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	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 the user 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 https://vhdapartnereducation.mkscloud.com/. To create a new account, click the **Sign Up!** link located under the **Log In** button.
2	Enter your information into the fields. Fields will display any requirements for length and characters as you enter your information. Click **Next** to continue. **Password must be at least 12 characters long** **Enter your full legal name. Only one per account; users may not share accounts**
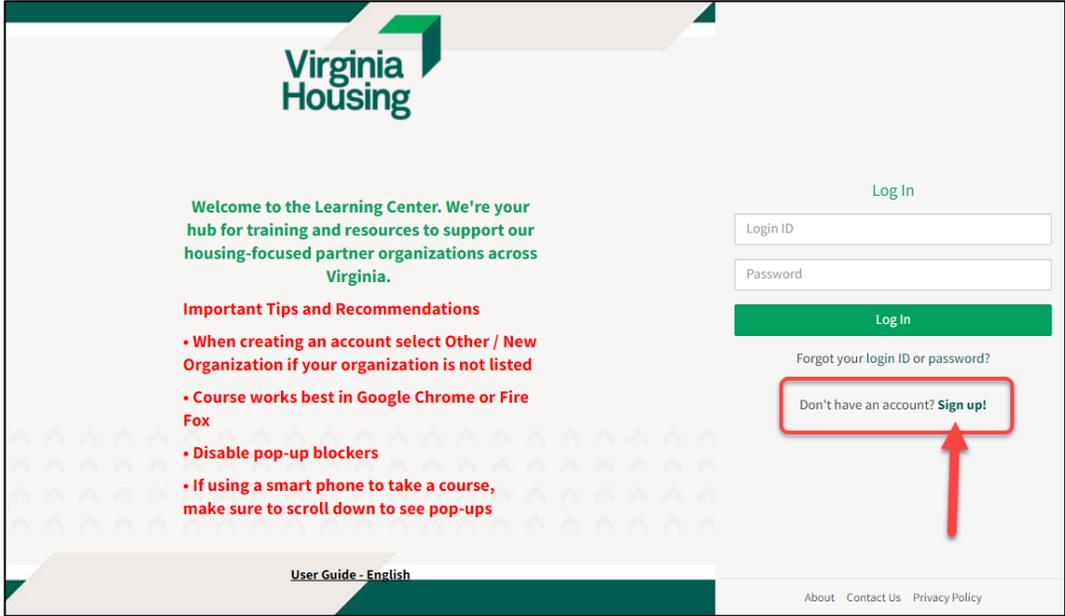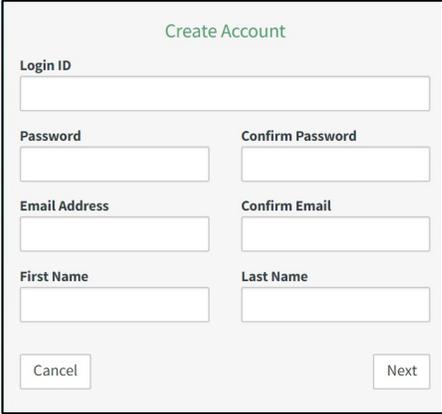
Step	Action
3	Select your organization in the **Organizations** menu. If your organization is not listed, select **Other/New Organization**. Create Account * Organizations Other / New Organization Old Point National Bank of Phoebus Open Door Realty Other / New Organization OVM Financial, Inc.
4	If necessary, 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
