Enrolling Learners in LOMA Courses

Using LOMA's Learning System

Ed Reps can use LOMA's Learning System to enroll learners with existing LOMA accounts. New learners in your organization will need to create an account before enrolling in any LOMA learning.

Select the learner:

1. Log in to LOMA's learning system.
2. Click Manage > People from the home page. VIEW SCREENSHOT
3. Enter the learner's Name, Test ID, Login ID, or Email in the Search field, then click the search icon (magnifying glass). VIEW SCREENSHOT
    - Additional search options are available by clicking "See more search criteria."
4. For the user you wish to enroll, select Learning Catalog from the dropdown menu and click Go. VIEW SCREENSHOT

Select the course:

1. Use the Search function or Categories in the Ed Rep Catalog to locate the course in which you wish to enroll the learner. VIEW SCREENSHOT
2. Select the course title. VIEW SCREENSHOT
    - If the selected course offers multiple testing options, click **Instance Schedule** to select the learner's preferred testing option. VIEW SCREENSHOT

    → The **Self-Proctored Media Type** features end-of-module or end-of-course examinations that are integrated into the course content as part of the learning experience. While these exam components are delivered in a self-proctored (non-supervised) environment, system controls prevent learners from accessing the course materials while taking the exam components. VIEW SCREENSHOT

    → The **I*STAR Media Type** features a comprehensive end-of-course examination that must be delivered in an approved proctored (supervised) environment via LOMA's cloud-based I*STAR exam delivery system. VIEW SCREENSHOT

3. Click **Add to Cart**.

4. If you selected the I*STAR Media Type, you will be prompted to also select the preferred **Exam Site**. The Exam Site is the physical location where the learner will sit for their proctored I*STAR exam. VIEW SCREENSHOT
    - To include 3rd Party Exam Sites, select the checkbox and click the Search icon.
5. Click Save.
6. Repeat the above steps to add additional courses and/or learner enrollments.

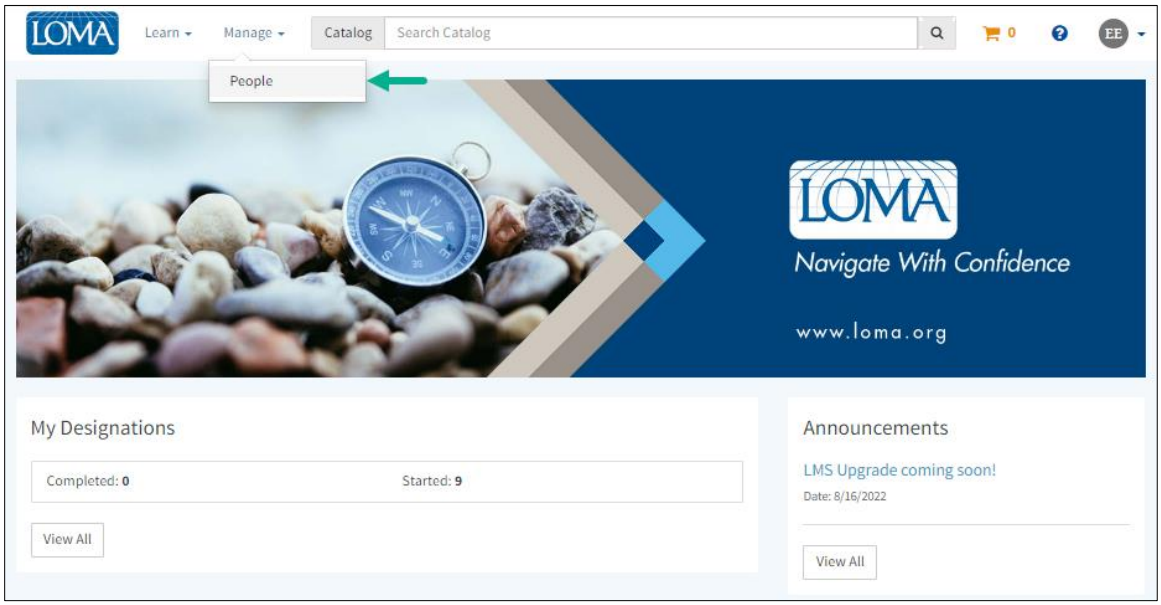
Complete your purchase:

