

Logging In:

1. In your web browser, type **http://training.lpsdesktop.com**.
2. From the **Welcome** screen of the **LPS Desktop Learning & Resource Portal**, click **Log in**.
3. On the **Login** screen, type your **UserID** and **Password**.
4. Click **Log In**.

Note: If you are logging into the LPS Desktop Learning & Resource Portal for the first time, you might be required to complete the following fields:

- **Security Question**
- **Answer to Security Question**
- **E-mail Address**

Creating your Profile by Registering for the first time:

Note: This section is for REO Brokers and Vendors only.

1. In your web browser, type **http://training.lpsdesktop.com**.
2. From the **Welcome** screen of the **LPS Desktop Learning & Resource Portal**, click **New User**.
3. On the **New User Registration Instructions** screen, select your role from the **Role Selection** drop-down list.
4. At the bottom of the page, select the check box next to the verification statement.
5. On the **New User Registration** screen, complete the following fields:
 - **First Name**
 - **Last Name**
 - **Select Group**
 - **E-mail Address**
 - **Company**
 - **Company Code**
 - **Comments**
 - **User ID**
 - **Password**
 - **Confirm Password**
6. Click **Submit**. Note: Once you submit your registration form, you will be notified by email with your login ID and password.

*Note: In the **Comments** field, please specify company/Service name and/or if you will be utilizing multiple LPS Desktop applications.*

Updating your Profile:

1. Click the **My Profile** link in the upper-right corner of the **LPS Desktop Learning & Resource Portal** screen.
2. Under **My Profile**, click the **Update Your User Profile** link.
3. Under the **Update Your User Profile** screen, change the values in the fields provided.
4. Click **Update Profile**.

Retrieving your User ID:

1. From the **Welcome** screen of the **LPS Desktop Learning & Resource Portal**, click **Log in**.
2. On the **Login** screen, click **Forgot your user ID?**
3. Type your *email address* into the **Email Address** field that is registered in the **LPS Desktop Learning & Resource Portal**.
4. Click **E-mail my user ID**.

Resetting your Password Yourself:

1. From the **Welcome** screen of the **LPS Desktop Learning & Resource Portal**, click **Log in**.
2. On the **Login** screen, enter your user ID and click **Forgot your password?**
3. Under **Reset Password**, type the answer to your security question.
4. Click **Reset my password**.
5. Enter the new password in the **Enter your new password** field, and then in the **Confirm your new password** field.
6. Click **Submit**.

Searching for a Course using SEARCH&LEARN:

1. Locate the **SEARCH&LEARN** pane in the **LPS Desktop Learning & Resource Portal** and type a *keyword* or *phrase* in the **Search for** field.
2. Select a *course category* or **All** from the **Category** drop-down list.
3. Click **Search**. The search results appear in the **Search Results** section.
4. Examine the search results by performing one of the following:

Continue steps on next table -

Searching for a Course using SEARCH&LEARN (cont.):

- Hovering your mouse over the *course title*, and clicking **Show Details**.
 - Clicking the **View More** link for that category.
5. To refine your search results further, type a *keyword* in the **Search within results** field and click **Search** (optional).

Searching for a Course using the Catalog:

1. From the **LPS Desktop Learning & Resource Portal** screen, click **CATALOG** on the navigation pane.
2. Navigate down into the catalog structure to find the *curricula folder* that you are searching for, and click the **expand** icon.
3. To view more information about a course, hover your mouse over the title, and click the **Show Details** link that appears.

Registering for an Instructor-Led Training (ILT) Session

1. Access a course by performing one of the following:
 - Browse the **Catalog** or search for the ILT session using **SEARCH&LEARN**.
 - If you have added an *ILT session* to **MY PLAN**, click **MY PLAN** on the navigation pane and navigate to the *ILT session*.
2. Register for an *ILT session* by performing one of the following:
 - **Option 1:** Select the *title* of the **ILT session** or click the **ILT** icon next to the name of the session to open the session description.
 - **Option 2:** Click the **Sessions** link next to the *ILT session* title. The **Course Detail** screen displays.
3. If *Option 1* is selected, follow steps 4-7. If *Option 2* is selected, follow steps 5-7.
4. From the **ILT Session Description** screen, click the **Launch** icon. The **Course Detail** screen displays.
5. Select the **Session Number** of the session you

Continue steps on next table -

Registering for an Instructor-Led Training (ILT) Session (cont.):

- would like to attend. *Note: You can also view the available session on the **Session Calendar**.*
6. From the **Course Detail** screen that displays, click **Enroll Me**.
 7. You are now registered in the selected session.