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?
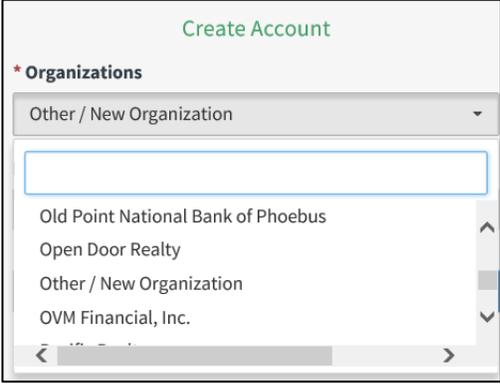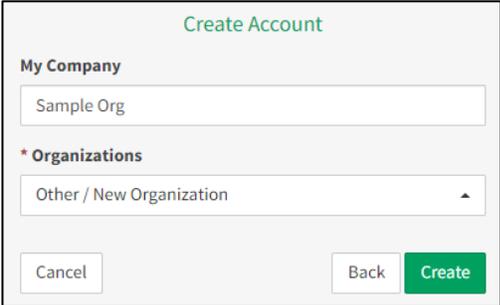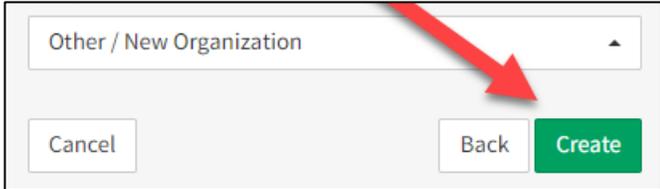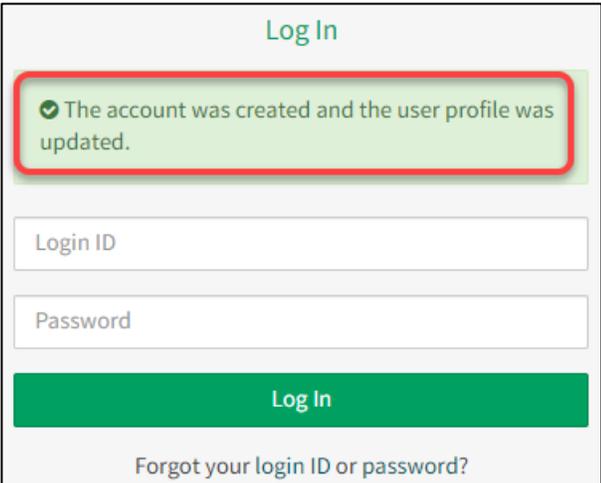
Step	Action
7	Enter your login information and click **Log In** to log into your account. Log In ✔ The account was created and the user profile was updated. Login ID Password **Log In** Forgot your login ID or password?
8	If your registration was successful, you will be able to log in and see a screen as follows. Click the green **Find More Training** button to continue to course enrollment. **What would you like to learn today?** Virginia Housing 🔍 Start typing to search the LMS catalog by courses, training, → Catalog 🎓 Learn ⌄ 📋 Manage ⌄ 🗐 Administer ⌄ 🔗 Quick Links ⌄ ❓ 🅴🅷 **Current Training** **Find More Training** Title Started/Begins Due/Ends Action No records found.
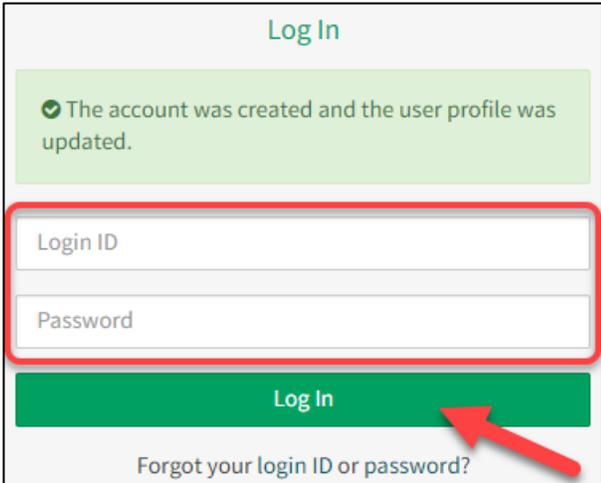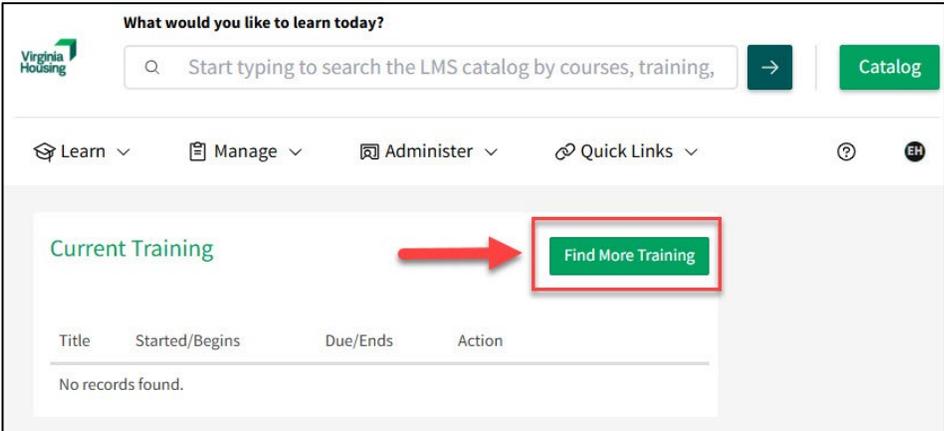
Inactive User Login ID?

