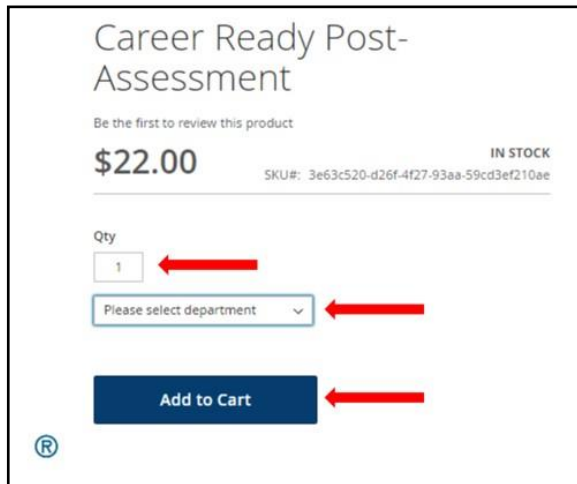
1. Login to your Career Essentials account: absorb.skillsusa.org
2. Click the Catalog & Shopping Cart tile located on your dashboard.



3. Select the resource(s) that are needed by using the title bar or search function located at the top of the shopping cart page.



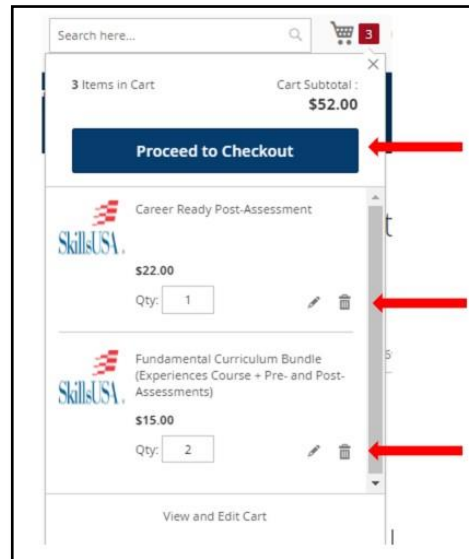
4. Select the resource, update the quantity and **choose the correct department**. Click "Add to Cart."



5. To continue shopping for additional items, use the title bar or search function again. Once you have completed your selections click on the "Shopping Cart" icon in the upper right-hand corner.



- Once you click on the shopping cart you will have an opportunity to review and edit your selections if needed. Click “Proceed to Checkout” to complete your order.



- Choose your Payment Method:

- If paying with a PURCHASE ORDER:**

- Review the address information to ensure it is correct. Use the “Edit” function to make necessary changes.
- Enter the Purchase order number in the appropriate field.
- Upload an electronic copy of the purchase order. If your school, district or state has a purchase order on file, you may proceed without uploading the document.

If you do not upload a purchase order or your district does not have a purchase order on file, your order will remain pending until it is received.

- Click Place Order

All purchase order submissions are reviewed within 48 hours. Upon approval, you will receive an email with your invoice and a separate email with your enrollment keys.

- If paying with a CREDIT CARD:**

- Review the address information to ensure it is correct. Use the “Edit” function to make necessary changes.
- Enter the credit card information and click “Place Order.”
If the credit card transaction is successful, you will receive an email containing your enrollment keys and receipt.

- If paying with a TPP Contract Number:**

- Select Purchase Order as your form of payment.

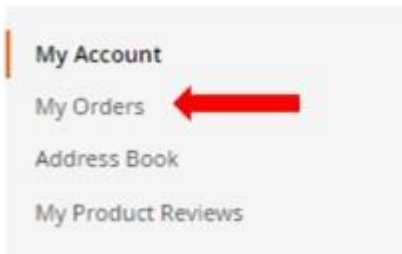
-
-
- ii. Review the address information to ensure it is correct. Use the Edit function to make necessary changes.
 - iii. Enter your TPP contract number in the Purchase Order Number field.
 - 1. Ordering Experiences (curriculum): TPPT123456-E
 - 2. Ordering Assessments (testing): TPPT123456-A
 - iv. Click Place Order

All purchase order (TPP) submissions are reviewed within 48 hours and upon approval you will receive an email with your transaction and a separate email with your enrollment keys.
Be aware that the shopping cart will auto generate an invoice for your purchase, but you should only pay your TPP Invoice. However, if your purchase is above the allotted TPP contracted amount you will be billed for the overage.

- 8. Need to get access to your enrollment keys or review previous orders.
 - a. Login to your account: <http://mycareeressentials.org>
 - b. Click on the “Catalog and Shopping Cart” tile located on your dashboard
 - c. Click on the “Profile” icon at the top of the page



- d. Use the Menu on the left side of the page to review My Orders

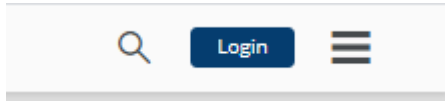


- 9. Be sure to Sign Out of your account when you have completed your transaction.

