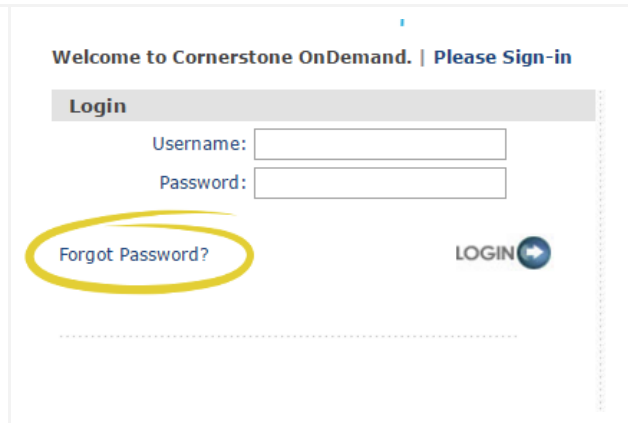## The NARA Learning Center

If I had an account in the last learning management system (LMS), how do I access the Learning Center and request a password for access?

1. Visit https://nara.csod.com.
2. Click the **Forgot Password?** Link.
3. Enter your email address in the **login credential** field and click submit.
4. You will receive an email with a link to reset your password.

Your login will be the email address. You can reset your password using the Forgot Password? feature at any time.

If I have trouble accessing the Learning Center, who do I contact for help?

If you are having problems accessing the Learning Center, please email RMT1@nara.gov.

How do I see what Records Management Training Courses are available if I do not have an account?

Copy and paste this URL into your browser:
https://nara.csod.com/default.aspx?c=%255e%255e%255ePmn2Ns5zyP6NG9q6M1ZXfw%253d%253d. You will be able to view the course catalog and other information about the training program.

I did not have an account in the old LMS. How do I create an account in the new Learning Center?

Copy and paste this URL into your browser:
https://nara.csod.com/default.aspx?c=%255e%255e%255ePmn2Ns5zyP6NG9q6M1ZXfw%253d%253d Click the Create an Account button.

My transcript is missing some of my coursework history. How do I report missing learning records?

Please note that the transcript history for the initial release contains a limited set of records. We will be loading historical data over the coming weeks. If you are missing transcript history for the Records Management Training Program and need that information, please email RMT1@nara.gov.

## How do I register and pay for courses?

1. After you login, hover over Learning and select **Browse for Training** or **Events Calendar**.

2. Click on the course you want to attend.

3. The course description will be displayed with the course sessions that are available. The session details include the class location, dates, times, and cost. Click **Add to Cart** next to the session that you want to attend.
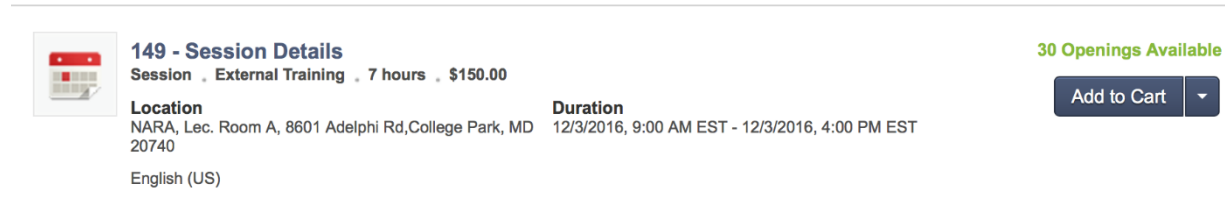
4. When you are done adding courses, click **Proceed to Checkout**. On the next screen, select Invoice as the billing method and click **Next**.
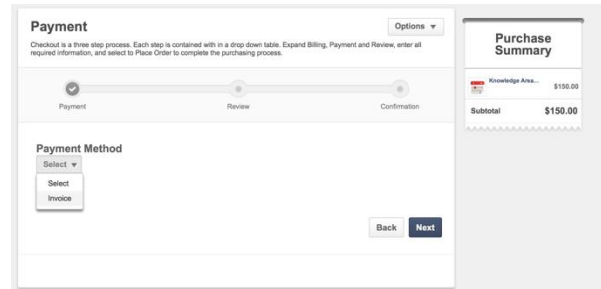
5. Review your order and click **Place Order**. You will receive an email confirming your request for the course and an email confirming the pending payment status of your request. Both emails contain information on how to submit your payment.

We will enable credit cards payments in the shopping cart in the coming months so that you can complete your payment without sending us any forms.