1. Click the shopping cart icon in the upper right corner of your screen.
2. Verify that the correct learner(s) and course(s) are shown. VIEW SCREENSHOT
3. Enter your internal Accounting Code if needed and your LOMA provided Discount Code(s) if applicable, and click Apply.
4. Verify the price, then click Checkout.
5. Select your preferred payment method. VIEW SCREENSHOT
    - **Bill My Company** - If you have set up direct billing with LOMA, an account code (or codes) will appear next to the 'Bill My Company' field. To use this option, ensure that the radio button next to the 'Bill My Company' field is selected, then choose the correct account code. Click 'Save' to continue.
    - **Credit Card –** To pay using a credit card, select the radio button next to the 'Credit Card (PayFlow Link)' option. Click 'Save' to continue.
6. Click Use this payment method.
7. **Verify** the Payment Method, Billing Address, and Order Summary. VIEW SCREENSHOT
8. You must **Accept the Terms and Conditions** before clicking Place Order. VIEW SCREENSHOT
9. For credit card transactions, you will be redirected to a secure third party web site for payment. Enter all required fields for the credit card transaction. Once you have provided all of the required information, click "Pay Now" to continue.
10. You will see an **order confirmation** notification, order number, and receipt when the order has been processed. Click View Orders to see the details of the order. VIEW SCREENSHOT
11. The enrolled learner(s) will receive an email confirmation notifying them of their enrollment.

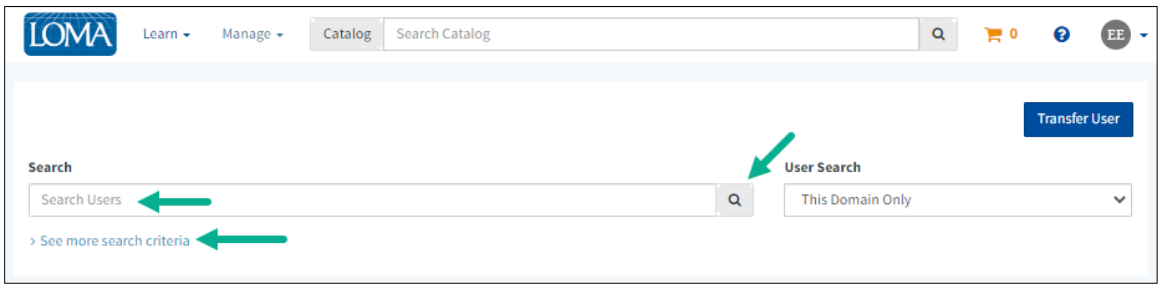
Screen shots are provided on the following pages to help guide you as you navigate LOMA's learning system.

For additional assistance, please reach out to the LOMA Contact Center at education@loma.org.