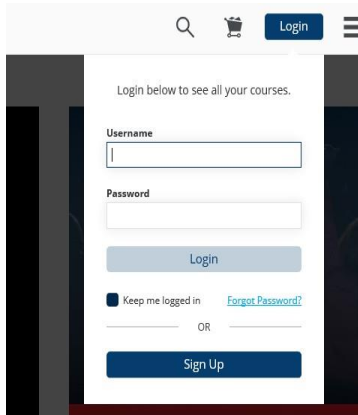
How do my students use the enrollment keys?

- 1. Provide the Enrollment Key to the student(s) who need it by displaying it in your classroom on the day you wish for them to establish their account(s) or electronically send it via email or direct message along with the instructions.

- Instruct your students to access absorb.skillsusa.org.
- Instruct them to click the “Login” button, located in the upper right-hand corner of the screen.

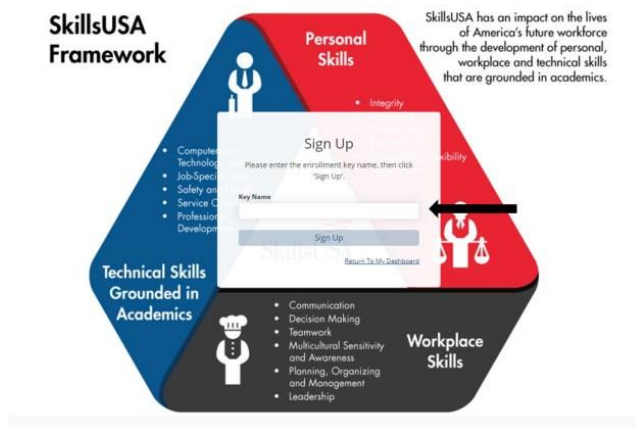


- Instruct them to click the “Sign Up” button.



- PLEASE NOTE: **STUDENTS MUST USE A CORRECT AND VALID EMAIL ADDRESS WHEN REGISTERING THEIR ACCOUNT. IF THEY DO NOT, ONE ACCESS WILL BE USED AND WASTED.**

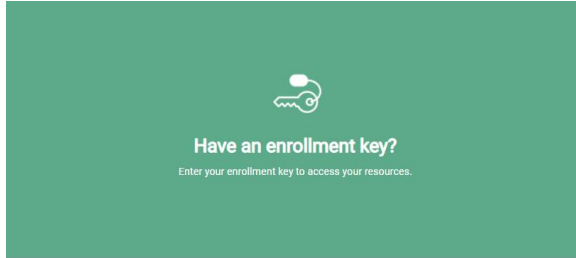
- Instruct them to enter your unique Key Name, and then to click “Sign Up.”



- They will be taken to a screen to complete their profile.
- Instruct them to do so, and to click “Save.”
- Your students will have immediate access to the assessment, course or curriculum bundle which you have ordered for them.

My student already has an account. How do they use a new enrollment key for an additional course?

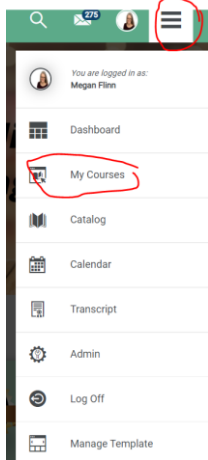
1. Instruct your students to login to their Career Essentials account: absorb.skillsusa.org.
2. Click the “Have an Enrollment Key” tile on their dashboard.



3. Enter the new enrollment key in the appropriate field.

A white rectangular form titled "Enrollment Key" with a blue key icon. Below the title, it says "Please enter the enrollment key name, then click 'Enroll'." There is a text input field labeled "Key Name" with a red arrow pointing to it from the right. Below the input field is a blue "Enroll" button.

4. Click the MENU in the upper-right hand corner of the screen and select MY COURSES from the drop-down list:

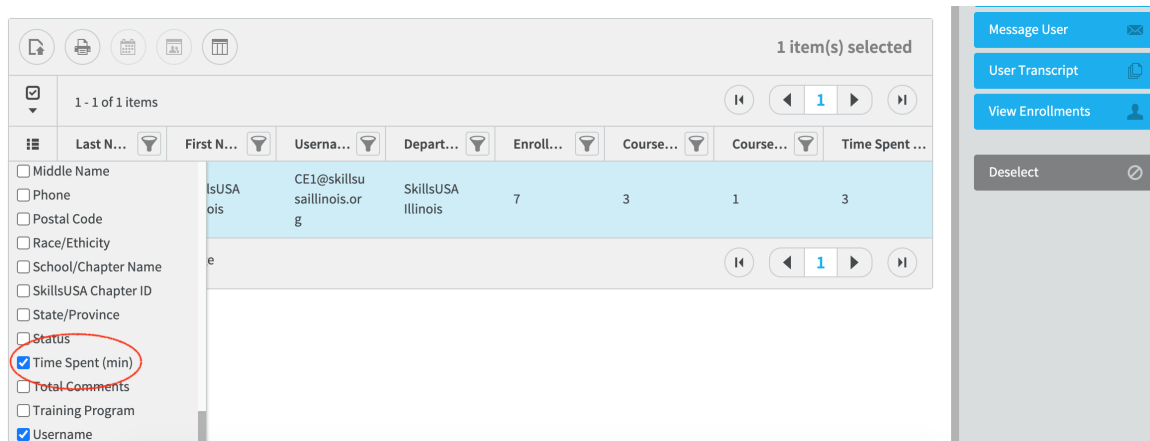


If you need assistance, please contact SkillsUSA at careeressentials@skillsusa.org or call (844) 875-4557.

