# Detailed CNIC University LMS Log-In Instructions

Step 1 **T**o access the CNIC University LMS, register for a user ID by completing the   SF-182 and submitting it to cnic-u.fct@navy.mil, Then, copy this URL:

https://www.cnic-u-lms.org

Paste it into the address bar of Chrome or Edge web browsers on any device with internet access. Do not use Internet Explorer to access the LMS. No CAC is required for access. Note, if you see the text "NO-CLICK" or other characters added before the website address shown above, delete it. Click the enter key on your keyboard.
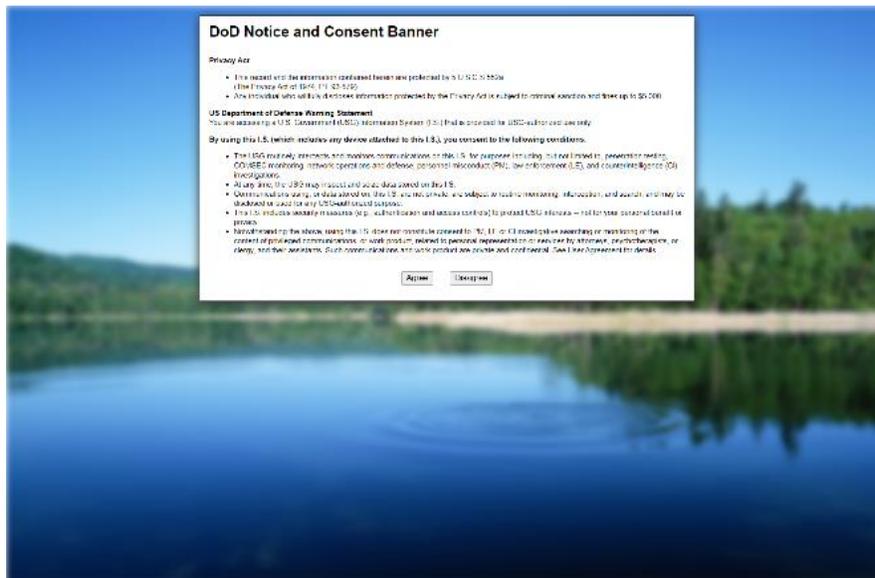
Once the site loads, you'll be at the DOD Notice and Consent Banner; which looks like the image shown at left.

Step 2

Read the information and **click Agree**. You may have to click twice on some systems.

CNIC HCM03 Production

Please enter your User ID below. (Case Sensitive)

User ID

Submit

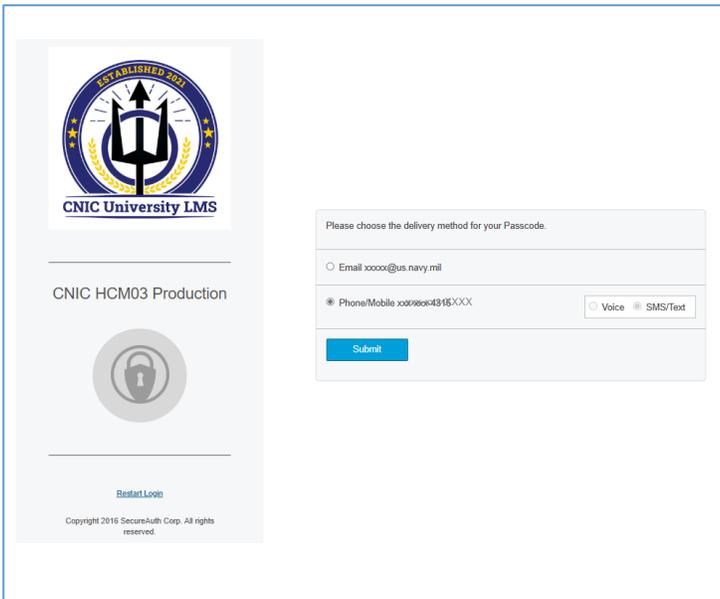For new user help, please email cnic-u.fct@navy.mil

Restart Login

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Now you are at the log in screen. It will look like the image shown at left.

Step 3

Enter your User ID by typing in the box that says User ID (the existing text will disappear as you start typing).