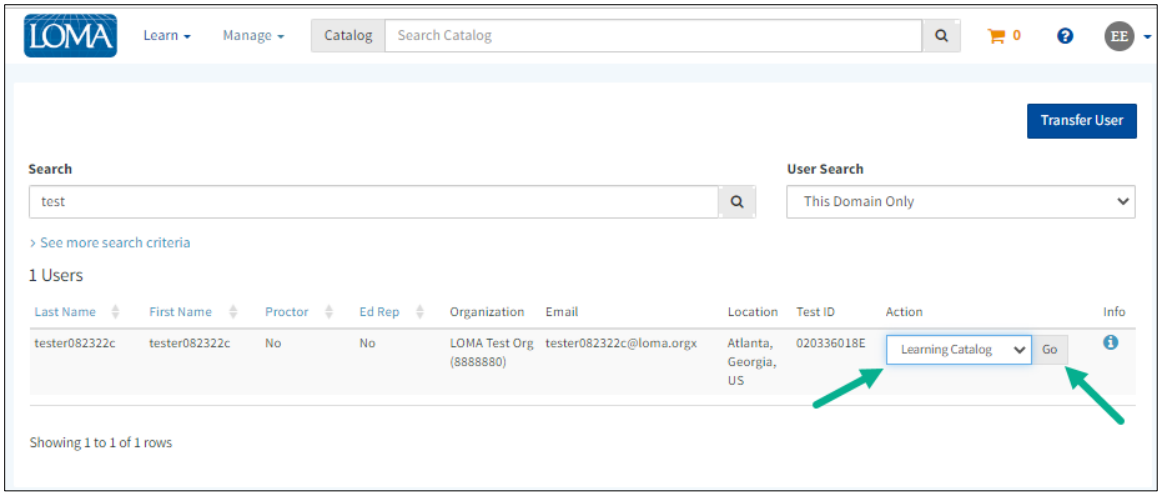
Screenshot #1



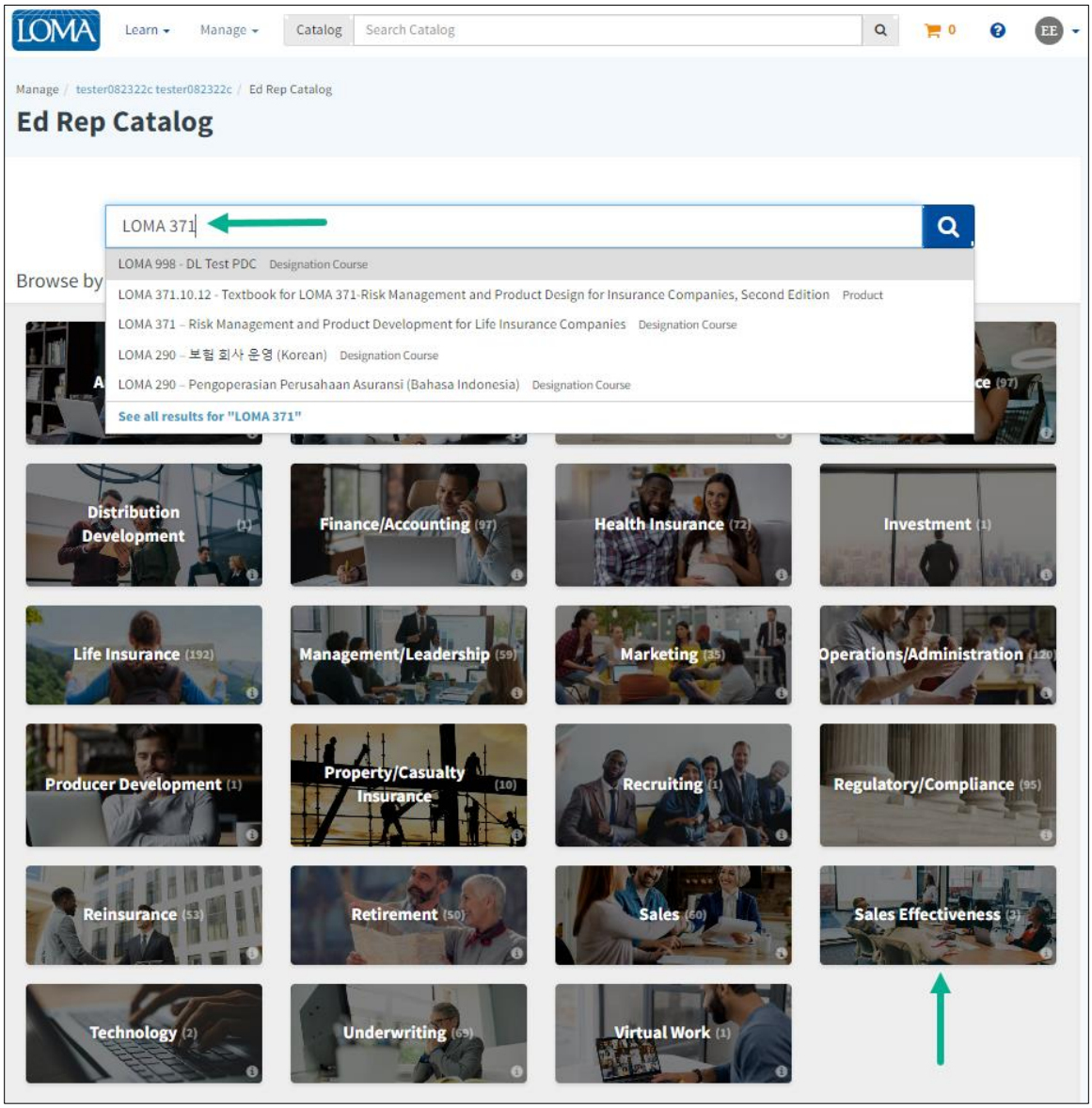
