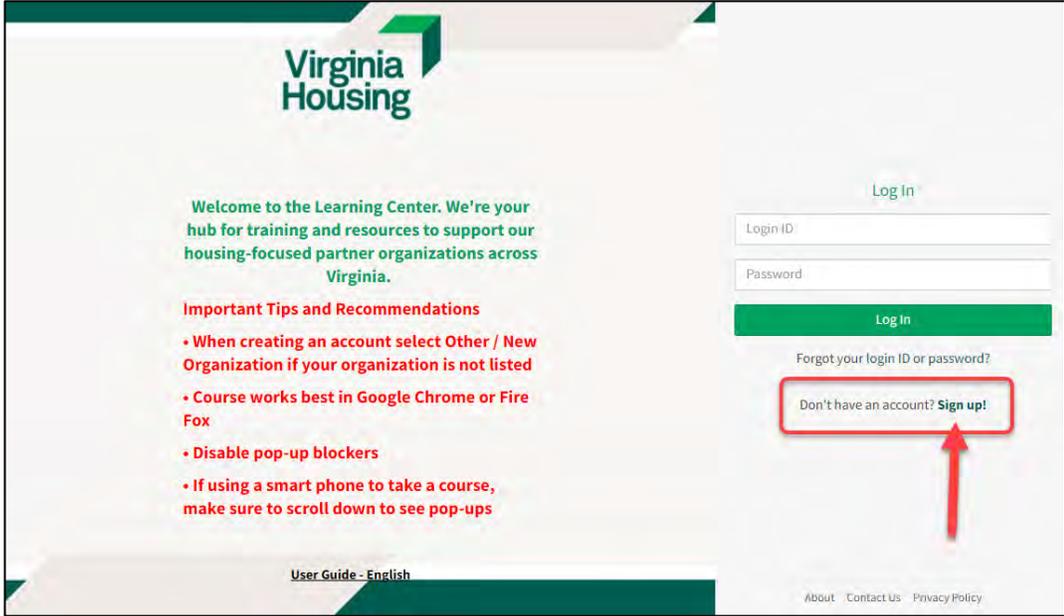
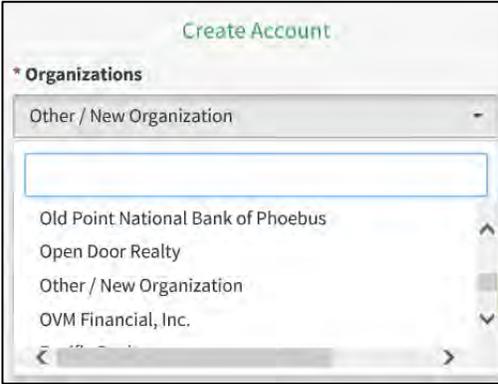
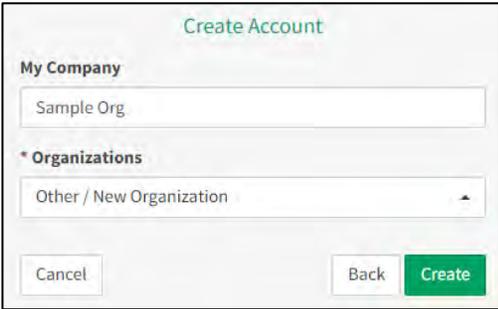
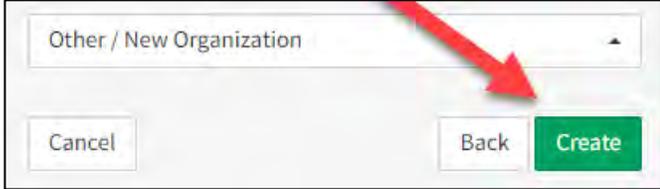
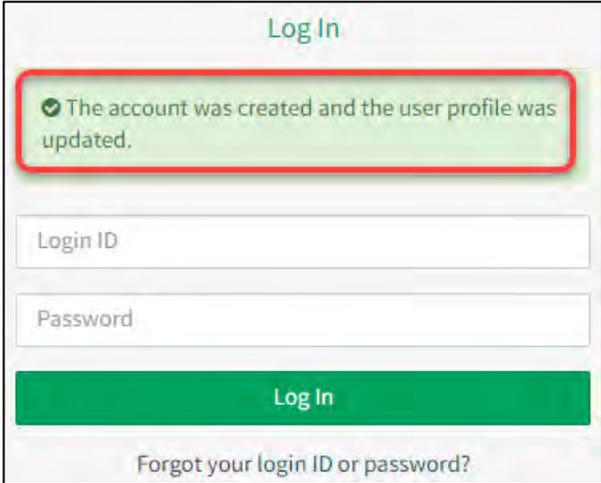