Registering for WBT Module Session:

1. Access a course by performing one of the following:
 - Browse the **Catalog** or search for the WBT Module using **SEARCH&LEARN**.
 - If you have added the *WBT Module* to **MY PLAN**, click **MY PLAN** on the navigation pane and navigate to the course.
2. Register for a *WBT Module session* by performing one of the following:
 - **Option 1:** Select the *title* of the **WBT Module** session, or click the **WBT Module** icon next to the name of the session.
 - **Option 2:** Select the **Launch** link next to the *WBT Module* session title. The **WBT Module Session** will launch.
3. If *Option 1* is selected:
 - Add the course to your **MY PLAN** by clicking the **Add to MY PLAN** icon. By doing so, the course can be launched directly from your **MY PLAN**.
 - Launch the *WBT* by clicking the **Launch** icon or clicking the **Launch** link. The *WBT* will launch directly from this link.

Registering for an ILT Virtual Session:

1. Access a course by performing one of the following:
 - Browse the **Catalog** or search for the *ILT session* that offers an ILT Virtual session using **SEARCH&LEARN**.
 - If you have added an *ILT Virtual session* to **MY PLAN**, click **MY PLAN** on the navigation pane and navigate to the *ILT Virtual session*.
2. Register for an *ILT Virtual session* by performing one of the following options:

Continue steps on next table -

Registering for an ILT Virtual Session (cont.):

- **Option 1:** Select the *title* of the **ILT session**, or click the **ILT** icon next to the name of the session to open the session description.
 - **Option 2:** Select the **Sessions** link next to the *ILT session* title. The **Course Detail** screen displays.
3. If *Option 1* is selected, follow steps 4-7. If *Option 2* is selected, follow steps 5-7.
 4. From the **ILT Session Description** screen, click the **Launch** icon. The **Course Detail** screen displays.
 5. Under **Sessions for this Course** section, locate the **ILT Virtual Session** icon. Select the **Session Number** of this session. *Note: You can also view the available session on the **Session Calendar**.*
 6. From the **Course Detail** screen that displays, click **Enroll Me**.
 7. You are now registered in the selected session.

Playing a WBT Module online from My Plan:

1. From the **LPS Desktop Learning & Resource Portal**, click **MY PLAN** on the navigation pane and navigate to the course.
2. Hover your mouse over the course title, and click the **Launch** icon.

Launching an ILT Virtual Session:

1. Access the ILT Virtual session by performing one of the following:
 - **Option 1:** Click **MY PLAN** on the navigation pane, and navigate to the *ILT Virtual session*.
 - **Option 2:** Click **Instructor Led Training** on the navigation pane, and navigate to the *ILT Virtual session*.
2. If *Option 1* is selected, follow steps 3-5. If *Option 2* is selected, follow steps 6-7.
3. Hover your mouse over the title of the session that you want to launch, and click the **Launch** link.
4. On the **Course Details** screen, click the **URL** link under the **Session Details** section to

Continue steps on next table -

Launching an ILT Virtual Session (cont.):



















- launch the course.
5. In the **Participant Login** screen, enter your **name** and **email address**, and click **Log In**.
 6. From the **My ILT** screen, under **Instructor Led Training Sessions I Am Enrolled In** section, select the *ILT session* to join, by clicking the link to the session.
 7. Continue launching the session by following steps 4-5.

How to Join Our Mailing List:

1. In your web browser, type **http://training.lpsdesktop.com**.
2. On the **Welcome** screen of the **LPS Desktop Learning & Resource Portal**, click **Join Our Mailing List** link.
3. On the **Join Our Mailing List** screen, type your name in the **Full Name** field and your email address in the **Your email address** field. Click **Submit Form**.

Note: You will receive a notification email notifying you that you have been registered.

Learning & Resource Portal Icons

	Add a Custom Folder
	Add to MY PLAN
	Assigned
	Calendar
	Course Evaluation
	Display a printable certificate of completion
	Displays printable detailed report for a course
	Resource Materials; eBriefing & ePresentation; Web-Based Training; Computer Assistance Tests (CATs); Asynchronous Learning Activity (ALA)
	Due Date is Approaching
	Due Date has Passed
	Instructor-Led Training (ILT) Course
	Items with/without Due Dates icon
	Launches a Course
	Learning Program
	Modify the course folder
	Remove Course from MY PLAN
	Started
	Thermometer

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Quick Reference Guide



For the LPS Desktop Learning & Resource Portal, access:
<http://training.lpsdesktop.com>