Click Submit button.

Step 4

You should now see a screen like the one at left. All Users have the option to receive the single use Passcode by email. Email delivery is always selected by default.

If you choose this option, then the email address associated with your account will receive an automated message with your passcode from the system when you click Submit. This is the slowest Passcode delivery method.

The fastest method of delivery is by phone. If you provided a work phone and/or a cell phone number, then you will also have the options to receive your Passcode by voice phone call or by SMS text message. You may have one or two phone numbers listed with the last four numbers (shown here with XXXX) showing so you can decide which of the two numbers in your account you want to send the Passcode to. You'll make these decisions each time you access the system.

FYSA, SMS text message is only an active choice if you provided a mobile phone number. **Click the radio button** to select how you would like to receive your Passcode.

Click Submit button.
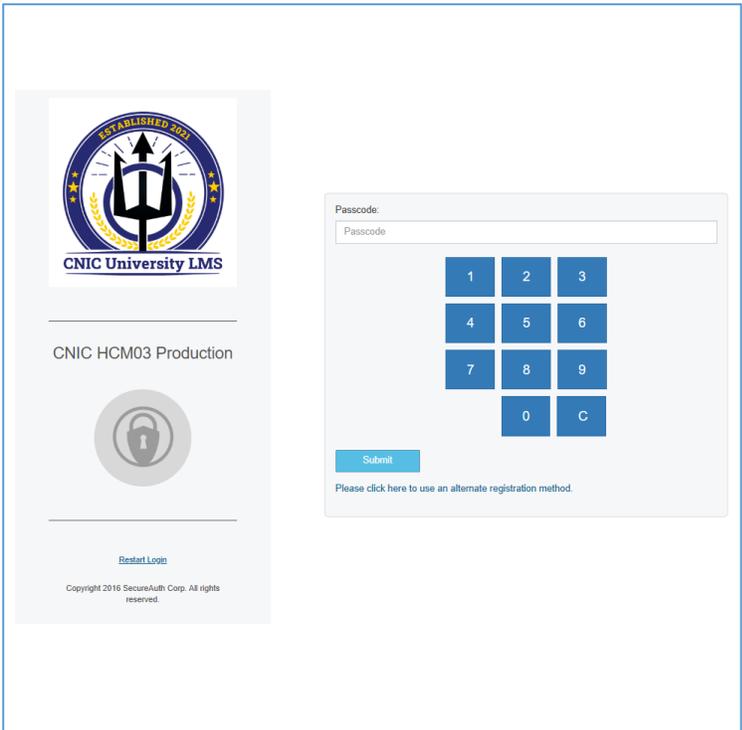
Step 5

You will now see a pin entry screen like the one at left.

If you selected email delivery, check your email for the system message with a pin. It may take a few minutes please be patient.