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 partnereducation@virginiahousing.com to submit a request for assistance.

Log In

Login ID

Password

Log In

Forgot your login ID or password?

Don't have an account? **Sign up!**

About   Contact Us   Privacy Policy
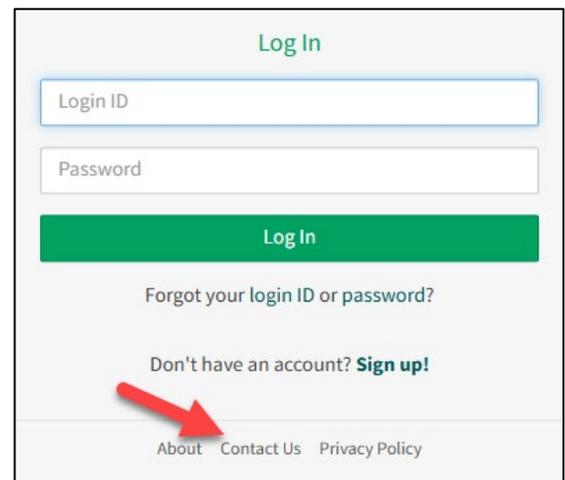
Finding Content in the LMS

Step	Action
1	Log into the Partner Portal if needed.
2	On the **Home** page, click **Catalog**.
3	The **Catalog** page appears. Enter search terms to locate specific content; click **Browse By Category** selections for different categories of training (to be expanded); or click course names in the **Recently Added** and **Recommended for You** sections.
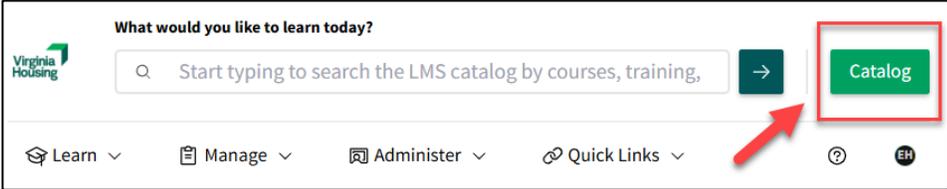
Step	Action
4	If you click a **Browse By Category** option, or if you search by keyword in the **Search for Content** field, you'll be presented with all courses related to that category or search in a **Search Results** form. Content types are classified as follows: **Course**: A single piece of learning 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 the user to complete the content and pass an assessment prior to certification.
5	Click a course title to view the **Description**. If desired, click **Enroll** to enroll in the course, or click **Search Results** to return to the list of results.