SkillsUSA Learning Management System How to identify TIME SPENT within a module, unit or course

1. Go to absorb.skillsusa.org.
2. Login to your account.
3. Click on the **Menu** icon (3 horizontal bars) in the upper right corner.
4. Select **“ADMIN”** from the dropdown menu to go to your Admin Dashboard.
5. Click the black **Report** Icon (square box with lines) on the far left of your Admin Dashboard.
6. Click **“Learner Activity.”**
 - Click the bar to the far left with three lines and three dots. (This is the Display Function feature).
 - Scroll down and check the box that says: **“Time Spent”** to add the "Time Spent" column to the report.

The time the learner spent will show up on your roster for each student to the far left. This is cumulative in minutes for all the time spent/work completed. Note: This report does not include student time spent offline.



The screenshot displays the 'Learner Activity' report interface. On the left, a filter menu is open, showing various columns with checkboxes. The 'Time Spent (min)' checkbox is checked and circled in red. The main table shows one selected item (highlighted in blue) with the following data:

Last N...	First N...	Userna...	Depart...	Enroll...	Course...	Course...	Time Spent ...
		CE1@skillsusaillinois.org	SkillsUSA Illinois	7	3	1	3

On the right side of the interface, there is an 'Actions' menu with buttons for 'Message User', 'User Transcript', 'View Enrollments', and 'Deselect'. The 'User Transcript' button is highlighted in blue.

****To view time spent on specific course/unit/exam, see next steps.**

7. Check the box next to student you wish to view. The row should turn blue when selected (see above).
8. Click the blue **“User Transcript”** button that will appear in the Actions menu on the far right (see above.)
9. You will then see all units/exams/courses the student has enrolled in as well as how many minutes they spent on each item. Percent score is also shown where applicable.

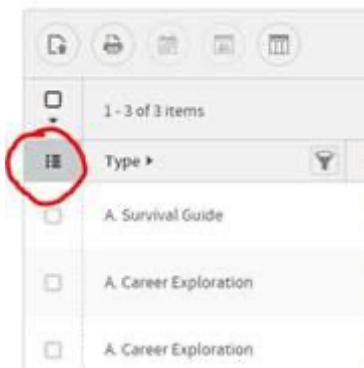
If you need assistance, please contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or call (844) 875-4557.

SkillsUSA Learning Management System (LMS)

How to Manage Course Uploads

Login to your account at absorb.skillsusa.org.

1. Click on the **Menu** icon (3 horizontal bars) in the upper right corner.
2. Select **“ADMIN”** from the dropdown menu.
3. Navigate to the left of the screen and click on the **“Reports”** Icon (square box with lines).
4. Select **“Course Uploads”** from the dropdown menu.
5. On this report you can add fields/columns by using the **“Display Column”** function (circled below). We suggest adding **“Department”** to this report so that you can filter - search by class.



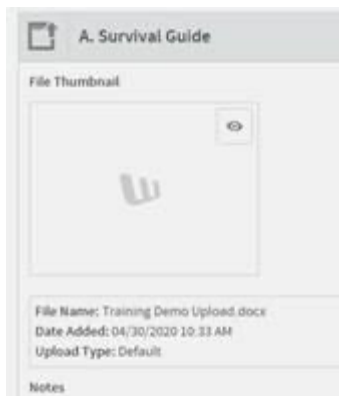
6. Select the student whose upload needs reviewing by checking the box next to the student's name.

Type	Course	Last Name	First Name	Username	Date Added	Department	Status
<input checked="" type="checkbox"/>	A. Survival Guide	Strickland	Marcia	mstrickand@gmail.com	04/30/2020 10:33 AM	Training Demo Account	Pending Approval
<input type="checkbox"/>	A. Career Exploration	Fundamental Course Unit 1 - Reliability	Learner 1	learner1@trainingdemo.org	03/26/2020 07:16 AM	Training Demo Account	Approved
<input type="checkbox"/>	A. Career Exploration	Fundamental Course Unit 1 - Reliability	Learner 2	learner2@trainingdemo.org	04/16/2020 03:11 PM	Training Demo Account	Approved

-
-
7. Once the student is selected – use the “**Actions**” Menu that will appear on the right side of the screen to review the upload, or approve, decline, or delete the upload.



8. To view the upload – click “**Manage**” and then click on the “File Thumbnail” (eyeball icon) pictured below.



If the upload meets your expectations:

Click **Approve** (if not already Approved by default). You can also write a message to the student in the Notes section and click save to send your feedback to the student.

