Using the Virginia Housing Partner Portal LMS

Purpose	This guide provides the procedures to create an account, log in, search for and view content, manage a transcript, and save or print any earned certificates in the Partner Portal.		
Additional Documentation or Other Resources	 manage a transcript, and save or print any earned certificates in the Partner Portal. LMS Content is classified as one of the following three types. Course: A single piece of learning content. A course may be standalone, part of a curriculum, or required as part of a certification. Curriculum: A group of courses related to the same topic/subject. A curriculum is used to provide a broader base of learning than a single course provides. Certification: A group of pieces of learning content, similar to a curriculum, but requires th to complete the content and pass an assessment prior to certification. 		

Creating an Account

Step			Action		
1	The Virginia Housing Learning Center can be accessed at <u>https://vhdapartnereducation.mkscloud.com/.</u>				
	To create a new account, click the	Sign Up! link locat	ed under the Log In	button.	
			-		
		Virginia Housing			
	Welcome to hub for train housing-focu	the Learning Center. We're y ing and resources to suppor sed partner organizations a	/our t our cross	Log In	
	Important Ti	Virginia.		Password	
	• When creati Organization	ng an account select Other / if your organization is not li	New sted	Log In Forgot your login ID or password?	
	• Course worl Fox • Disable pop • If using a sn make sure to	ks best in Google Chrome or -up blockers nart phone to take a course, scroll down to see pop-ups	Fire	Don't have an account? Sign up!	
		<u>User Guide - English</u>		About Contact Us Privacy Policy	
2	Enter your information into the field your information. Click Next to cont	s. Fields will displa inue.	y any requirements	for length and characters as you enter	
	,				
		Login ID	eate Account	_	
	Password must be at least 12 characters long	Password	Confirm Password]	
	Enter your full legal name.	Email Address	Confirm Email		
	users may not share accounts	First Name	Last Name		
		Cancel	Next		

Step	Action
3	Select your organization in the Organizations menu. If your organization is not listed, select Other/New
	Organization.
	Create Account
	* Organizations
	Other / New Organization -
	Old Point National Bank of Phoebus
	Open Door Realty
	Other / New Organization
	OVM Financial, Inc. 🗸
4	If necessary, enter the name of your company into My Company field.
	Create Account
	My Company
	Sample Org
	* Organizations
	Other / New Organization
	Cancel Back Create
5	Click Create.
	Other / New Organization
	Cancel Back Create
	Cancer
6	A new login window will appear with a green confirmation bar indicating your account has been created.
	Log In
	The account was created and the user profile was
	updated.
	Login ID
	Password
	Log In
	Forgot your login ID or password?

Step	Action
7	Enter your login information and click Log In to log into your account.
	Log In
	The account was created and the user profile was updated.
	Login ID
	Password
	Log In
	Forgot your login ID or password?
8	If your registration was successful, you will be able to log in and see a screen as follows.
	Click the green Find More Training button to continue to course enrollment.
	What would you like to learn today?
	VirginiaQStart typing to search the LMS catalog by courses, training, \rightarrow Catalog
	谷 Learn 〜 曽 Manage 〜 同 Administer 〜 ♂ Quick Links 〜 ⑦ 🔮
	Current Training
	Title Started/Begins Due/Ends Action No records found.

Inactive User Login ID?

User accounts may go inactive if the user does not access the Partner Portal regularly.

If you attempt to log in and receive a message stating that your User ID is inactive, use the **Contact Us** form on the login page or send an email to <u>partnereducation@virginiahousing.com</u> to submit a request for assistance.

	Log In
Login ID	
Passwoi	rd
	Log In
	Forgot your login ID or password?
	Don't have an account? Sign up!
	About Contact Us Privacy Policy

