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## NJDOE Learning Management System (LMS) FAQ Guide

*Tailored for Teachers, School Administrators & District Administrators*

### General Questions

#### ***What is the NJDOE Learning Management System (LMS)?***

A centralized platform that enables the New Jersey Department of Education to deliver, track, and manage professional learning and resources to educators and administrators across New Jersey.

#### ***Who has access to the NJDOE LMS?***

Teachers, School Administrators, District Administrators, and the New Jersey Department of Education.

### Getting Started: First-Time User Registration

#### ***I'm new to the NJDOE LMS—where do I begin?***

1. Visit the [NJDOE LMS webpage](#) and click the NJDOE Learning Management system link on the right-hand side of the page to access the LMS.
2. Once you are on the site, click on the Sign-Up button, enter your information, and use your **personal email** to register for the LMS.\*\*

\*\*District Administrators: Under the School/District Name dropdown, please search for your District and select the District Administrator option (ex: \*District Admin – ABC PUBLIC SCHOOLS DISTRICT)

3. Once you have registered, you will receive an email confirming your registration and welcoming you to the LMS.

PLEASE NOTE: Most courses will function with popular browsers (Firefox, Chrome, Edge). Please turn off browser pop-up blockers to ensure you can access training activities that launch in a new window.

### Access and Login

#### ***How do I access the LMS?***

Visit the [NJDOE LMS webpage](#) and click the NJDOE Learning Management system link on the right-hand side of the page to access the LMS and log in using the LMS credentials that you created when you registered. For reference, the email address you registered with is your username.



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## ***I forgot my password—what now?***

Click “Forgot Password?” on the login page and follow the instructions to reset or use [this password reset link](#) to trigger the reset password email.

## ***Didn’t receive email confirming registration?***

Please contact [NJDOELMS@doe.nj.gov](mailto:NJDOELMS@doe.nj.gov).

## ***Link to YouTube videos not working?***

LMS YouTube videos use the **yout-ube.com** domain, which should be added as an approved domain name for your district. It is a proxy site that hosts ad-free viewing of YouTube videos, safe for use within the LMS and separate from the main YouTube domain.

## ***Which email should I use when registering?***

Please use a personal email address when registering for the LMS. This will ensure that you continue to have access to your content, even if you move to another district.

## **For Users**

### ***How do I search for courses?***

You can search for courses in multiple ways:

1. The “Explore Training” section on the home page has three ways to search training:

- Click on the “All Training” button to see the Learning Catalog,
- Click on the “By Program” button to see training opportunities listed by Program, and
- Click on the “By Role” button to see training opportunities listed by Role type.

Explore Training

All Training 🔍

By Program 🔍

By Role 🔍

All Training 🔍

By Program 🔍

By Role 🔍

2. Click on the Browse button on the top-left corner of the homepage and proceed to select the Learning Catalog that pops up below, OR
3. Type in the course you are looking for in the search bar in the top-right corner of the homepage.

### ***How do I enroll into a course?***

You can enroll in courses multiple ways:

1. Search the 'Learning Catalog' to browse offerings. Once you find the course you are interested in, click on it to open course information and overview. Select “Launch” to begin the course.



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2. On the homepage, select the “ME” tab at the top left of the page.



Browse

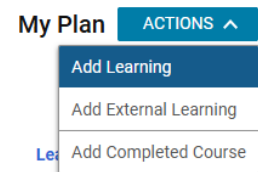
HOME

ME

WORKSPACES

GROUPS

Once that opens, next to My Plan, select the Actions dropdown and select “Add Learning” and search the catalog for the course you are interested in taking.



Once you find your course, click the plus sign icon on the far-right of the table (under the “Select” column) and once selected, click the blue “Register” button on the bottom-right below the table.

3. Please note: First-time users can also check the “Start Learning” section under the Help menu for additional guidance, if needed.

## ***How do I track my progress or completed courses?***

You can access your training records directly from the “My Training” section on the home page by selecting either the “My In-Progress Training” or “My Completed Training” buttons,

### **My Training**

My In-Progress Training

My Completed Training

or by going to the Me tab on top-left of the homepage.

***I selected buttons from the “My Training” or “Explore Training” sections on the home page and it brought me to a new window. How do I get back to the home page?***

You can always access the home page from any other page by clicking on the NJDOE LMS logo in the top left corner of the screen.



## ***Will there be new courses added overtime?***

Yes. The NJDOE will be adding additional course offerings in the future.





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## Technical Support & Help

### *Who do I contact for technical issues?*

Email [NJDOELMS@doe.nj.gov](mailto:NJDOELMS@doe.nj.gov) for support with login or platform errors.

### *What if I have course content-related questions?*

Refer to the contact listed within the course or email the course owner.

## Privacy & Security

### *Is my information safe on the LMS?*

Yes. The LMS complies with all privacy laws, including FERPA.

## Helpful Resources for First-Time Users

### *Where can I find new user help resources?*

Click on your avatar icon (top-right corner of the homepage) and select “Help.” You can explore help modules like “I’m new-show me around,” “Start Learning,” and “Plan your Work.” These help modules offer intuitive guidance modeled after Saba Cloud’s user onboarding.