If the upload does not meet your expectations:

Click **Decline**. Consider using the Notes section to send your student feedback.

To allow a student to replace a Declined Upload or a document uploaded by mistake:

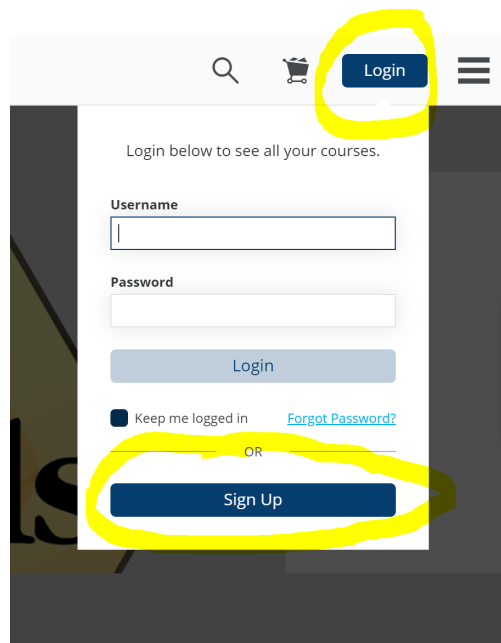
Click **Delete** to delete the upload. The student can now replace the document with a new document/revised work.

If you need assistance, please contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or call (844) 875-4557.

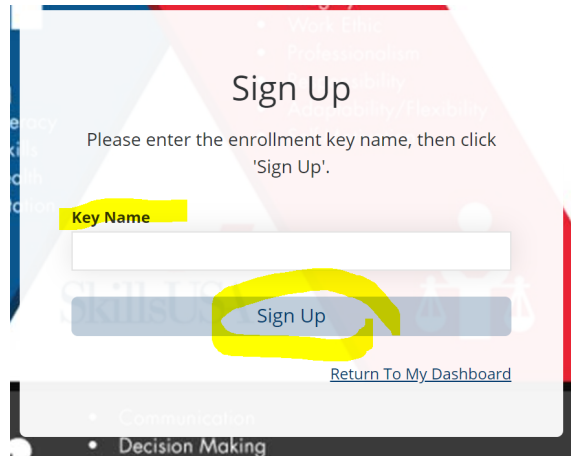
SkillsUSA Learning Management System (LMS)

Student Login Instructions

1. If your students do not already have an account established in the learning management system, instruct them as follows, allowing 10 to 15 minutes for them to activate their accounts:
 - a. Advise students to go to *absorb.skillsusa.org*.
 - b. Click the blue **Login** button in the upper right of the page, and then click the blue “Sign Up” button at the bottom of the login box.



- c. Students will enter their enrollment key in the “Key Name” box and click “Sign Up.” (Provide your students with the key name located in your email, on your receipt, and on the final web page where you processed your transaction. **It will start with the word “enroll.”



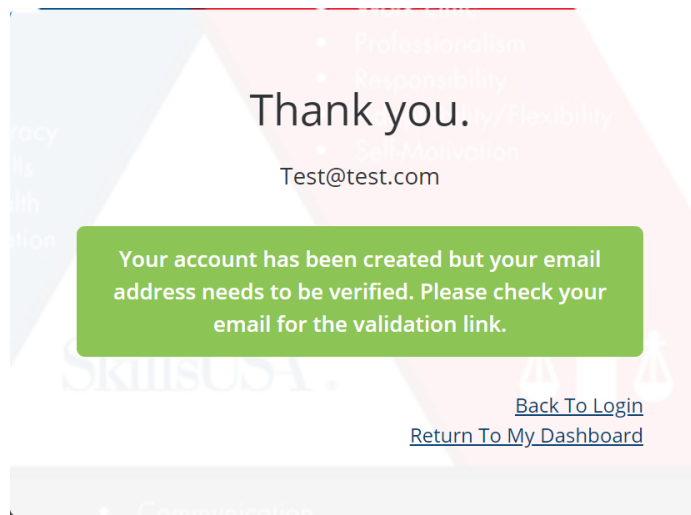
- d. COMPLETE the profile and click “SIGN UP” at the bottom. Students MUST complete ALL “Required” questions and must enter a valid email address.

Sign Up

To use the key OCuZvUmRqNBRnVkibHnG, please sign up for a new account or login to an existing one.

First Name	Required
<input type="text"/>	
Middle Name	
<input type="text"/>	
Last Name	Required
<input type="text"/>	
Email	Required
<input type="text"/>	
Password	Required
<input type="text"/>	
Re-enter Password	Required
<input type="text"/>	
Phone Number	
<input type="text"/>	
Address	Required

-
-
- e. After completing your profile information, you will see this message on your screen:



- f. Check your email for the email that contains the account validation link.
- g. You will then be taken to your personal learner dashboard
- h. Click on the "**Menu**" icon in the upper-right hand corner of the screen.
- i. Select "**My Courses**" from the dropdown list.
- j. Click **Start** to begin the course.