Finding Content in the LMS

o the Partner Portal if n						
Log into the Partner Portal if needed.						
On the Home page, click Catalog .						
What	ould you like to learn today?					
Virginia Housing Q	Start typing to search the LMS c	atalog by courses, training,	\rightarrow Catalog			
Sig Learn ∨	🖺 Manage 〜 🛛 🕅 Administer	✓ Ø Quick Links ✓	/ () (B)			
atalog page appears. E erent categories of train nmended for You sect Home Current Train Search for Co Browse by Category Housing Choice Vouche Program Underwriters & Processors	nter search terms to locating (to be expanded); or cons.	e specific content; click click course names in th .Catalog	Browse By Category e Recently Added and Q Reference Guides (2)	selection:		
Recently Added						
Universal Design Certification Assessment Online	Virginia Housing's Tax Credit Application Submission Online	Universal Design Optional Elements Online	Universal Design Essential Elements Online			
	St	iow More				
Recommended for You						
	<u>jej</u>					
Facilitator Course: Level 2 Online	How to Be a Virginia Housing Underwriter and Processor Curriculum	HCVP Language Translation Services Online				
	What w What w What w What w What w What w What w Q Q What w Q Q What w Q Q What w Q Q What w Q Q What w Q Q What w Q What w Q What w What w Q Q What w None Current Trainer Search for Course Browse by Category Housing Choice Voucher Program Underwriters & Processors Recently Added Universal Design Certification Assessment Online Recommended for You Facilitator Course: Level 2 Online	What would you like to learn today? Image Image	What would you like to learn today? Q Start typing to search the LMS catalog by courses, training, Image Image Administer Image Quick Links atalog page appears. Enter search terms to locate specific content; click course names in the nemended for You sections. Image Image	wtw wordd you like to learn today? Start typing to search the LMS catalog by courses, training, Tablep page appears. Enter search terms to locate specific content; click Browse By Category: revent categories of training (to be expanded); or click course names in the Recently Added anon mmended for You sections. The current fracing Torocipt Torocipt		

Step				Action
4	If you click a E presented with	 click a Browse By Category option, or if you search by keyword in the Search for Content field, you'll be need with all courses related to that category or search in a Search Results form. nt types are classified as follows: a: A single piece of learning content. A course may be standalone, part of a curriculum, or required as part of a certification. culum: A group of courses related to the same topic/subject. A curriculum is used to provide a broader base of learning than a single course provides. a: A group of pieces of learning content, similar to a curriculum, but requires the user to complete the content and pass an assessment prior to certification. 		
	Content types Course: Curriculum: Certification:			
		Catalog / Search Results Search Results		
		2 results in Catalog > Qualified Train	1er Courses	II (
		Content TypeOnline (2)	Show availabl	le content only
		Course Provider None (2)		Facilitator Course: Level 2 Online In Qualified Trainer Courses This course provides an in-depth review of all your responsibilities as a Qualified Trainer. This course also serves as the second r
		Showing items in: English (US) (Change)	٠	English (United States) Facilitator Course: Level 1 Online In Qualified Trainer Courses This course is a quick review of your responsibilities as a facilitator. Walk through requirements of setting up a class, delivering English (United States)
				« < Page 1 of1 > »
5	Click a course Results to ret	title to view the Desc urn to the list of result ilitator Course: Level 2	ription. If s.	f desired, click Enroll to enroll in the course, or click Search
	Facili Online	itator Course: Level 2		Enroll to get started Enroll
	Description This course p second home	rovides an in-depth review of all your n buyer education class review.	esponsibilities as	s a Qualified Trainer. This course also serves as the second requirement if you had findings as a result of a

Step	Action
6	Once you enroll in a course, the Enroll button changes to a Start button, and a Cancel Enrollment link appears underneath the button.
	If you click Cancel Enrollment, the Start button reverts to Enroll, allowing you to re-enroll if you desire.
	Catalog / Facilitator Course: Level 2 Current Training
	Facilitator Course: Level 2 Online Start Cancel Enrollment
	Overview History
	Description Cancel Enrollment This course provides an in-depth review of all your responsibilities as a Q second homebuyer education class review. requirement if you had findings as a result of a
7	If you click Start , a Meridian LMS Course Player window appears. Click the course title to launch the course. Click Exit if you want to close the course player.
	🔄 Course Player - Google Chrome — 🗆 🗙
	 vhdapartnereducation.mkscloud.com/learneruc/scorm/scorm12player.cshtml?k=8467409836995eb8446039923b30d2e3 Exit
	UHDA Facilitator Course Level Use navigation options to launch or exit the course Two Refresher Two Refresher
	https://vhdapartnereducation.mkscloud.com/learneruc/scorm/scorm12player.cshtml?k=8467409836995eb8446039923b30d2e38481752217e5

Saving Content

Step		Actio	ı
1	To save/bookmark a piece	of content without enrolling, clic	the Save button.
		Catalog Search Catalog	۹. ۲۰ ۲۰
		Jerwriter and Processor	Enroll in the Curriculum to get started
			G Save

Step	Action
2	To review your saved items, click Saved Content from the LMS toolbar.
	C Start typing t C Start typing t Home Current Training Transcript Saved Content
3	The Saved Content page shows any courses or curriculum that you've saved. Click an item title to view its page, or click the Saved icon to remove it from the Saved Content list.
	Saved Content
	Not Started Date Saved IF
	How to Be a Virginia Housing Underwriter and Processor Date Saved: Curriculum 3/3/2021
	Showing 1 to 1 of 1 10 - Items per page

Returning to Content Already Accessed in the LMS

Step	Action
4	In Google Chrome, log in to https://vhdapartnereducation.mkscloud.com/.

