



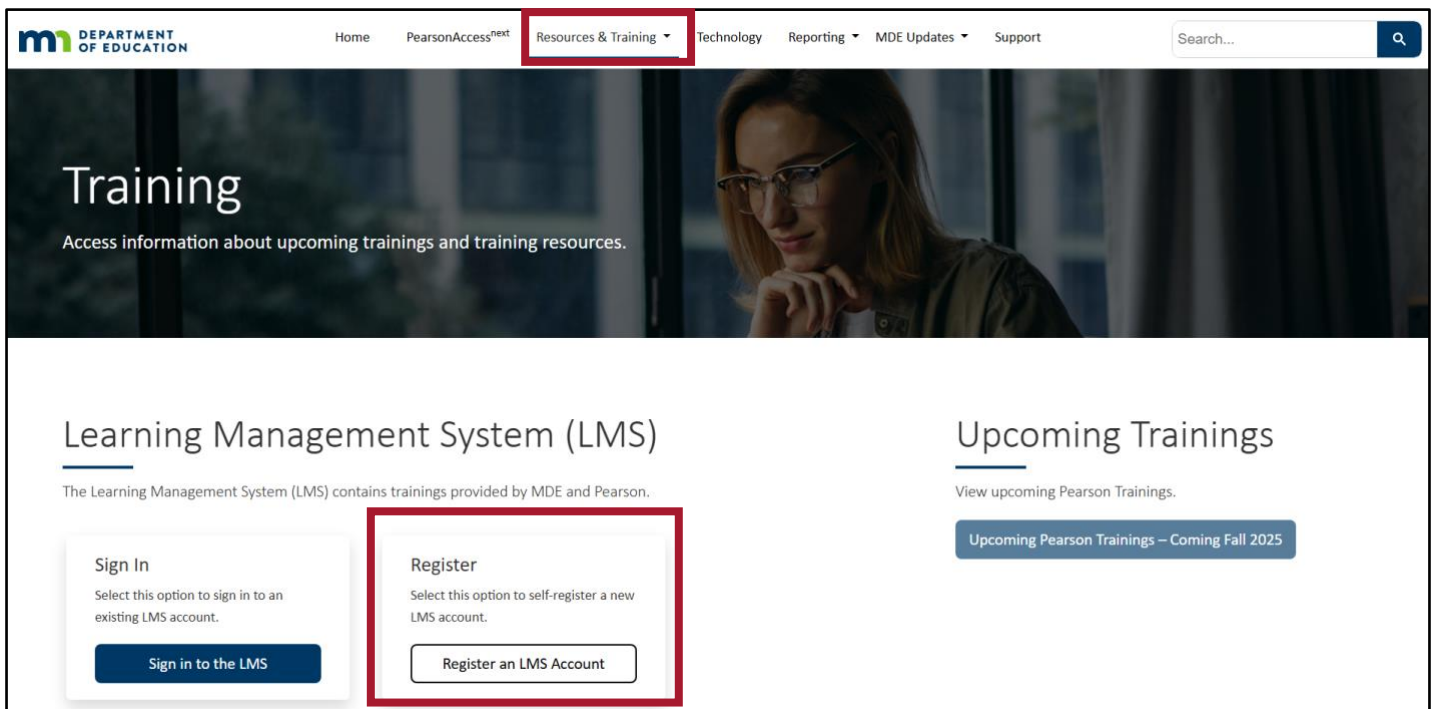
Learning Management System (LMS)

Self-Registering an LMS Account

Introduction

This quick guide provides instructions on self-registering a Learning Management System (LMS) account. Note: For LMS Learners who already have an LMS account, either through self-registration or by having a PearsonAccess Next account, refer to the [Signing in to the Learning Management System \(LMS\)](#) quick guide (Minnesota Assessment Hub > Resources & Training > Training).

From the Minnesota Assessment Hub (mn.mypearsonsupport.com), select the “Resources & Training” dropdown menu and then select “Training” (Minnesota Assessment Hub > Resources & Training > Training). To self-register an LMS account, select the “Register an LMS Account” button.