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.
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.
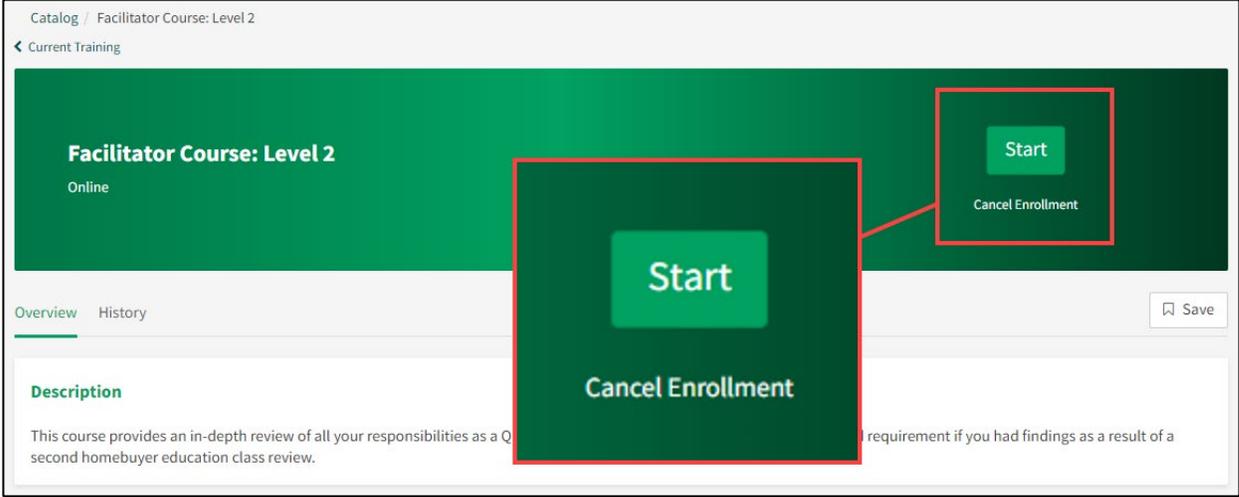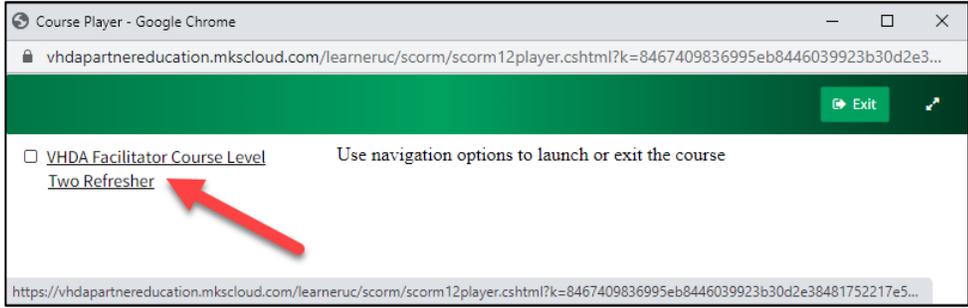
Saving Content

Step	Action
1	To save/bookmark a piece of content without enrolling, click the **Save** button.
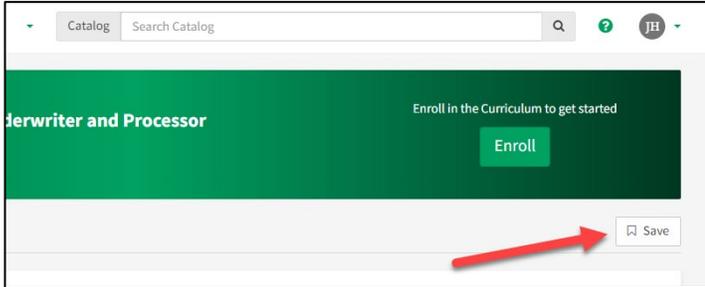
Step	Action
2	To review your saved items, click **Saved Content** from the LMS toolbar.
3	The **Saved Content** page shows any courses or curriculum that you've saved. Click an item title to view its page, or click the **Saved** icon to remove it from the **Saved Content** list.
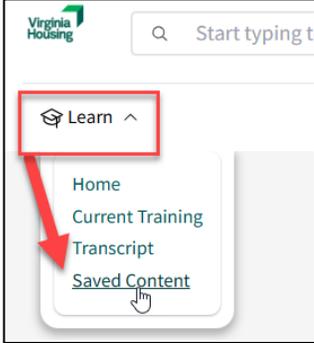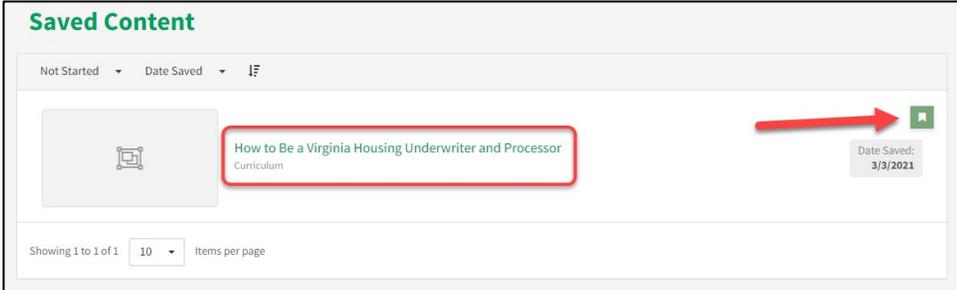
Returning to Content Already Accessed in the LMS