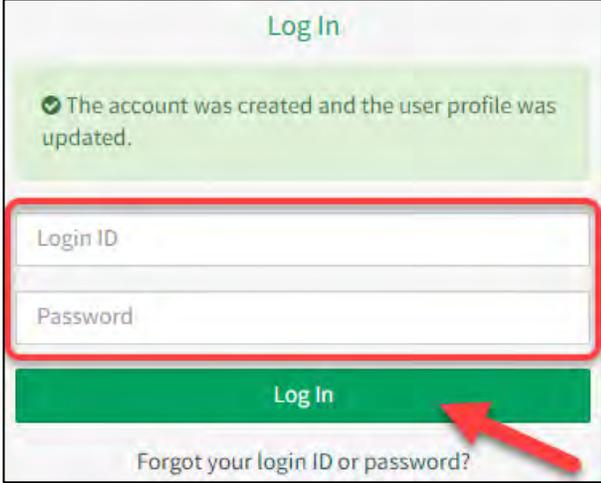
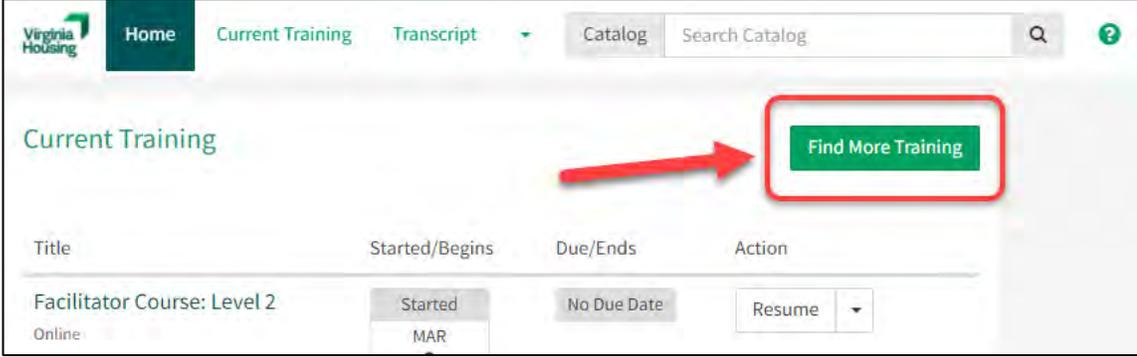
Using the Virginia Housing Partner Portal LMS

Purpose	This guide provides the procedures to create an account, log in, search for and view content, manage a transcript, and save or print any earned certificates in the Partner Portal.
Additional Documentation or Other Resources	<p>LMS Content is classified as one of the following three types.</p> <p>Course: A single piece of learning content. A course may be standalone, part of a curriculum, or required as part of a certification.</p> <p>Curriculum: A group of courses related to the same topic/subject. A curriculum is used to provide a broader base of learning than a single course provides.</p> <p>Certification: A group of pieces of learning content, similar to a curriculum, but requires the user to complete the content and pass an assessment prior to certification.</p>

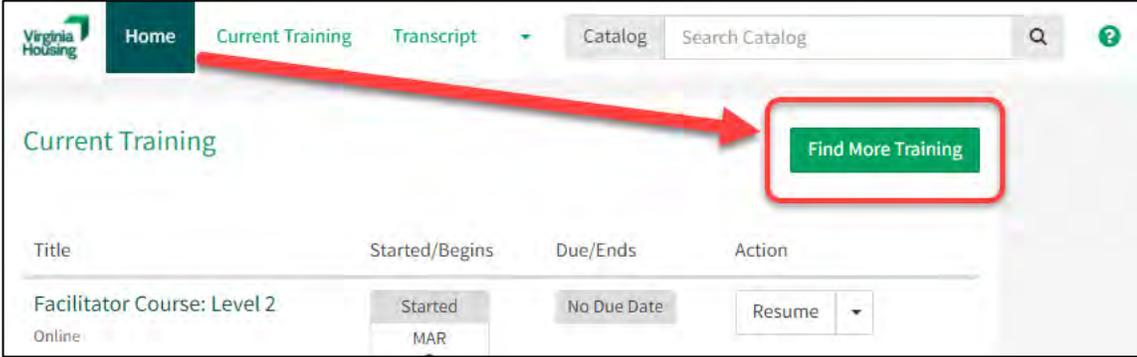
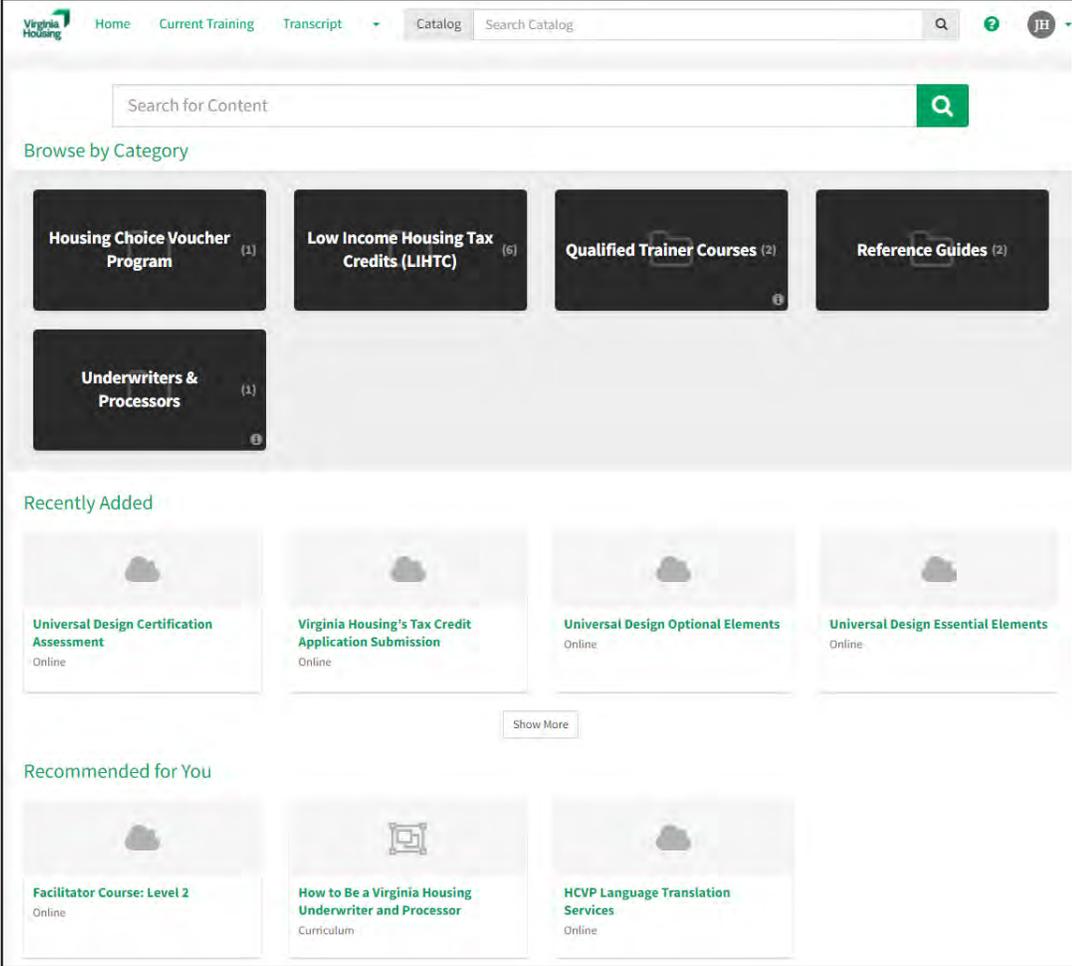
Creating an Account