Screenshot #2



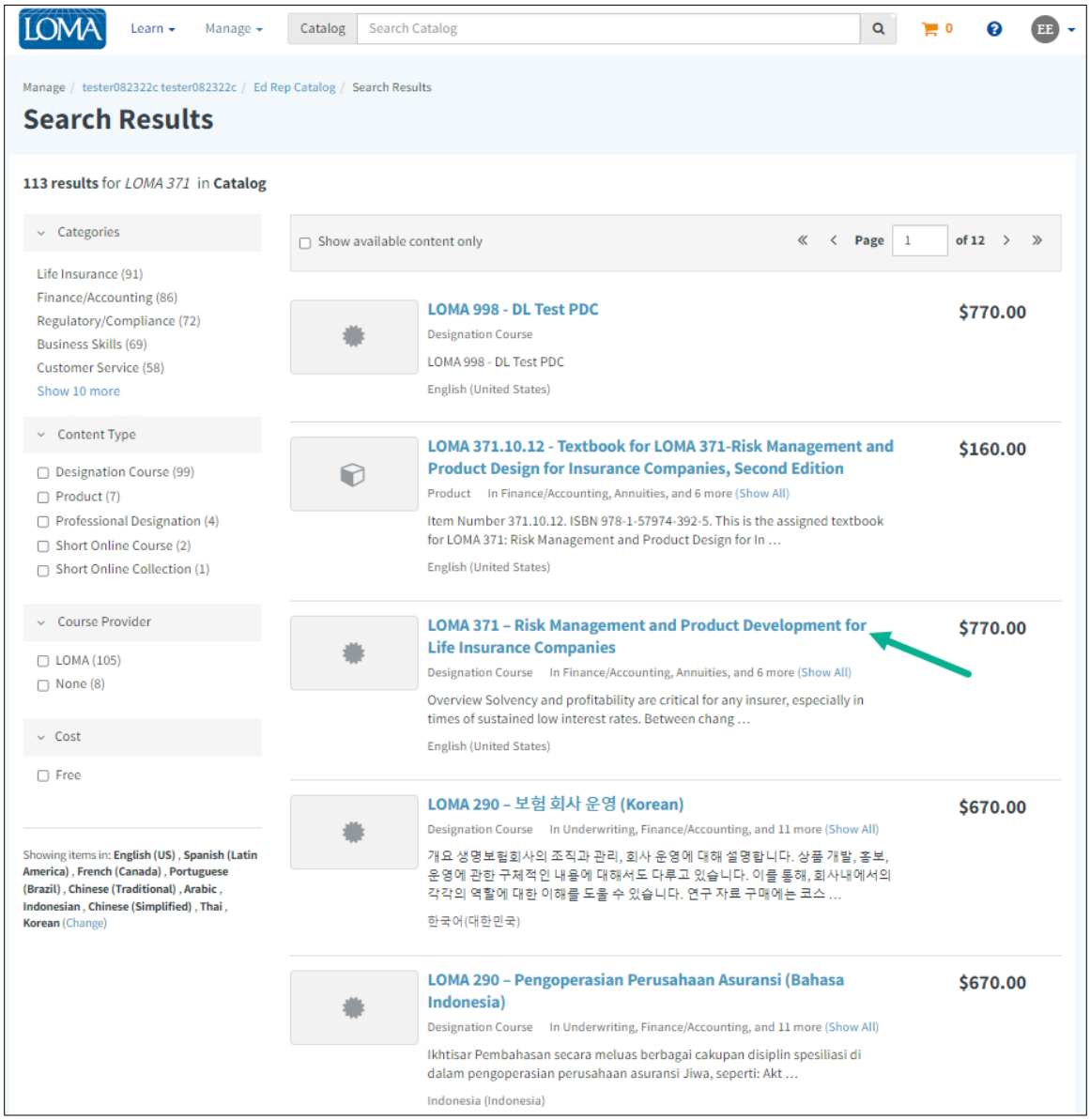
Screenshot #3



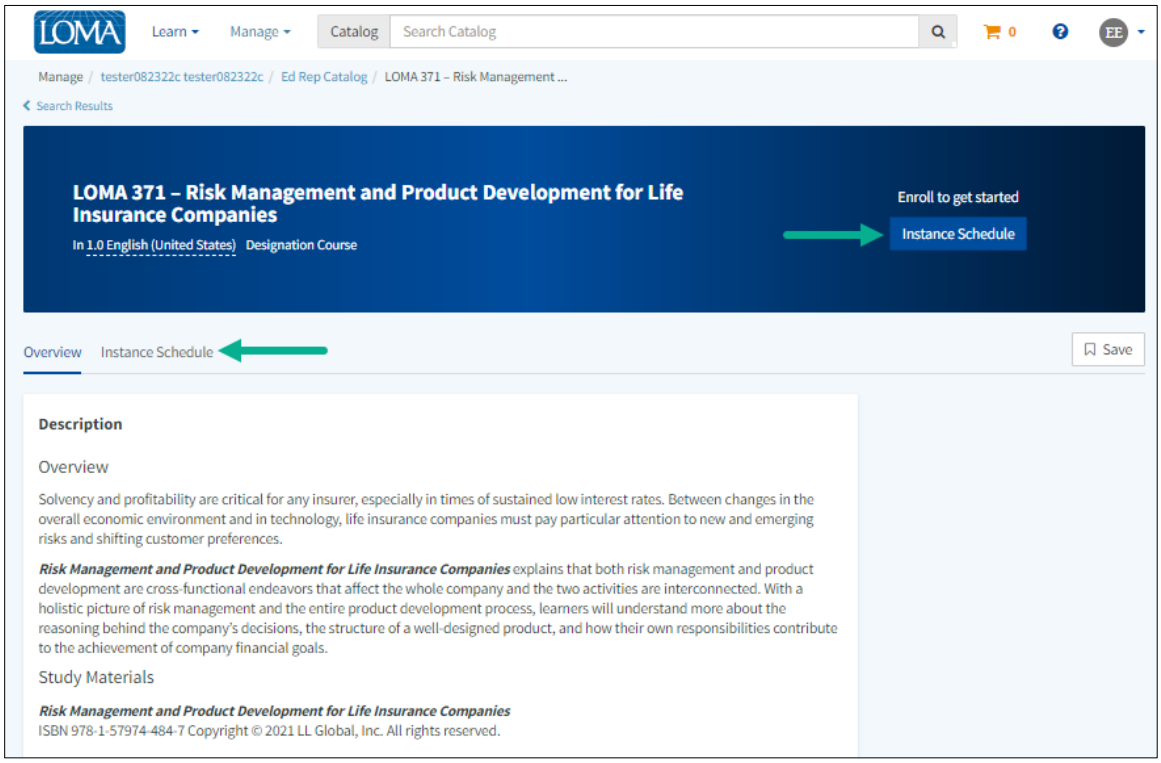