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.
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.
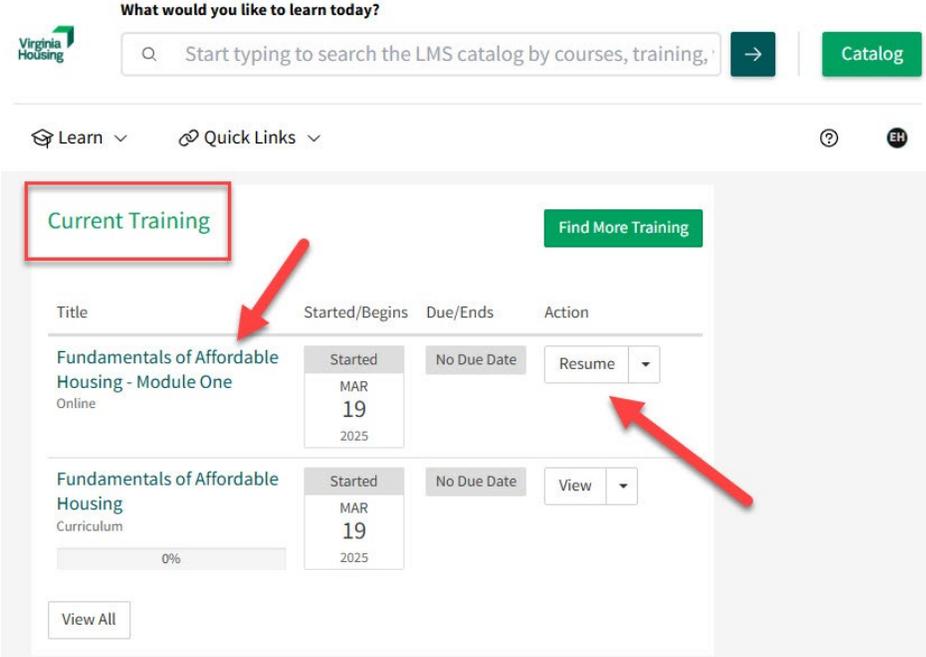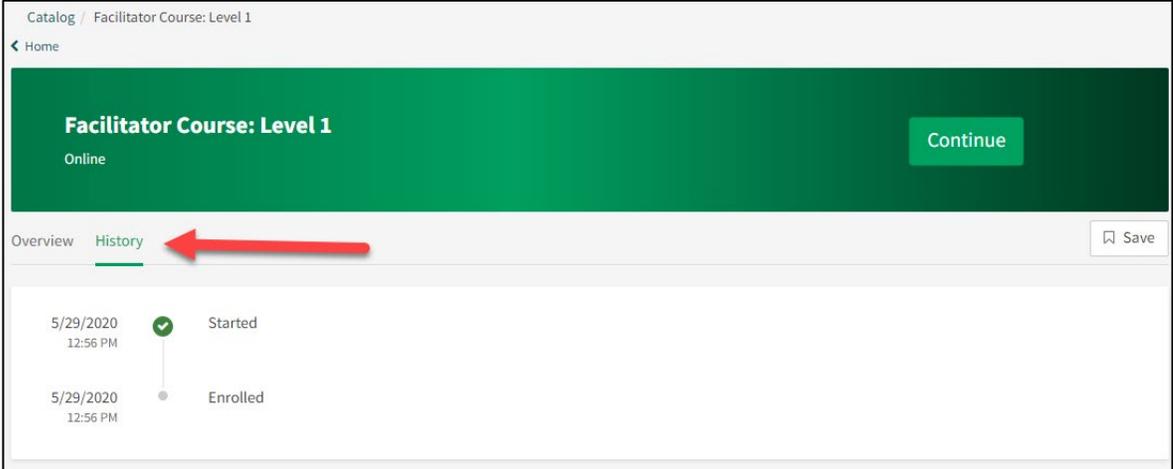
Accessing Your Transcript and Certificates