The screenshot displays the Minnesota Department of Education's Training page. The navigation bar at the top includes links for Home, PearsonAccess^{next}, Resources & Training (highlighted with a red box), Technology, Reporting, MDE Updates, and Support. A search bar is located on the right. The main heading is "Training" with the subtext "Access information about upcoming trainings and training resources." Below this, there are two primary sections: "Learning Management System (LMS)" and "Upcoming Trainings". The "LMS" section includes a description and two options: "Sign In" and "Register". The "Register" option is highlighted with a red box and includes a button labeled "Register an LMS Account". The "Upcoming Trainings" section includes a link to "View upcoming Pearson Trainings" and a button for "Upcoming Pearson Trainings – Coming Fall 2025".

Self-Register an LMS Account

1. On the LMS Registration page, complete the following fields:

- Full Name: Required; enter your first and last name.
- Email: Required; enter your district or school email address. Note: This needs to be the same email address used to create your Adobe account.
- District: Required; use the search field to find your district by name or organization number. Select the checkbox next to the district name. Note: You can select more than one district, if needed.
- School: Required; use the search field to find your school by name or organization number. Select the checkbox next to the school name(s). Note: You can select more than one school, if needed.

Note: A maximum of 20 districts and schools can be selected.

Tip: If you primarily work at the district and are not assigned to an individual school, select at least one school associated with the district. Selecting the correct district is the most important part of registration, as Managers (DAC users in PearsonAccess Next) are responsible for tracking all training completions at the district.



LMS Registration

Districts

Select all affiliated districts. ⓘ

☐

A.C.G.C. PUBLIC SCHOOL DISTRICT (2396-01-000)

☐

ACADEMIA CESAR CHAVEZ CHARTER SCHOOL (4073-07-000)

☐

ACADEMIAS LA PAZ (4073-07-000)

☐

ACADEMIC ARTS HIGH SCHOOL (4119-07-000)

☐

ACHIEVE LANGUAGE ACADEMY (4018-07-000)

☐

ADA-BORUP PUBLIC SCHOOL DISTRICT (2854-01-000)

☐

ADA-BORUP WEST PUBLIC SCHOOL DISTRICT (2854-01-000)

Schools

Select all affiliated schools. ⓘ

☐

112 ALC INDEPENDENT STUDY (0112-01-067)

☐

112 ALC MIDDLE SCHOOL (0112-01-066)

☐

180 DEGREES / YOUTH SHELTER (0742-01-044)

☐

196Online Elementary (0196-01-766)

☐

196ONLINE HIGH SCHOOL (0196-01-067)

☐

196Online Middle School (0196-01-066)

☐

196Online West Elementary (0196-01-066)

Register

Already have an account? [Login](#)

Review your selections. It is important to select the correct district and school(s) so your District or School Assessment Coordinator can view your record of completed trainings.

Tip: Confirm the first six digits of the school organization number matches the district number (for example, 0000-00). Since there may be schools with the same or similar name throughout the state, this ensures you are selecting the correct school within your district. If a self-registered account was set up incorrectly, contact the Pearson help desk at (888) 817-8659 or submit a Pearson [help desk request](#) (Minnesota Assessment Hub > Support). Pearson will reset the Learners account. When the Learner signs into the LMS they will be directed to re-register their account. Only Pearson can reset a Learner's LMS registration.

2. Select "Register."

- A "Success! Click here to login." message will appear. Select "Click here to log in" to log in to the LMS.
- Proceed to Step 3 to sign in to the LMS.


LMS Registration

Braden Hiebner

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Districts
Select all affiliated districts. ⓘ

MDE

☒ MDE ASSESSMENT CONTROL DISTRICT (5555-09-000)

Schools
Select all affiliated schools. ⓘ

5555-09-

☐ MDE ASSESSMENT CARE PROGRAM (5555-09-201)
☐ MDE ASSESSMENT ELEMENTARY (5555-09-101)
☒ MDE ASSESSMENT HIGH SCHOOL (5555-09-401)
☒ MDE ASSESSMENT MIDDLE SCHOOL (5555-09-301)
☐ MDE ASSESSMENT PM CONTROL SCHOOL (5555-09-501)

Register

Success! Click [here](#) to login.

