The **Learning Management System (LMS)**, formerly TEDS, has a new name, look and feel. The new application includes some changes in terminology and the use of icons to navigate and complete actions. LMS continues to record compliance through automated tracking and reporting.

Navigation Icons

ICON	WHAT IT MEANS
	Associate - I want to work with my training goals and other information
	Training Coordinator Role
	Back – Click on the "Back" icon to go to the previous screen
	Home – click on the "Home" icon to go to the main menu screen
	Change Login Mode – Click on to go to the Login screen where you can "change hats" and log in as another role, like Training Coordinator
	Help – displays answers to your navigation questions
	Exit
	Drop-down menu
	Checkbox
	Save
	Close
	Search-click on to initiate a search in a field.
	Classroom Learning
	Indicates a Learning is instructor-led in a classroom setting
	Indicates the Learning is an External Launch (Online)
	Search button
	Edit
	Print

Role Based Login Screen

Corporate Learning & Professional Development
Learning Management System

Login

How do you want to login?

Associate ← = **Student**

Training Coordinator

CLMS Homepage

Main Navigation

TO DO THIS	DO THIS
View your current & past training information	1. Log on to the LMS by going to : https://tedsprod.sandia.gov/EveryOne/TEDSEveryOne.jsp
	2. Using the **Activities** drop down menu, select from the options: • View your **To Do List** • View your **History** • Apply for **Tuition Aid** • View your Tuition Aid **Approvals**

Enroll in a Course (Learning)

TO DO THIS	DO THIS
Enroll in either an Instructor-Led or External Launch/Online Learning (Course)	1. Select "Catalog" from the menu and "Learnings" from the drop down menu.
Search for your Learning (Course)	2. Enter Search criteria by Title or Code; click the Search icon
Enroll for an Instructor-led Learning	3. Click the Learning title
	4. In the "I Want To" box click the Enroll link or the View available dates for this Learning link.
	5. Click the Enroll icon for the Session in which you want to enroll; click the OK button on the "No refreshments..." screen.
Enroll for an External Launch/Online Learning (Course)	6. Click on the External Launch icon
Enter Payment Information (if applicable)	7. Complete the Payment fields: Payment method, Project, and Task
	8. Click the Apply button and then Click the OK button
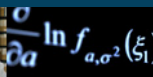
Enroll in a learning

MAXIMIZING YOUR MANAGEMENT POTENTIAL, DAY 1 - CLASSROOM

Available Sessions

Enroll	Code	Type	Start Date	End Date	Locatio
👤	OM249-1	🖥	11/18/08	11/18/08	Sandia
👤	OM249-1	🖥	1/20/09	1/20/09	Sandia
👤	OM249-1	🖥	3/24/09	3/24/09	Sandia
👤	OM249-1	🖥	5/19/09	5/19/09	Sandia

To enroll/withdraw   **To View Class Information**

Withdraw/Cancel from a Learning (Course)

TO DO THIS	DO THIS
Withdraw/Cancel	1. Select "Registration" from the menu.
	2. Select the "Options" from the dropdown menu.
	3. In the "I Want To Box" click the Withdraw myself from a class link.
	4. Click the Learning title
	5. From the "I Want To Box" click the Withdraw from this class link and then click the OK button.

Switch from One Class To Another

TO DO THIS	DO THIS
Switch Learnings (Courses)	1. Select "Activities" from the menu.
	2. Select the "To Do List" from the dropdown menu.
	3. Click the Learning title
	4. From the "I Want To Box" click the Switch to another Class for this Learning.
	5. Click Switch from this Class link.
	6. Click the Switch icon 👤 next to the desired Session
	7. Complete the Payment fields: Payment method, Project, Task
	8. Click the Apply Button and then Click the OK Button.

Search Learnings

TO DO THIS	DO THIS
Search by Code	1. By default the search is set to Code Search.
Search Learnings: Title ○ Code ● >> Advanced Search	2. Type the Learning code, with no spaces, in the field, e.g., ESH100. You can also search using a partial Learning code. For example, type "ESH"; a list of all Learnings with "ESH" in the Code displays.
Search by Title	3. Select Title in Search Learnings. Type a word or part of a Learning title in the field, e.g., engineering. A list displays for all Learnings with the word "engineering" in the title.
Search Learnings: Title ● Code ○ >> Advanced Search	
Advanced Search	4. You can narrow your search results by using the Advanced Search option. In the Search Learnings action panel, click on Advanced Search. The more fields you complete, the more narrow your search results will be. See the example below.

Advanced Search Options

Advanced Learning Search   Records Returned Default

Title
Learning Code
Keywords
Class Start Date Between ___ and ___
Class Location
Subject
Learning Status Active
Development Site
Type
Compliance
Responsible Organization
Classification
Steward
Contact

Search   Clear

Terminology Changes

OLD TERM	NEW TERM
Student	Associate
Course	Learning
Online	External Launch

Contacts

For course help call 845-CLAS or e-mail the TEDS© Support Team. For technical help call 845-CCHD.