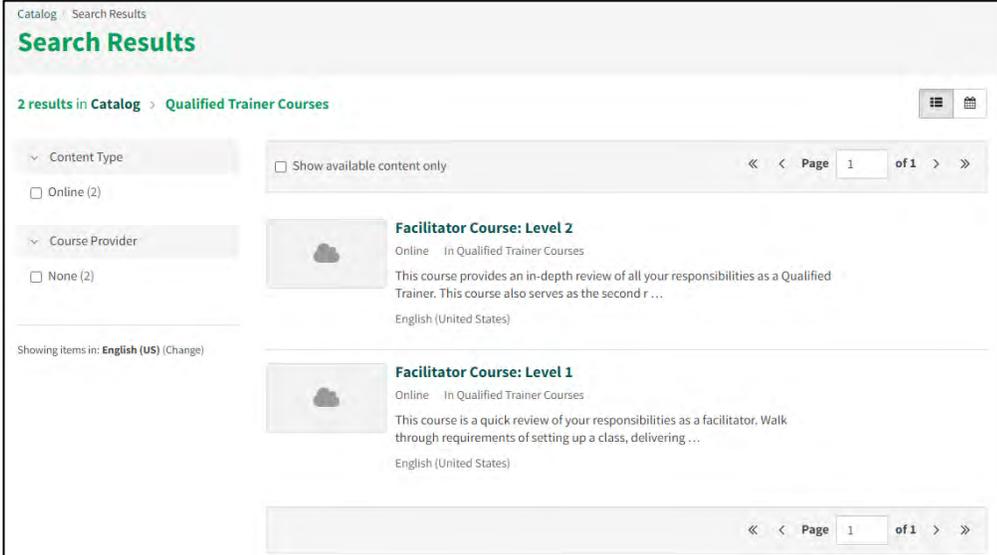
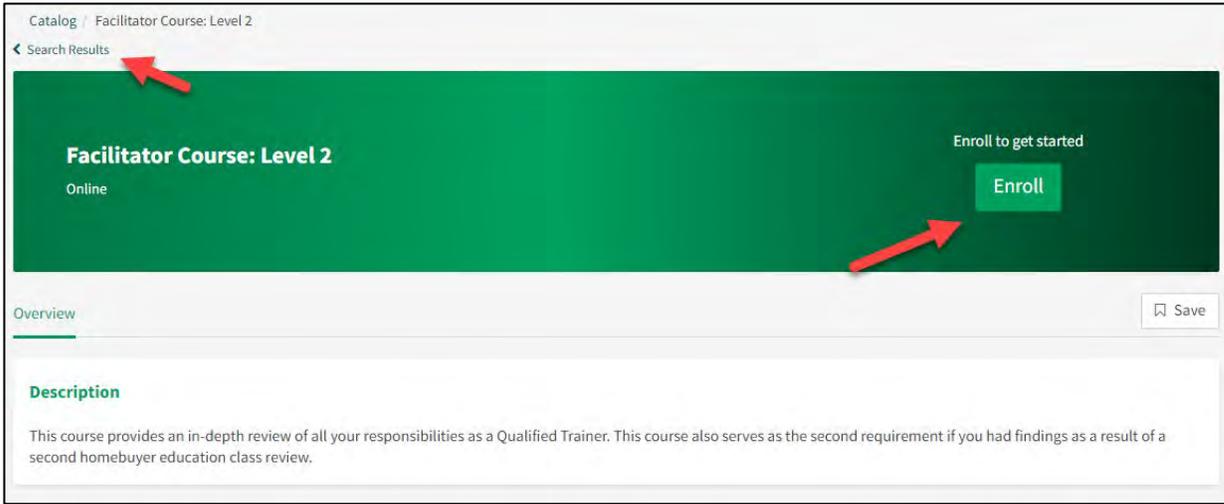
Step	Action
1	<p>The Virginia Housing Learning Center can be accessed at https://vhdapartnereducation.mkscloud.com/.</p> <p>To create a new account, click the Sign Up! link located under the Log In button.</p> 
2	<p>Enter your information into the fields. Fields will display any requirements for length and characters as you enter your information. Click Next to continue.</p> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p>Password must be at least 12 characters long</p> <p>Enter your full legal name. Only one per account; users may not share accounts</p> </div> 