Already have an account? [Login](#)

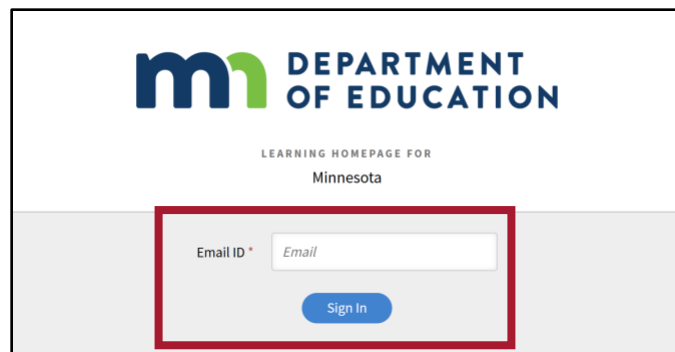
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- If you did not enter the required information correctly, an error message(s) will appear:
 - Please enter first and last name.
 - Please enter a valid email address.
 - Please select at least one district.
 - Please select at least one school.
 - Maximum selection limit reached. Please limit selections to a total of 20 districts and schools combined.

Please enter first and last name.
Please enter a valid email address.
Please select at least one district.
Please select at least one school.

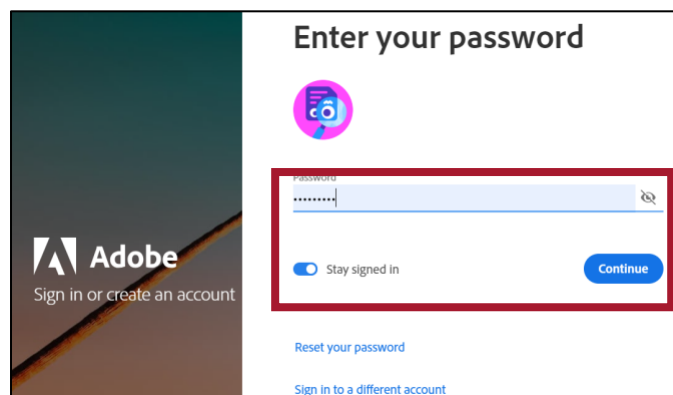
3. To [sign in to the LMS](#), enter the email address used to self-register your LMS account and select "Sign In."

Note: If you do not have an Adobe account associated with the email address, skip to step 5.

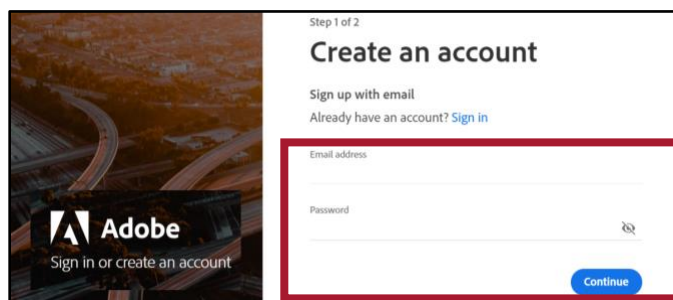


4. Enter the password in the password field and select "Continue." If you forgot your password, select "Reset your password."

Tip: To avoid signing into Adobe each time, select the "Stay signed in" toggle.

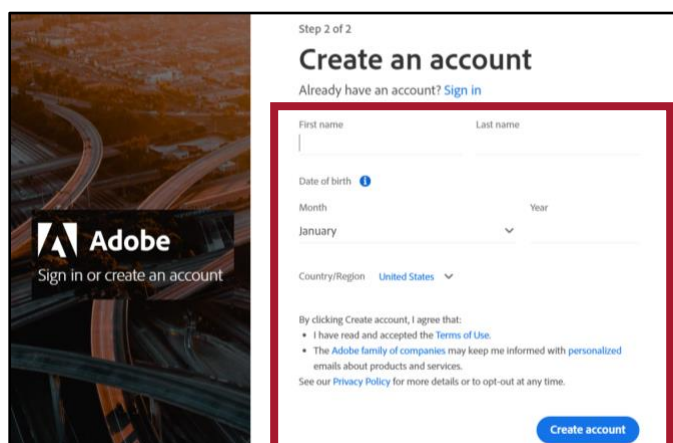


5. If you do not have an Adobe account associated with your district email, you will be directed to create an Adobe account. Enter your district email address, create a password, and select “Continue.”

