



OVERVIEW

Purpose: All Reed employees are expected to complete assigned training modules each year. Training will ensure Reed’s compliance with various state and federal requirements.

Expectations

To maintain compliance, Reed employees are required to:

- Complete annual training in accordance with the schedule established by Reed.
- Upload course certificates of completion.
- Upload required acknowledgement forms.

All training will be completed via Reed’s Learning Management System.

Accessing the Reed LMS

Reed employees will receive an email with a link for the LMS with log in information and a temporary password. After your first log in, you will be required to change the password. The LMS can also be accessed via [Reed’s Employee Portal](#). For more direct, easier access, it is suggested that you create a bookmark to access this LMS to complete required training courses. You can also create a bookmark for more direct, easier access.

NAVIGATING THE LMS

After logging into the LMS, there are two options to view your assigned courses: My Courses and Dashboard. Both can be used to access your courses and display upcoming deadlines, reminders, and course progress.

Accessing a Course

To access a course, click on the Course Card (show below) OR Course Name when in a different view. Courses can be accessed from the My Courses view (pictured below) or the Dashboard view.



Navigating Within a Course

To navigate within the course, use the Contents menu on the left-hand side of the screen or “Previous Section” / “Next Section” buttons on the bottom of the screen.



The screenshot shows a course dashboard on the left with a search bar and a list of courses: 'Introduction', 'Reed Standard Practices and Procedures' (Progress: 0 / 1), 'DoD Annual Security Awareness Refresher Training' (Progress: 0 / 1), and 'Course Dashboard'. The main content area displays the 'Reed Standard Practices and Procedures' course card. It includes an 'ASSIGNMENT' section with a document icon, the course title, and a 'Not Submitted' status with a 'Due: 16 February 2024' deadline. Navigation buttons for 'PREVIOUS SECTION' (Introduction) and 'NEXT SECTION' (DoD Annual Security Awareness Refresher Training) are visible at the bottom.

COURSE AVAILABILITY

Courses will be available in accordance with the timeline provided in the welcome email.

When courses are available for completion, a progress bar will appear on the course card, and you will be able to complete the lesson and add the required submission (course completion certificate/acknowledgement forms).

When a course is **not** currently available for completion, you will be able to click on the Course card, but you will not be able to access the course content.

The screenshot shows an available course card for 'Annual Security Training Overview'. The card features a graphic with the text 'OUR MISSION IS YOUR' and 'AU'. Below the graphic, the course title is displayed, followed by 'Progress: 0 / 2' and a progress bar showing 0%. The card is labeled 'Available Course' at the bottom.

The screenshot shows a locked course card for 'DoD Insider Threat Awareness Training'. The card features an 'Introduction' section with a paragraph of text. Below the text, the 'ASSIGNMENT' section shows the course title and a lock icon. The card is labeled 'Locked Course' at the bottom.

NAMING AND UPLOADING DOCUMENTS

At the conclusion of each course, you will receive a certificate of completion. Please be sure to download the certificate for your own personal records as this is the only time you will have access to it. The DoD training system does not save certificates.

When saving your certificates, please use the following ***naming convention***:

- [Name of the training]_[year]_[first initial last name]
 - Insider Threat Awareness_2024_LBraceyBarnes
 - DoD Annual Security Awareness Refresher_2024_JGreene

You will then be required to upload the certificate to mark the course complete.



To upload your certificate or acknowledgement form, click the “Add submission” button.

Add submission

File submissions

File icons: document, folder

Files

You can drag and drop files here to add them.

Accepted file types:
PDF document .pdf

Save changes Cancel

Drag and drop the certificate/acknowledgement form, and click the “Save Changes” button.

File icon: document

DoD Annual Se...

Accepted file types:
PDF document .pdf


Save changes Cancel

Click the “Submit assignment” button. Until you click “Submit assignment”, your submission will remain in draft form. While in draft form, you can also “Remove submission” and attach a new document if needed.



Submit assignment ?	
Edit submission	
Remove submission	
Submission status	
Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	21 days 9 hours remaining
Last modified	Friday, 26 January 2024, 1:45 PM
File submissions	 DoD Annual Security Awareness Refresher_2023_LBraceyBarnes.pdf 26 January 2024, 1:43 PM
Submission comments	▶ Comments (0)

After clicking “Submit assignment”, the submission status will update to “Submitted for grading”.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 21 days 9 hours early
Last modified	Friday, 26 January 2024, 1:45 PM
File submissions	 DoD Annual Security Awareness Refresher_2023_LBraceyBarnes.pdf 26 January 2024, 1:43 PM
Submission comments	▶ Comments (0)

Reminders

To support tracking and accountability, Reed employees are expected to:

- Download individual record of certificate of course completion.
- Use the designated naming convention.
- Save the certificates and acknowledgement forms in a location that is easy to locate.
- Only submit one document for each module. Be careful to upload the correct certificate/form to the specific course completed.