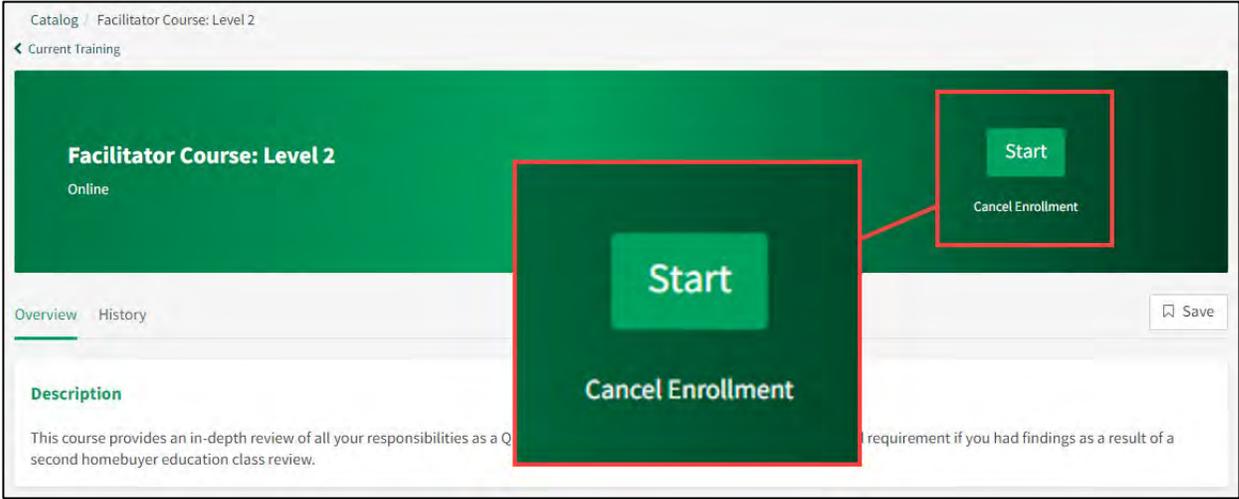
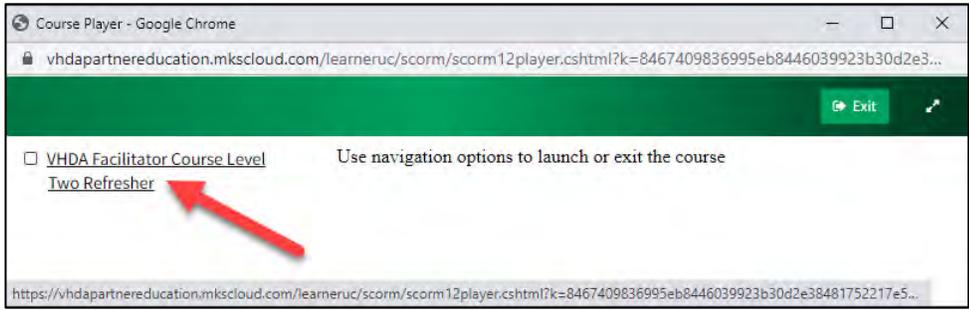
Step	Action
3	<p>Select your organization in the Organizations menu. If your organization is not listed, select Other/New Organization.</p> 
4	<p>If necessary, enter the name of your company into My Company field.</p> 
5	<p>Click Create.</p> 
6	<p>A new login window will appear with a green confirmation bar indicating your account has been created.</p> 

Step	Action
7	<p>Enter your login information and click Log In to log into your account.</p> 
8	<p>If your registration was successful, you will be able to log in and see a screen as follows.</p> <p>Click the green Find More Training button to continue to course enrollment.</p> 

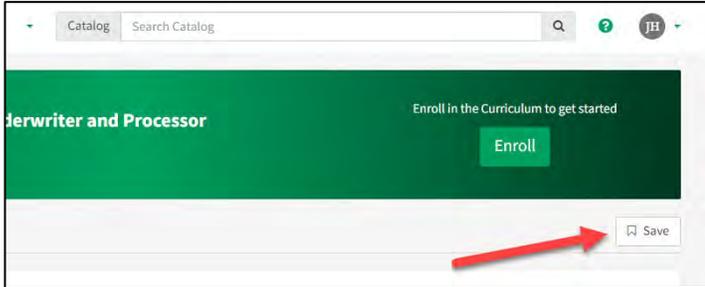
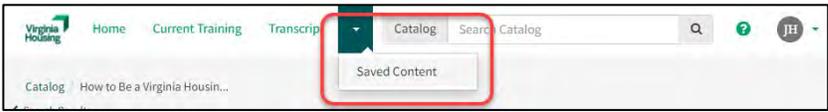
Finding Content in the LMS

Step	Action
1	Log into the Partner Portal if needed.
2	<p>On the Home page, click Find More Training.</p> 
3	<p>The Catalog page appears. Enter search terms to locate specific content; click Browse By Category selections for different categories of training (to be expanded); or click course names in the Recently Added and Recommended for You sections.</p> 