Screenshot #4



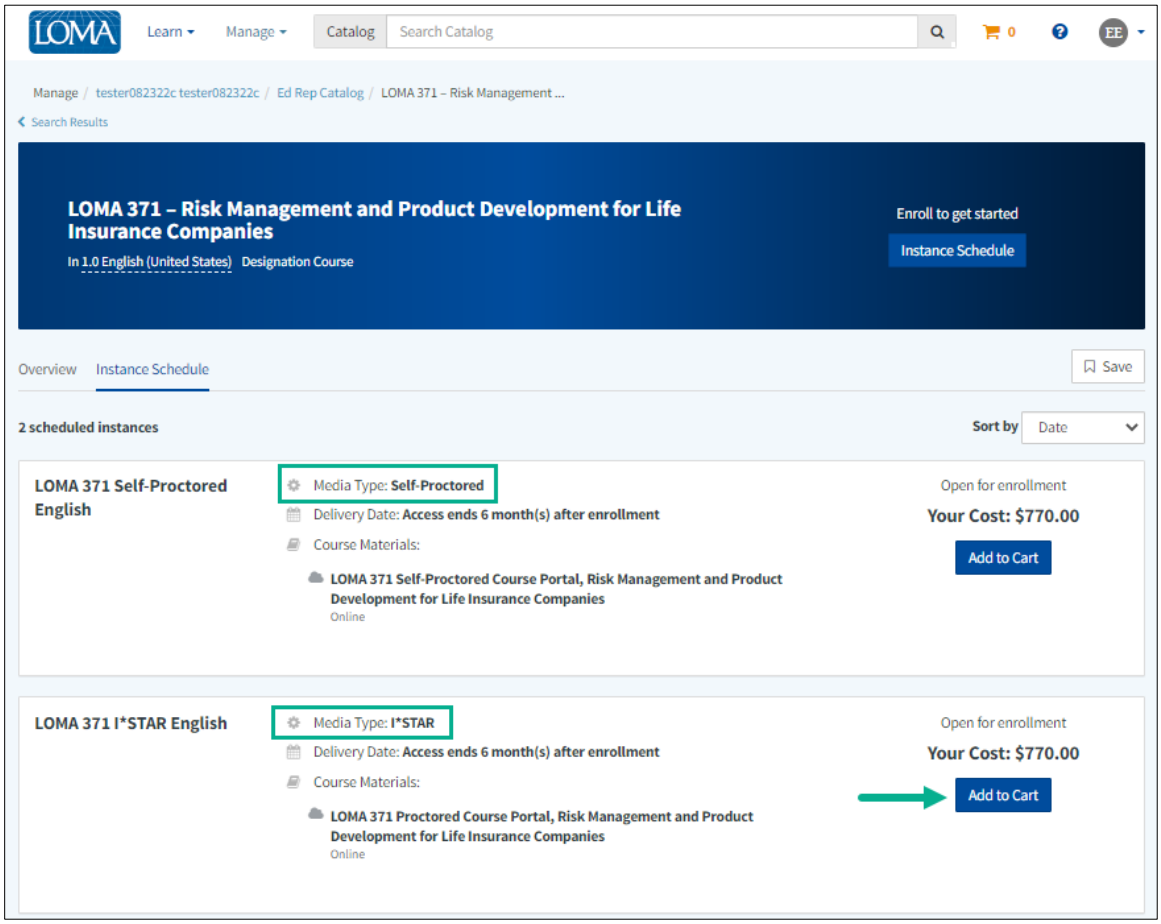
Screenshot #5