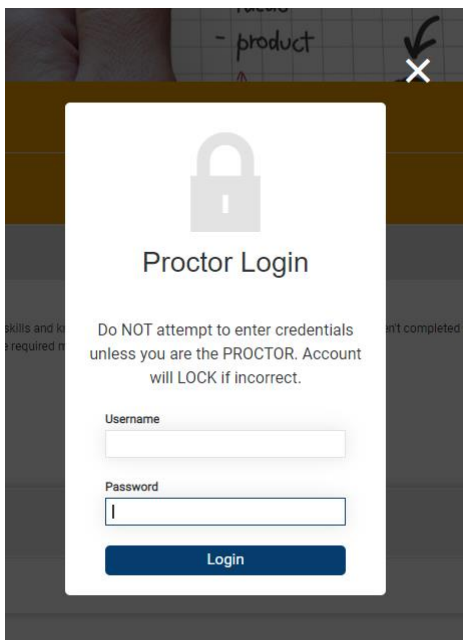
Note: You can access your course any time by logging into your account at absorb.skillsusa.org and selecting "**My Courses**" from the dropdown list.

If your students do not receive a verification email please contact a support coach at 844-875-4557 or careeressentials@skillsusa.org.

SkillsUSA Learning Management System - LMS

How to Access a Proctored Assessment

1. Login to your account at absorb.skillsusa.org.
2. Click the **Menu** icon in the upper-right hand corner of your screen (3 horizontal lines.)
3. Click **My Courses** from the dropdown menu.
4. Click **Start** to begin the assessment.
5. A “Proctor Login” box will appear. Do not enter your own username and password. **Your instructor will type the Proctor username and password for you. If taking the assessment remotely/from home, ask your instructor for the username and password.**



Proctor Login

Do NOT attempt to enter credentials unless you are the PROCTOR. Account will LOCK if incorrect.

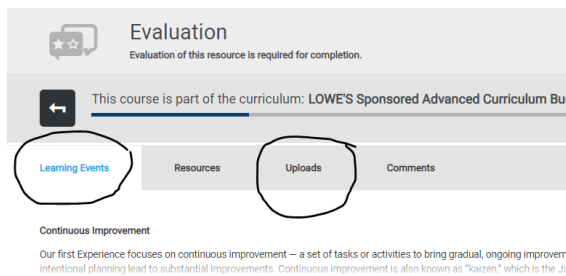
Username

Password

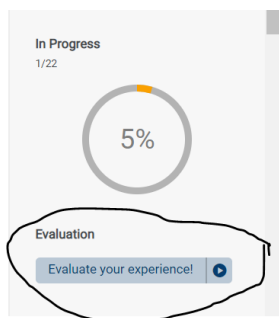
Login

SkillsUSA Learning Management System - LMS How to Complete a Unit in Career Essentials

1. Login to your account at absorb.skillsusa.org.
2. Access your course by clicking the **Menu** icon and selecting **My Courses** from the dropdown menu.
3. Complete all the learning events in the **Learning Events** tab (circled below). A project activity is marked “**Complete**” as soon as you open it, but it is not actually complete until it has been uploaded into the **Uploads** tab (also circled below). Be sure to upload your work for each project activity.



4. Click the “**Evaluate your experience button**” (pictured below) to give your feedback of the course. After you have evaluated the unit, you will be able to begin the next unit. If you have completed all your project activities, but are unable to evaluate your unit, this means that your instructor has not yet approved all your submitted Capstone Artifacts for the unit.



5. Once you have completed these steps, the course progress calculator will show 100% and you will be able to begin the next unit.

SkillsUSA Learning Management System - LMS How to Complete Capstone Artifacts (Career Essentials Only)

1. Login to your account at absorb.skillsusa.org.
2. Click the **MENU** icon (3 horizontal line on top right corner of your screen).
3. Click **My Courses** on the dropdown menu to access your course.
4. Click the **Enroll, Start, or Resume** button to re-enter your course.
5. Click the **Enroll, Start, or Resume** button to re-enter your current unit.
6. In the advanced course or adult learner course, some project activities are marked "**Capstone Artifacts.**" (In the fundamental course, they are called "**Final Action Plans.**") These are special project activities that occur in every unit. Keep your copy of your Capstone Artifacts, as you will submit them again in Unit 6. To complete a Capstone Artifact, click "**Start**" to read your project. Complete your work in a new file (such as a Word .doc) and upload it following the same steps as any other project activity. Your instructor must approve your Capstone Artifacts for you to proceed to the next unit.

Example: Going Above and Beyond is one of the Capstone Artifacts in the advanced and adult learner course. Capstone Artifacts are clearly marked.