Step	Action
4	<p>If you click a Browse By Category option, or if you search by keyword in the Search for Content field, you'll be presented with all courses related to that category or search in a Search Results form.</p> <p>Content types are classified as follows:</p> <p>Course: A single piece of learning content. A course may be standalone, part of a curriculum, or required as part of a certification.</p> <p>Curriculum: A group of courses related to the same topic/subject. A curriculum is used to provide a broader base of learning than a single course provides.</p> <p>Certification: A group of pieces of learning content, similar to a curriculum, but requires the user to complete the content and pass an assessment prior to certification.</p>  <p>The screenshot shows a 'Search Results' page with the following elements: <ul style="list-style-type: none"> Header: 'Catalog Search Results' and 'Search Results' in green. Summary: '2 results in Catalog > Qualified Trainer Courses'. Filters: 'Content Type' (Online (2)) and 'Course Provider' (None (2)). Options: 'Show available content only' checkbox and pagination 'Page 1 of 1'. Results: Two course cards. The first is 'Facilitator Course: Level 2' (Online) with a description: 'This course provides an in-depth review of all your responsibilities as a Qualified Trainer. This course also serves as the second r ...' and 'English (United States)'. The second is 'Facilitator Course: Level 1' (Online) with a description: 'This course is a quick review of your responsibilities as a facilitator. Walk through requirements of setting up a class, delivering ...' and 'English (United States)'. Footer: 'Showing items in: English (US) (Change)' and another pagination 'Page 1 of 1'. </p>
5	<p>Click a course title to view the Description. If desired, click Enroll to enroll in the course, or click Search Results to return to the list of results.</p>  <p>The screenshot shows a course detail page for 'Facilitator Course: Level 2'. Key features include: <ul style="list-style-type: none"> Breadcrumbs: 'Catalog / Facilitator Course: Level 2'. Navigation: A back arrow and 'Search Results' link (indicated by a red arrow). Course Title: 'Facilitator Course: Level 2' with 'Online' below it. Action: 'Enroll to get started' text above a green 'Enroll' button (indicated by a red arrow). Save: A 'Save' button with a bookmark icon. Section: 'Overview' with a 'Description' sub-section. Description Text: 'This course provides an in-depth review of all your responsibilities as a Qualified Trainer. This course also serves as the second requirement if you had findings as a result of a second homebuyer education class review.' </p>

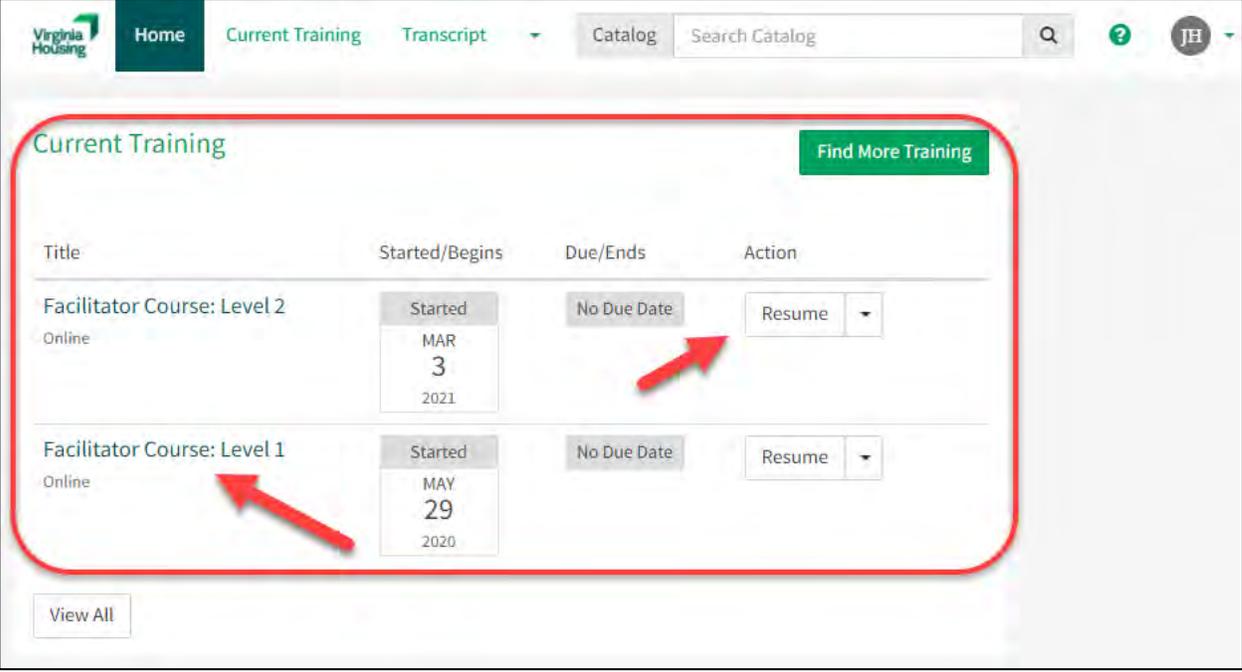
Step	Action
6	<p>Once you enroll in a course, the Enroll button changes to a Start button, and a Cancel Enrollment link appears underneath the button.</p> <p>If you click Cancel Enrollment, the Start button reverts to Enroll, allowing you to re-enroll if you desire.</p> 
7	<p>If you click Start, a Meridian LMS Course Player window appears. Click the course title to launch the course. Click Exit if you want to close the course player.</p> 