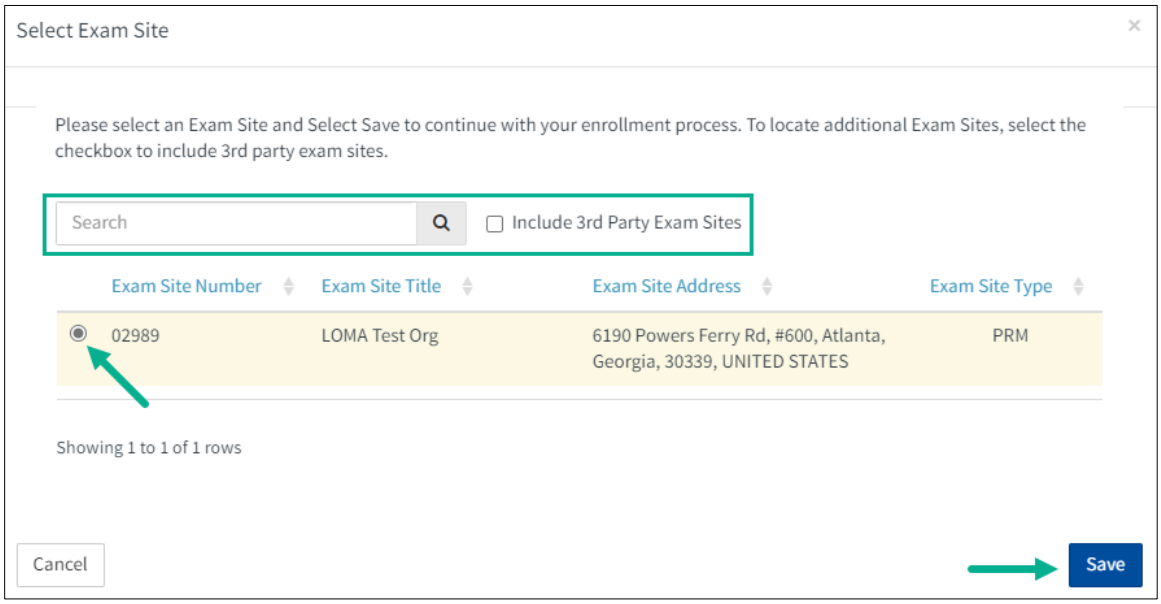
Screenshot #6



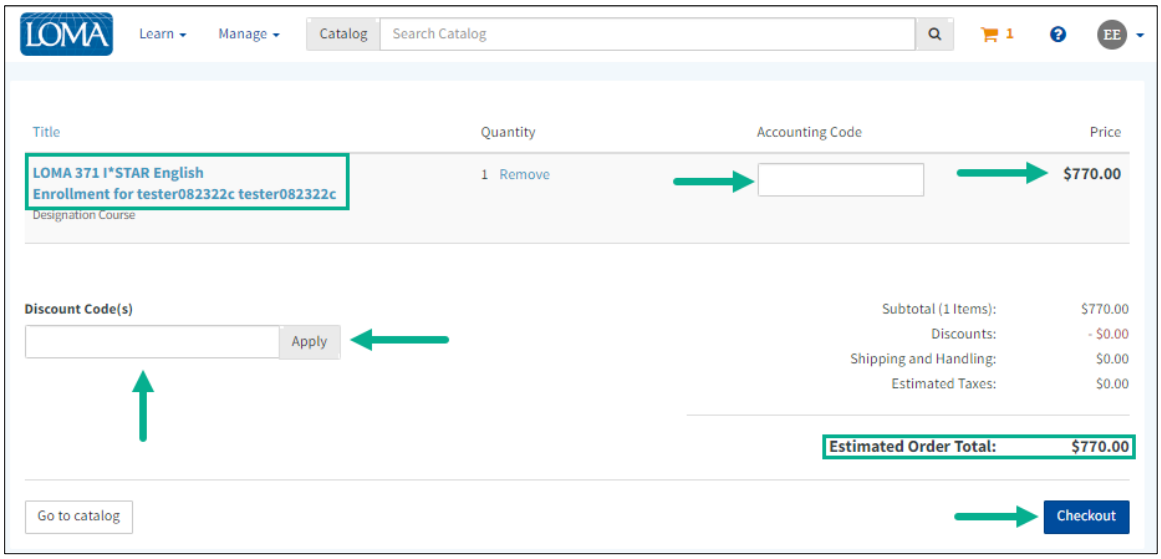
Screenshot #7