▶ Going Above and Beyond (Capstone Artifact - create your own document) Start

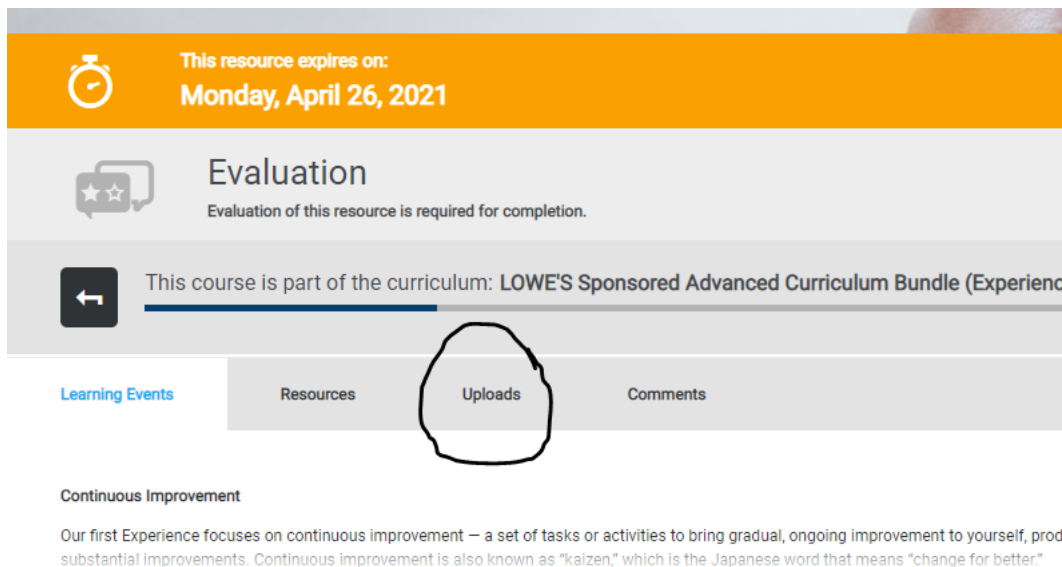
Status: Not Started

In this activity you will research job opportunities in your field and obtain a job description. You will analyze the job description and identify two or three ways you could take the initiative to go "above and beyond" the expected duties, and reflect on ways you have gone above and beyond what is expected in your role as a student.

SkillsUSA Learning Management System - LMS

How to Replace a Project Activity

1. Login to your account at absorb.skillsusa.org.
2. Click the **Menu** icon in the top-right corner of your screen. (3 horizontal lines.)
3. Select **My Courses** from the dropdown menu.
4. Click **Resume** to re-enter your course.
5. Click the orange **Resume** button to re-enter your current unit.
6. Click the **Uploads** tab *pictured below).

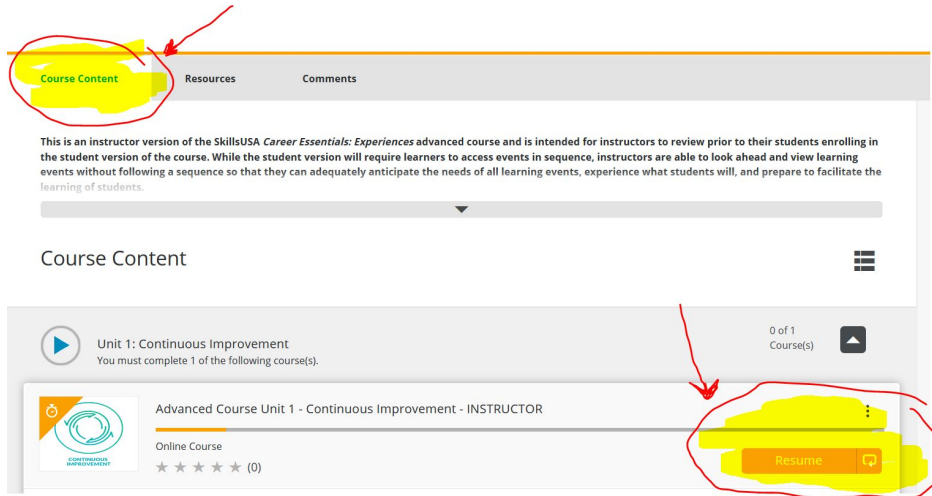


7. After uploadng project activity, the “Upload” button will change to a light blue “**Replace**” button. If you need to replace your project activity with a new file, you must first ask your instructor to delete your first uploaded file. After your instructor deletes your first upload, you will be able to click the “**Replace**” button to upload a new file.



