

UA LMS Guest Portal Instructions

Access to UA Compliance Training for those not affiliated with UA is managed through the [UA LMS guest portal](#). After setting up a profile, the compliance courses may be accessed through the Compliance & Ethics course catalog.

Note: UA faculty, staff, and currently enrolled students should not use these instructions and should instead access the training by logging into [UA LMS](#) with their myBama User ID and password.

Steps to Establish a UA LMS Guest Portal User Profile (Desktop Users)

1. Access the [UA LMS guest portal](#) login page.
2. Click “Register” at the bottom of the sign in window.
3. Enter the required information (Email, First Name, Last Name, Language), check to access the privacy statement and terms of service, and then click “Register.”

Note: To assist in matching your training records back to your MVR form, please make sure to enter the same email address that you supplied with your form.

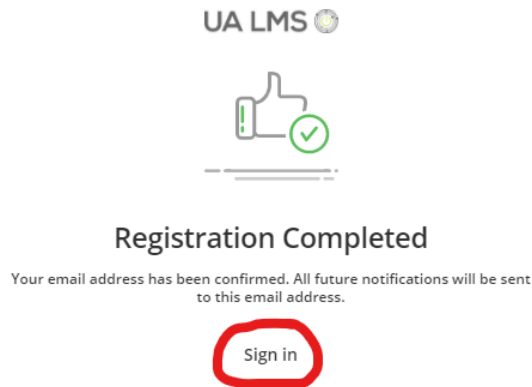
The screenshot shows the 'Register' page with the following elements:

- Register** header with the subtext: "Begin your new learning experience by simply filling out this form."
- A progress indicator bar with a red circle containing the number '1' and the text 'User Profile'.
- Form fields: 'Email (Required)', 'First Name (Required)', 'Last Name (Required)', 'Language (Required)' (dropdown menu), and 'Branch name' (dropdown menu with 'Non-UA' selected).
- Two checkboxes for terms and conditions: "I accept the terms of the privacy statement [View Privacy Policy](#) (Required)" and "I agree with the Terms and Conditions of the service. [View Terms & Conditions](#) (Required)".
- A link: "Already registered? [Sign In](#)".
- A 'REGISTER' button at the bottom right.

4. You will receive an email from hrlearninganddevelopment@ua.edu with the subject line, “Please confirm your registration request.” It will contain your temporary password and a link to confirm your registration. Click the link in the email.

Note: It may take up to a couple of hours to receive the confirmation email. If you do not receive the email after waiting 2-3 hours contact compliance@ua.edu.

5. Click “Sign In,” and enter your email address and password from the confirmation email.



Steps to Establish a UA LMS Guest Portal User Profile (Mobile Users)

The user profile setup process is different for mobile users. Because UA LMS is not fully compatible with mobile web browsers, mobile users should use the Go.Learn mobile app for the best experience.

The Go.Learn mobile app is available for both iOS (including iPads) and Android devices. You can download the app by searching for “Go.Learn” in the [Apple Store](#) or in [Google Play Store](#).

1. Download and install the Go.Learn mobile app.
2. Once the app is downloaded to your device, tap the icon to launch it.
3. On the first page, you will be asked to enter your learning platform’s URL. Enter **<https://ualms.docebosaas.com/guests>**. Then, press Proceed to Login Page.
4. Click “Register”
5. Enter the required information, set up your password, check the agreement statements and click “Register”.
6. You will receive an email from hrlearninganddevelopment@ua.edu with the subject line, “Please confirm your registration request.” Click the link in the email.

Note: It may take up to a couple of hours to receive the confirmation email. If you do not receive the email after waiting 2-3 hours contact compliance@ua.edu.

7. On the login page, enter your email address and password.

Steps to Access and Complete the Training

1. From the UA LMS home page, click on the Compliance Training catalog.



2. Find the 2024 Youth Program Staff Orientation course in the list and click to select it.



3. The course enrollment page will be displayed. Click Enroll.
4. You will receive a confirmation that you have successfully enrolled in the course, click “Start Learning Now.”
5. The course launch page will be displayed. Click “Start Learning Now.”
6. The course will launch. Click “Start Course” and follow the prompts through the course.
7. When you reach the end of the course, return to the course launch page.
8. Click “Download Your Certificate” to obtain your course completion certificate.