If you selected voice call or SMS text you will receive your passcode in 30 seconds or less. Once it arrives, **enter the pin** by clicking the numbers on the "pad" shown at left or using your keyboard.
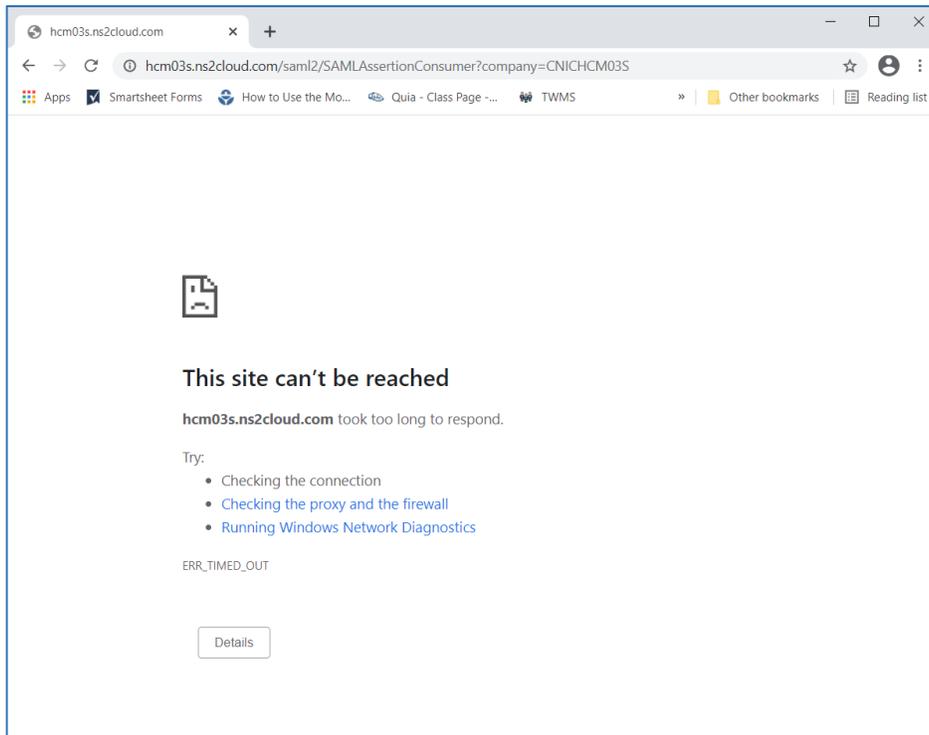
Click the Submit button.
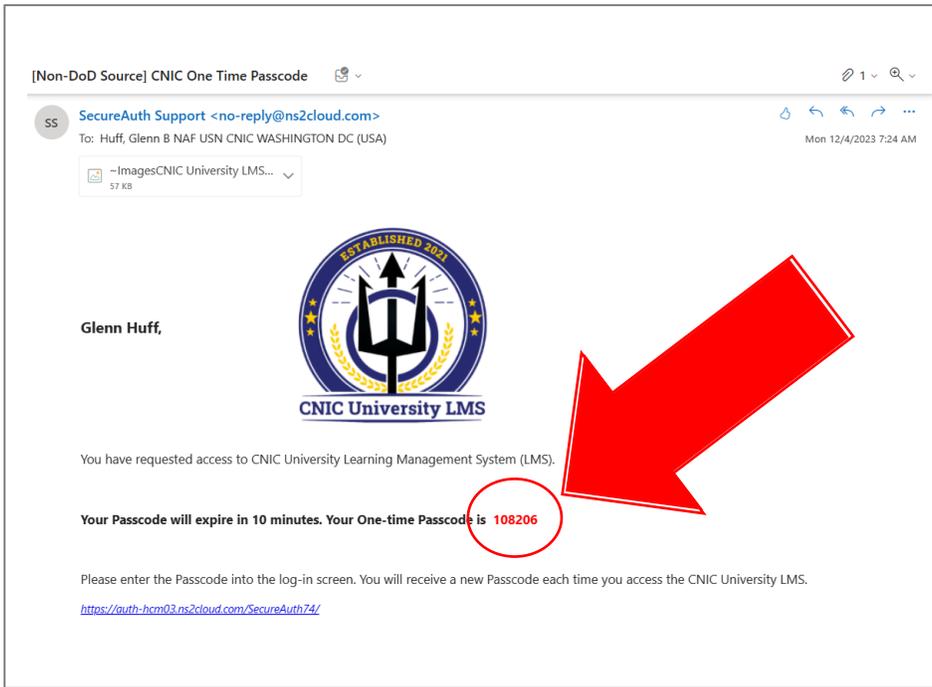
This is an example of the email you will receive with your pin if you select that delivery option.

The pin is in red text and will be all numbers.

Using the pin pad on the LMS site, enter the pin as noted above.

If you receive an error message like the one shown at left, refresh the webpage and you should be granted access.

Congratulations you have logged into the CNIC University LMS!

This view is of your My Learning page. You may find you have arrived at a different starting point. Look for the My Learning or Home drop down menu and click either to select My Learning. See blue boxes at left.

Training that has been assigned to you will shown on the My Training Assignments tile.

To access registration for a class, find the name of the training event. Then, you will see either a **START COURSE/CONTINUE COURSE** or a **REGISTER NOW** button.

For most self-paced eCourses you can jump right into the course, as no registration is required.

For training events that require registration, such as classes that are offered with different sessions, click the REGISTER NOW button to select the session you wish to attend and register for the event. You will receive an email from CNIC U LMS that confirms your registration.