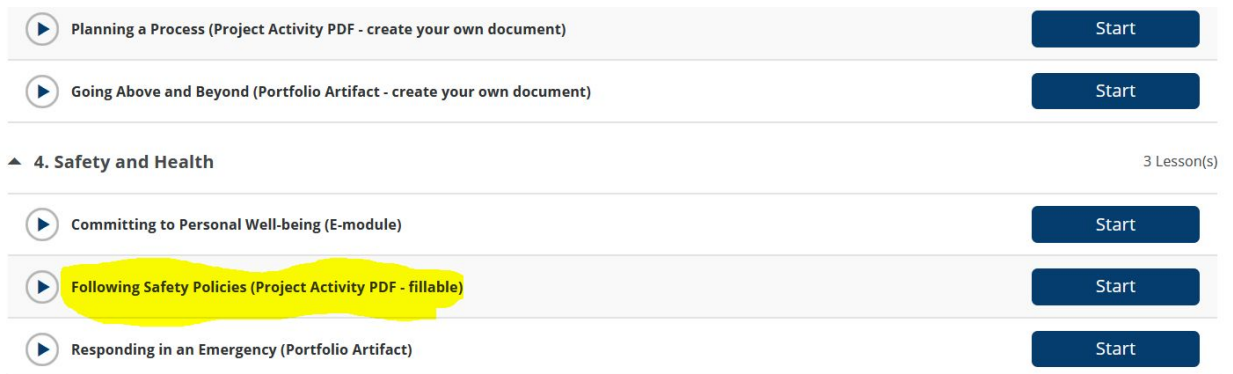
How to Upload A Project Activity

1. Login to your account at absorb.skillsusa.org.
2. Click the **Menu** icon in the upper right hand corner of your screen.
3. Click **My Courses** from the dropdown menu and start or resume your course.
4. You start off in the **Course Content** tab (circled below). Click the **Start** or **Resume** button.



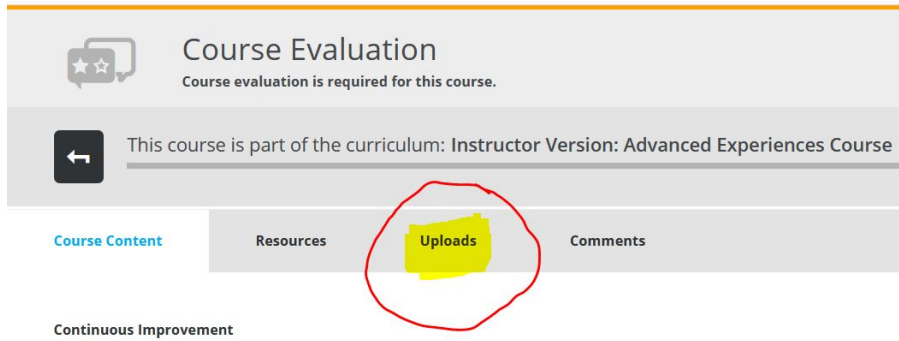
The Career Essentials advanced course is pictured in this document as an example.

5. Click "**Start**" to view your project activity or task. Below a project activity is highlighted.



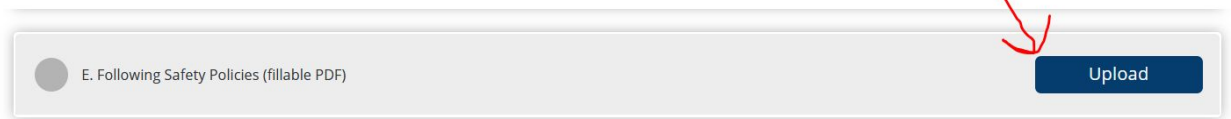
6. Some PDFs are fillable (like this one). When the PDF opens, click the download icon.
7. Go to your **Downloads** folder (on your computer) to open the PDF on your computer.
8. If your PDF is fillable, you can type directly into it. Make sure **SAVE** your finished document on your computer..

9. Click the **"Uploads"** tab (indicated below).



The screenshot shows a course evaluation interface. At the top, there is a header with a star icon and the text "Course Evaluation" and "Course evaluation is required for this course." Below this is a navigation bar with a back arrow icon and the text "This course is part of the curriculum: Instructor Version: Advanced Experiences Course". The main navigation area contains four tabs: "Course Content", "Resources", "Uploads", and "Comments". The "Uploads" tab is highlighted in yellow and circled in red. Below the navigation area, the text "Continuous Improvement" is visible.

10. Click the **Upload** button on the corresponding project activity to select your document for upload.

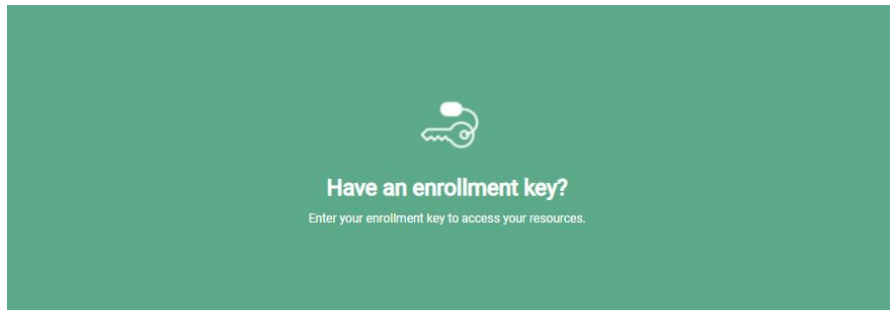


The screenshot shows a project activity card with a grey background. On the left, there is a circular icon and the text "E. Following Safety Policies (fillable PDF)". On the right, there is a dark blue button with the text "Upload". A red arrow points to the "Upload" button.