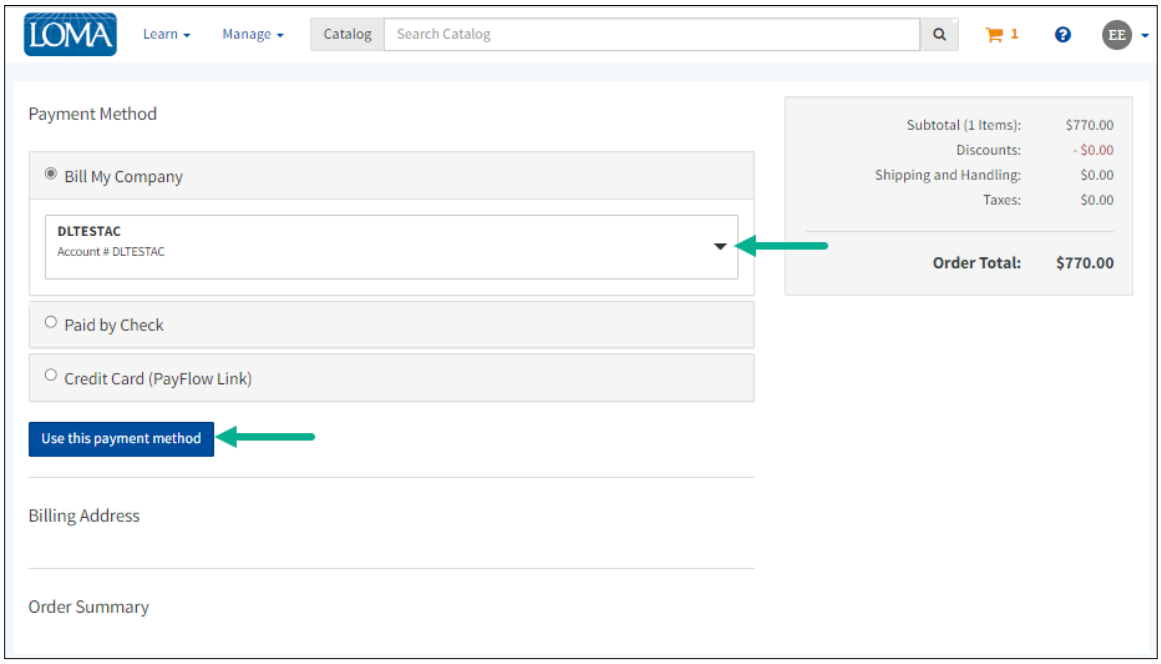
Screenshot #8



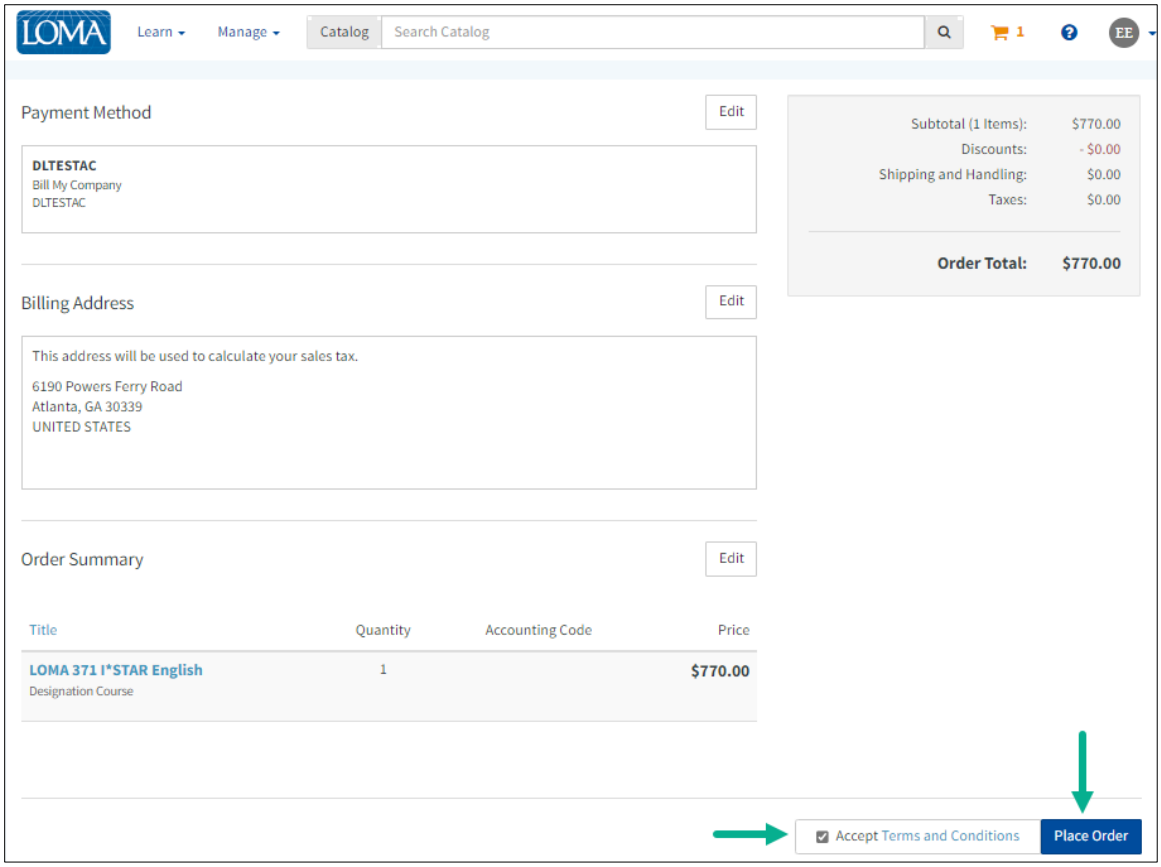