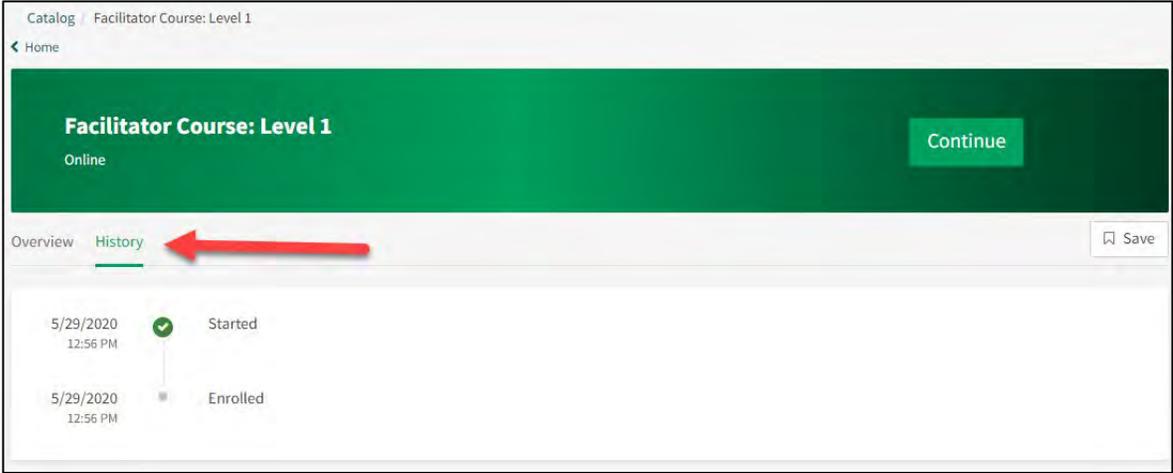
Saving Content

Step	Action
1	<p>To save/bookmark a piece of content without enrolling, click the Save button.</p> 
2	<p>To review your saved items, click Saved Content from the LMS toolbar.</p> 

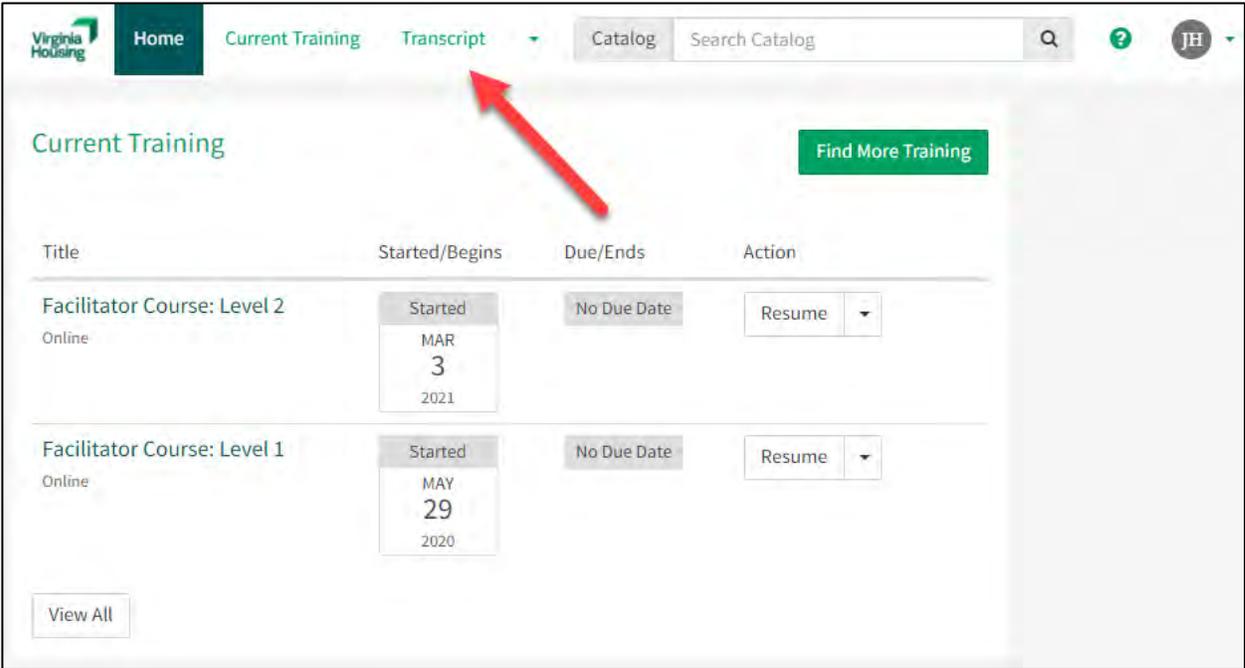
Step	Action
3	<p>The Saved Content page shows any courses or curriculum that you've saved. Click an item title to view its page, or click the Saved icon to remove it from the Saved Content list.</p> 