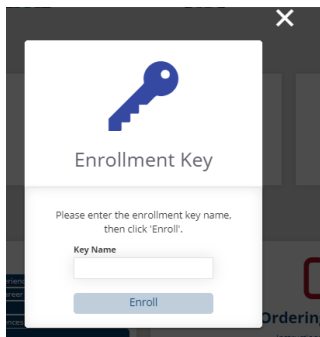
11. If you need to replace an upload, ask your instructor to **delete** your first upload.

SkillsUSA Learning Management System (LMS) How To Use An Enrollment Key (Student Already Has an Account)

1. Login to your learner account at absorb.skillsusa.org.
2. On the Learner Dashboard click the “**Have an enrollment key?**” tile.



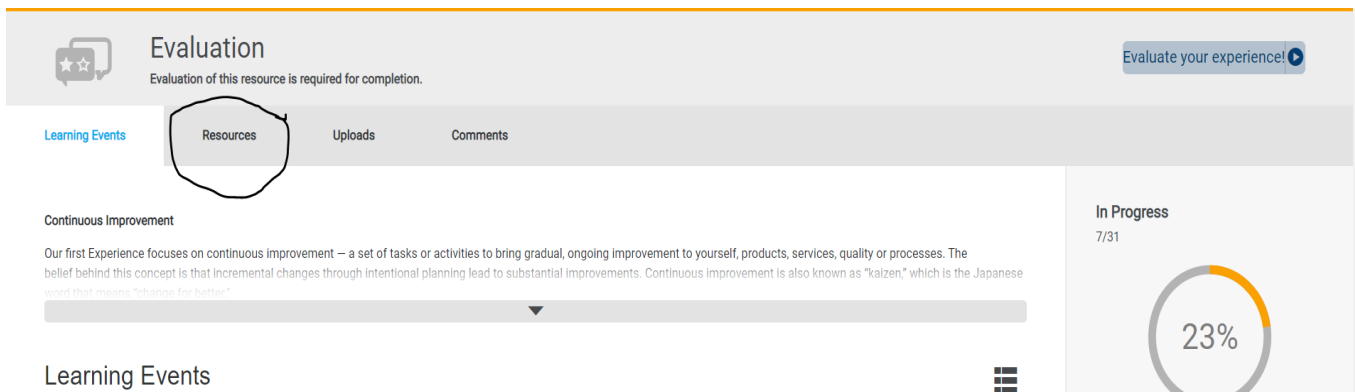
5. Enter the enrollment key for your new assessment or course provided by your instructor in the *Key Name* field and click **Enroll**.



6. Click **My Courses** to begin.
7. Access the course later by clicking the **Menu** icon (3 lines in the corner of your screen) and **My Courses**.

SkillsUSA Learning Management System - LMS How to Access Student Resources (Career Essentials)

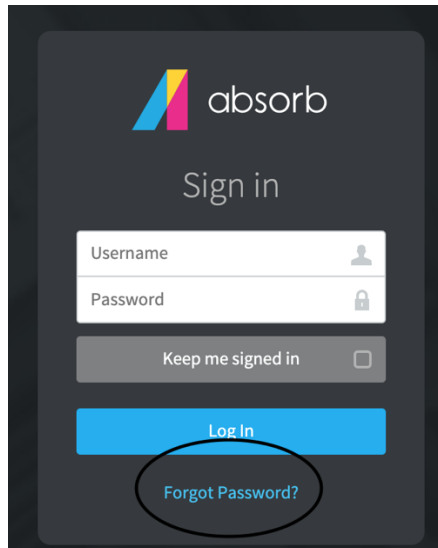
1. Login to your account at absorb.skillsusa.org.
2. Click the **Menu** icon in the upper-right hand corner of your screen.
3. Click **My Courses** to access your course.
4. Click **“Start”** or **“Resume”** to enter your Career Essentials course and unit.
5. Click the **“Resources”** tab (circled below) to view helpful tools for the unit.
Notice also the curriculum (before you enter a unit) also has a **“Resources”** tab.



The screenshot displays the SkillsUSA Learning Management System interface. At the top, there is a header with a star icon and the word "Evaluation". Below this, a message states "Evaluation of this resource is required for completion." and a button labeled "Evaluate your experience!" is visible. The main navigation menu includes "Learning Events", "Resources" (which is circled in black), "Uploads", and "Comments". The "Resources" section is currently active, showing a "Continuous Improvement" section with a paragraph of text and a progress bar. On the right side, there is a "In Progress" section showing "7/31" and a circular progress indicator at "23%". A hamburger menu icon is located in the bottom right corner of the main content area.

SkillsUSA Learning Management System (LMS) How to Reset Your Password (Instructor)

1. Navigate to: <https://absorb.skillsusa.org/Admin/Login>
2. Enter your Username (email address).
3. Click on the "Forgot Password" feature.



4. Check your email to obtain your new temporary password.

If you do not receive an automated email, please contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or call (844) 875-4557.