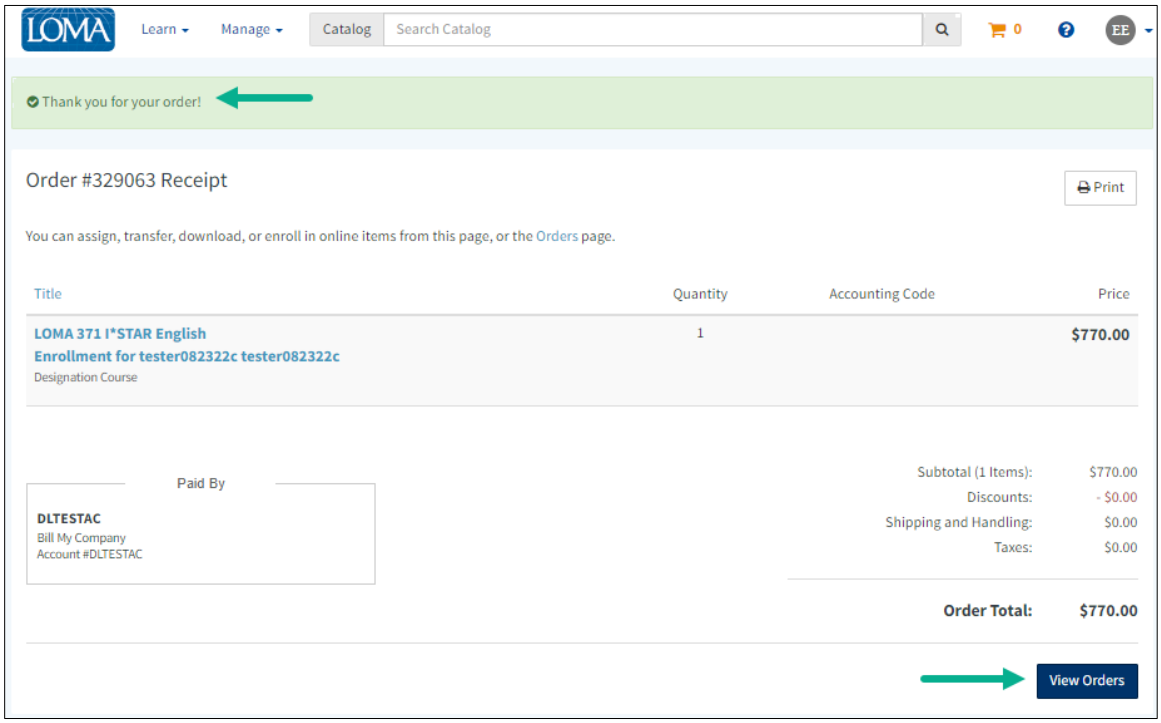
Screenshot #9



Screenshot #10



Screenshot #11



Screenshot #12