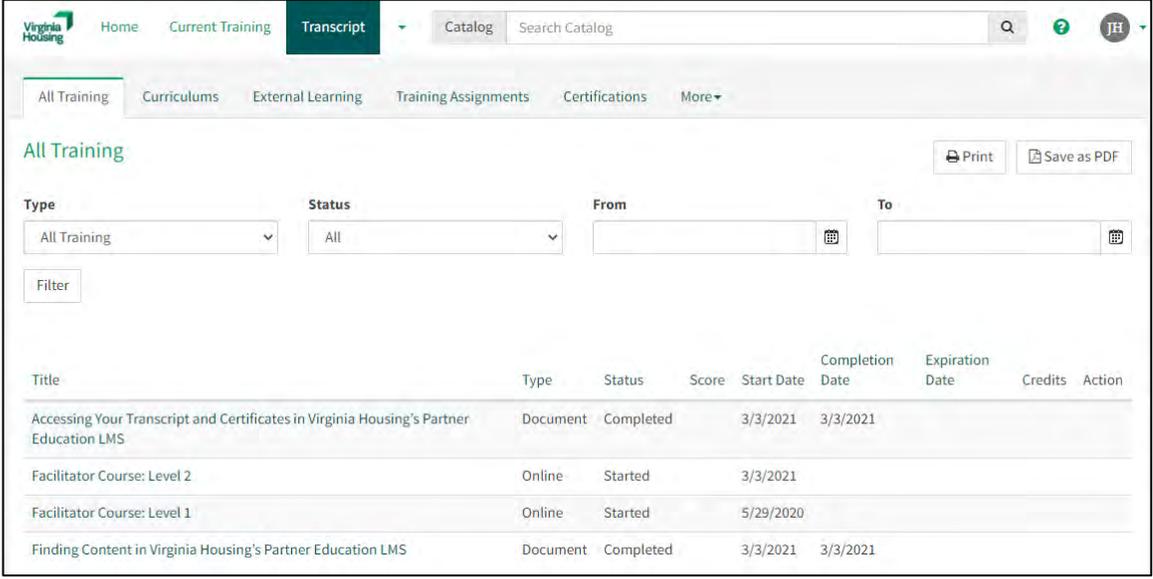
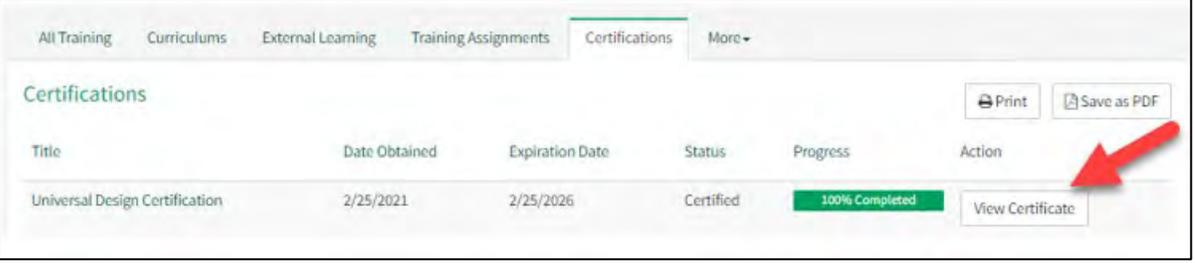
Returning to Content Already Accessed in the LMS

Step	Action
4	<p>In Google Chrome, log in to https://vhdapartnereducation.mksccloud.com/.</p>
5	<p>The Home page appears. Locate the Current Training section. This section will usually show whichever course you were most recently accessing. Click Resume to launch the Meridian LMS Course Player window.</p> <p>To view the course listing, click the course title.</p> 

Step	Action
6	<p>The Course Listing page shows the description of the content, and you can click the History tab to view your progress. Click Continue to launch the Meridian LMS Course Player window, or click Search Results or Home to return to the list of results or Home page, depending on which options are presented.</p> 

Accessing Your Transcript and Certificates

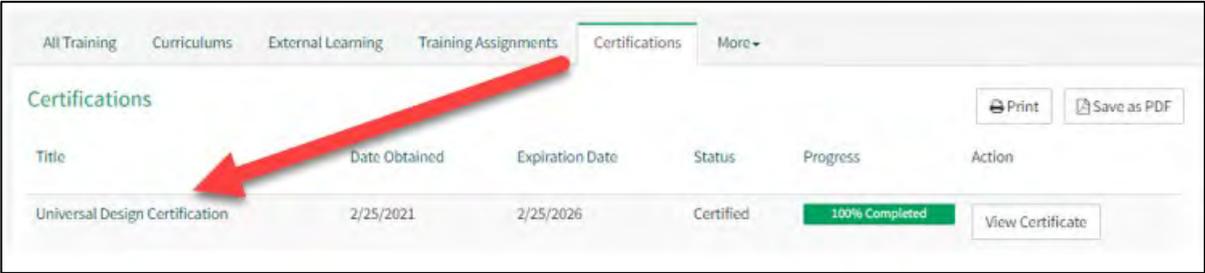
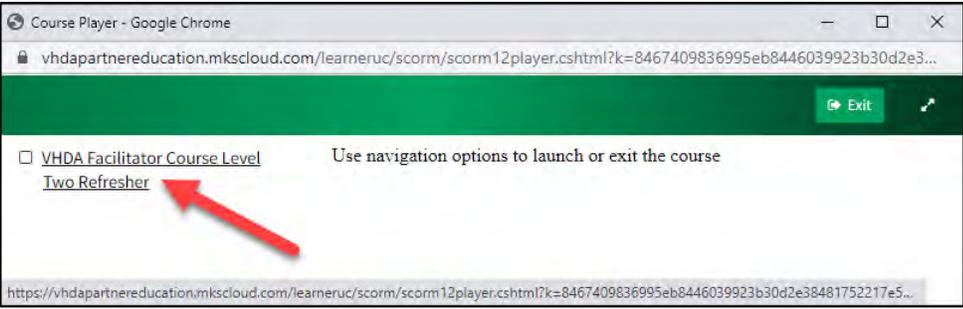
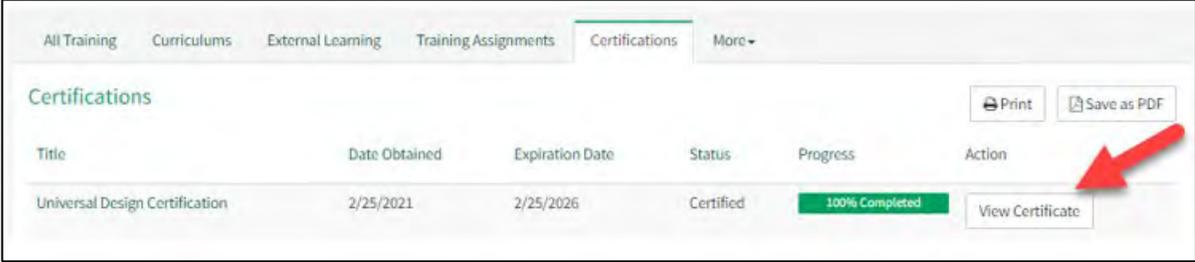
Step	Action
1	<p>Click Transcript.</p> 