The screenshot shows the Adobe 'Create an account' page, Step 1 of 2. The page has a dark background on the left with the Adobe logo and 'Sign in or create an account' text. The right side is white with the title 'Create an account' and 'Step 1 of 2'. Below the title, it says 'Sign up with email' and 'Already have an account? Sign in'. There are two input fields: 'Email address' and 'Password'. A red rectangular box highlights these two fields. At the bottom right, there is a blue 'Continue' button.

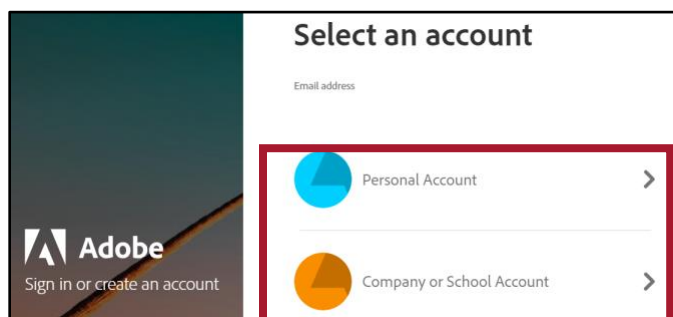
6. Enter basic demographic information, including first name, last name, and date of birth, and then select “Create Account.”

Note: Legislation requires the collection of date of birth for age verification and website authentication.

The screenshot shows the Adobe 'Create an account' page, Step 2 of 2. The page has a dark background on the left with the Adobe logo and 'Sign in or create an account' text. The right side is white with the title 'Create an account' and 'Step 2 of 2'. Below the title, it says 'Already have an account? Sign in'. There are several input fields: 'First name', 'Last name', 'Date of birth' (with a dropdown for month and year), and 'Country/Region' (with a dropdown for United States). A red rectangular box highlights these fields. At the bottom right, there is a blue 'Create account' button.

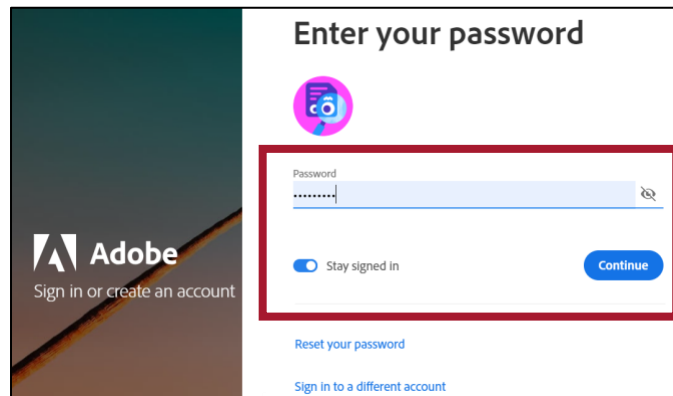
7. Select an account:

- If the Adobe account is associated with a personal email address, select “Personal Account.”
- If the Adobe account is associated with your district or school, select “Company or School Account.”

The screenshot shows the Adobe 'Select an account' page. The page has a dark background on the left with the Adobe logo and 'Sign in or create an account' text. The right side is white with the title 'Select an account'. Below the title, it says 'Email address'. There are two options: 'Personal Account' and 'Company or School Account'. Each option has a colored circle icon and a right arrow. A red rectangular box highlights these two options.

8. Enter the password in the password field and select “Continue.” If you forgot your password, select “Reset your password.”

Tip: To avoid signing into Adobe each time, select the “Stay signed in” toggle.



9. Learners are directed to the Minnesota LMS homepage. Use the menu to the left to navigate the site:

- Home: The **Home** page contains the Learner’s “My Learning List.” This list includes courses the Learner is enrolled in or has started. From here, Learners can select the course tile to launch and complete the training.
- My Learning: The **My Learning** page contains all courses the Learner has enrolled in, started, or completed.
- Catalog: The **Catalog** page contains all courses available to the Learner.

Note: Refer to the [LMS Frequently Asked Questions \(FAQ\)](#) (Minnesota Assessment Hub > Resources & Training > Training) for more information on navigating the LMS and completing courses.



Home



My Learning



Catalog



Skills



Badges

mn MINNESOTA STATEWIDE ASSESSMENTS

My Learning List



Start learning!

All your enrollments in one place

[View My Learning](#)