Step	Action							
5	The Home page appears. Locate the Current Training section. This section will usually show whichever course you were most recently accessing. Click Resume to launch the Meridian LMS Course Player window.							
	To view the course listing, click the course title.							
	What would you like to learn today?							
	Virginal HousingQStart typing to search the LMS catalog by courses, training, \rightarrow Catalog							
	Gram → Ø Quick Links → ⑦							
	Current Training Find More Training							
	Title Started/Begins Due/Ends Action							
	Fundamentals of Affordable Housing - Module One Online Started No Due Date Resume MAR 19 2025 2025							
	Fundamentals of Affordable Started No Due Date View Housing MAR Curriculum 19 0% 2025							
	View All							
6	The Course Listing page shows the description of the content, and you can click the History tab to view your progress. Click Continue to launch the Meridian LMS Course Player window, or click Search Results or Home to return to the list of results or Home page, depending on which options are presented.							
	Catalog / Facilitator Course: Level 1 Kome							
	Facilitator Course: Level 1 Continue Online Continue							
	Overview History							
	5/29/2020 Started 12:56 PM							
	5/29/2020 Enrolled 12:56 PM							

Accessing Your Transcript and Certificates

Step	Action
1	Click Transcript.
	What would you li Constrained Current Training Transcript Saved Content What would you li Constrained ICa Orr Irg
2	Your list of trainings will appear. You can enter details into the fields to filter through the list of trainings that you have started or completed or you can scroll down to view a full list.
	Au training B Print D Save as PDF
	Type Status From To All Training All Imm Imm Imm
	Filter Completion Expiration
	Title Type Status Score Start Date Date Credits Action
	Accessing Your Transcript and Certificates in Virginia Housing's Partner Document Completed 3/3/2021 3/3/2021 Education LMS
	Facilitator Course: Level 2 Online Started 3/3/2021
	Facilitator Course: Level 1 Online Started 5/29/2020
	Finding Content in Virginia Housing's Partner Education LMS Document Completed 3/3/2021 3/3/2021
3	To access a certificate for a completed Curriculum track, click the Curriculums tab. For a certificate in a Certification track, click the Certifications tab.
4	Locate the completed course. Click View Certificate.
	Certifications
	Title Date Obtained Expiration Date Status Progress Action
	Universal Design Certification 2/25/2021 2/25/2026 Certified 200% Completed View Certificate



Need to Recertify? Follow These Steps

Step	Action
1	Log into the Partner Portal LMS at https://vhdapartnereducation.mkscloud.com/.
2	Click Transcript.
	What would you li
	Virginia Housing Q Start ty
	Gir Learn ∧
	Home
	Current Training JCa
	Transcript Saw Content
	Saved Content

Step	Action
3	Your list of trainings will appear. Click the Certifications tab. Locate the course in which you must recertify and click the course title.
	All Training Curriculums External Learning Training Assignments Certifications More-
	Certifications
	Title Date Obtained Expiration Date Status Progress Action Universal Design Certification 2/25/2021 2/25/2026 Certified 100% Completed
	View Certificate
4	On the Certification information screen, click Start Recertification .
	Universal Design Certification
	Certification View Certificate Start recertification
5	A Meridian LMS Course Player window appears. Click the course title to launch the course. Click Exit if you want to close the course player.
	Course Player - Google Chrome
	vhdapartnereducation.mkscloud.com/learneruc/scorm/scorm12player.cshtml?k=8467409836995eb8446039923b30d2e3
	Ge Exit
	□ <u>VHDA Facilitator Course Level</u> Use navigation options to launch or exit the course <u>Two Refresher</u>
	https://vhdapartnereducation.mkscloud.com/learneruc/scorm/scorm12player.cshtml?k=8467409836995eb8446039923b30d2e38481752217e5
6	When you complete the recertification, locate the completed course. Click View Certificate .
	All Training Curriculums External Learning Training Assignments Certifications More-
	Certifications
	Title Date Obtained Expiration Date Status Progress Action
	Universal Design Certification 2/25/2021 2/25/2026 Certified 100% Completed View Certificate