Step	Action																																													
2	<p>Your list of trainings will appear. You can enter details into the fields to filter through the list of trainings that you have started or completed or you can scroll down to view a full list.</p>  <table border="1" data-bbox="279 583 1432 814"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Status</th> <th>Score</th> <th>Start Date</th> <th>Completion Date</th> <th>Expiration Date</th> <th>Credits</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Accessing Your Transcript and Certificates in Virginia Housing's Partner Education LMS</td> <td>Document</td> <td>Completed</td> <td></td> <td>3/3/2021</td> <td>3/3/2021</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facilitator Course: Level 2</td> <td>Online</td> <td>Started</td> <td></td> <td>3/3/2021</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facilitator Course: Level 1</td> <td>Online</td> <td>Started</td> <td></td> <td>5/29/2020</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finding Content in Virginia Housing's Partner Education LMS</td> <td>Document</td> <td>Completed</td> <td></td> <td>3/3/2021</td> <td>3/3/2021</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action	Accessing Your Transcript and Certificates in Virginia Housing's Partner Education LMS	Document	Completed		3/3/2021	3/3/2021				Facilitator Course: Level 2	Online	Started		3/3/2021					Facilitator Course: Level 1	Online	Started		5/29/2020					Finding Content in Virginia Housing's Partner Education LMS	Document	Completed		3/3/2021	3/3/2021			
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Finding Content in Virginia Housing's Partner Education LMS	Document	Completed		3/3/2021	3/3/2021																																									
3	<p>To access a certificate for a completed Curriculum track, click the Curriculums tab.</p> <p>For a certificate in a Certification track, click the Certifications tab.</p> 																																													
4	<p>Locate the completed course. Click View Certificate.</p>  <table border="1" data-bbox="263 1375 1458 1512"> <thead> <tr> <th>Title</th> <th>Date Obtained</th> <th>Expiration Date</th> <th>Status</th> <th>Progress</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Universal Design Certification</td> <td>2/25/2021</td> <td>2/25/2026</td> <td>Certified</td> <td>100% Completed</td> <td>View Certificate</td> </tr> </tbody> </table>	Title	Date Obtained	Expiration Date	Status	Progress	Action	Universal Design Certification	2/25/2021	2/25/2026	Certified	100% Completed	View Certificate																																	
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Step	Action
5	<p>The certificate will open in a new window.</p> <div data-bbox="548 205 1156 655" style="text-align: center;"> <p>VHDA Certificate of Completion How to Be a Virginia Housing Underwriter and Processor This is to certify <u>Melissa Whitlow</u> Virginia Housing Completed the coursework required for How to be a VHDA Underwriter & Processor. <u>6/3/2020</u></p> </div> <p>If you want to print the certificate, click the printer icon. If you want to save a copy of the certificate to your computer, click the arrow icon.</p> <div data-bbox="337 751 1377 1003"> </div>

Need to Recertify? Follow These Steps

Step	Action
1	Log into the Partner Portal LMS at https://vhdapartnereducation.mkscloud.com/ .
2	<p>Click Transcript.</p> <div data-bbox="232 1270 1477 1591"> </div>

Step	Action
3	<p>Your list of trainings will appear. Click the Certifications tab. Locate the course in which you must recertify and click the course title.</p> 
4	<p>On the Certification information screen, click Start Recertification.</p> 
5	<p>A Meridian LMS Course Player window appears. Click the course title to launch the course. Click Exit if you want to close the course player.</p> 
6	<p>When you complete the recertification, locate the completed course. Click View Certificate.</p> 

Step	Action
7	<p>The certificate will open in a new window.</p> <div data-bbox="548 205 1156 655" data-label="Image">A certificate with a teal and green border. At the top center is the VHDA logo (a house with a tree). Below it, the text reads: "Certificate of Completion", "How to Be a Virginia Housing Underwriter and Processor", "This is to certify", "<u>Melissa Whitlow</u>", "Virginia Housing", "Completed the coursework required for How to be a VHDA Underwriter & Processor.", and "6/3/2020". A small house icon is in the bottom right corner.</div> <p>If you want to print the certificate, click the printer icon. If you want to save a copy of the certificate to your computer, click the arrow icon.</p> <div data-bbox="337 751 1377 1003" data-label="Image">A screenshot of a Google Chrome browser window. The address bar shows "vhdalearningcenter.mkscloud.com/Kview/CustomCodeBehind/base/utilities/pdfconverter.aspx?strFileName=Certific...". The page title is "pdfconverter.aspx" and it shows "1 / 1". In the top right corner of the page, there are three icons: a refresh icon, a download icon (a downward arrow), and a print icon (a printer). Two red arrows point to the download and print icons.</div>