Step	Action
1	Click **Transcript**. ![Virginia Housing Learn menu showing Home, Current Training, Transcript, Saved Content]
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. ![All Training screen with tabs: All Training, Curriculums, External Learning, Training Assignments, Certifications, More. Type filter: All Training; Status: All; From; To; Filter button. Table with columns Title, Type, Status, Score, Start Date, Completion Date, Expiration Date, Credits, Action. Rows: Accessing Your Transcript and Certificates in Virginia Housing's Partner Education LMS - Document - Completed - 3/3/2021 - 3/3/2021; 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. ![Tabs showing All Training, Curriculums, External Learning, Training Assignments, Certifications, More with red arrows pointing to Curriculums and Certifications]
4	Locate the completed course. Click **View Certificate**. ![Certifications tab showing table with columns Title, Date Obtained, Expiration Date, Status, Progress, Action. Row: Universal Design Certification - 2/25/2021 - 2/25/2026 - Certified - 100% Completed - View Certificate, with a red arrow pointing to View Certificate]
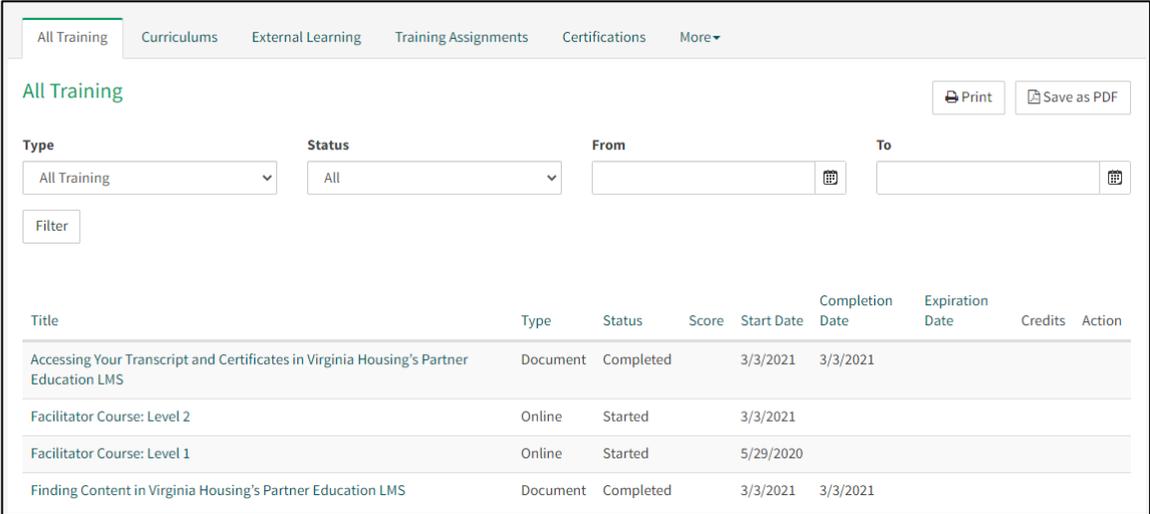
Step	Action
5	The certificate will open in a new window. If you want to print the certificate, click the printer icon.

Need to Recertify? Follow These Steps

Step	Action
1	Log into the Partner Portal LMS at https://vhdapartnereducation.mkscloud.com/.
2	Click **Transcript**.
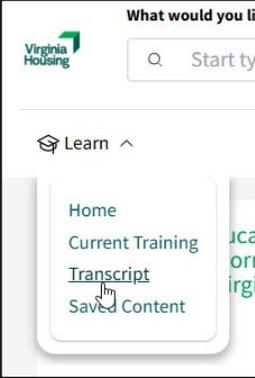
Step	Action
3	Your list of trainings will appear. Click the **Certifications** tab. Locate the course in which you must recertify and click the course title.
4	On the Certification information screen, click **Start Recertification**.
5	A **Meridian LMS Course Player** window appears. Click the course title to launch the course. Click **Exit** if you want to close the course player.
6	When you complete the recertification, locate the completed course. Click **View Certificate**.
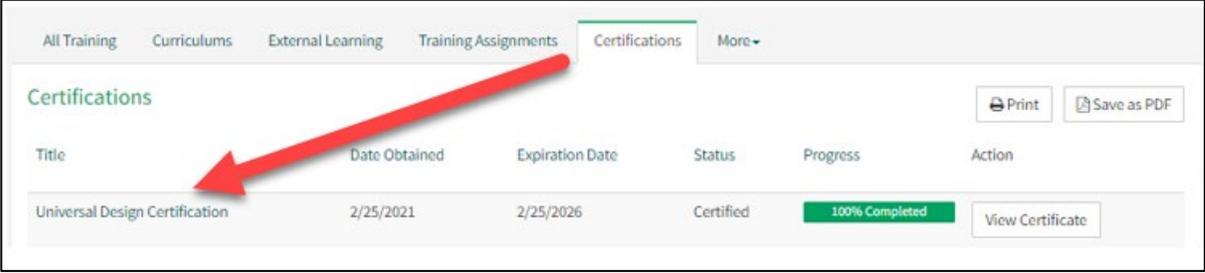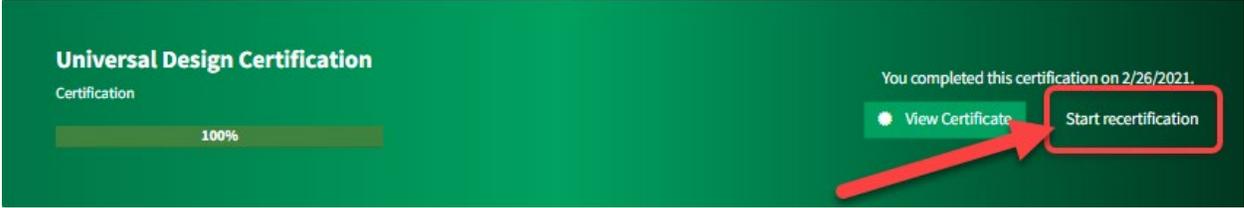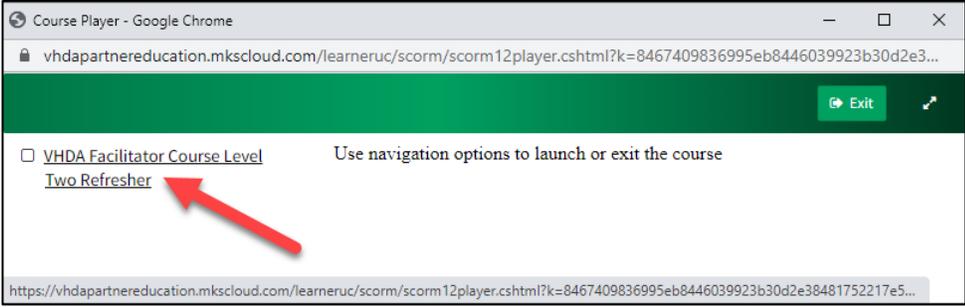
Step	Action
7	The certificate will open in a new window. If you want to print the certificate, click the printer icon.