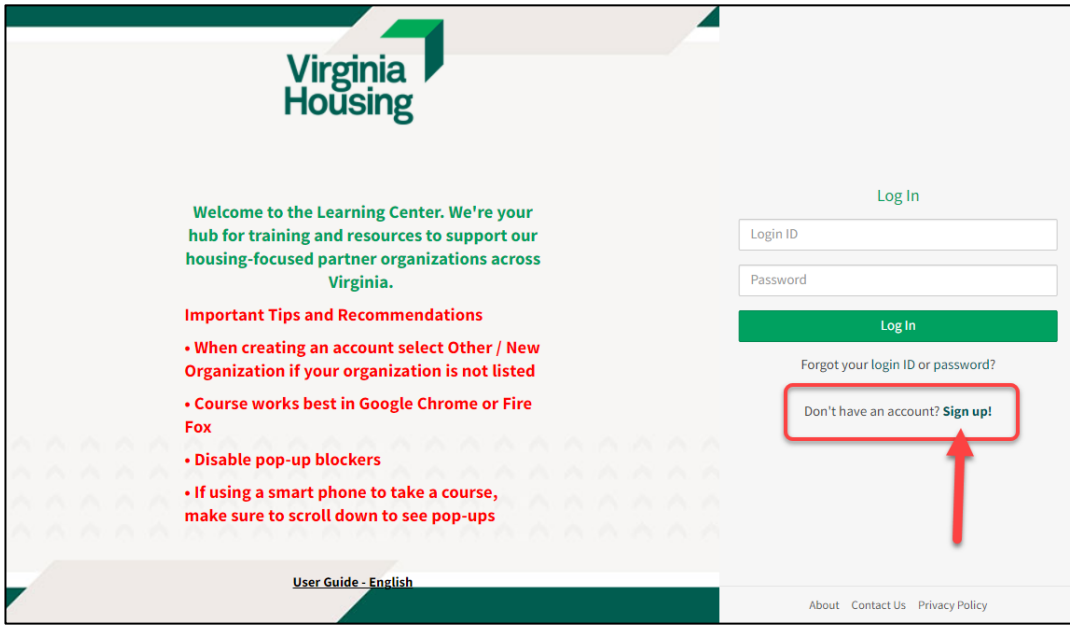
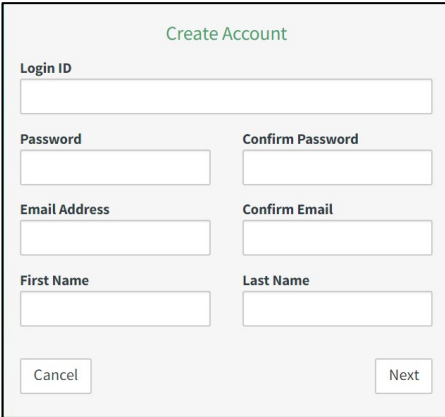
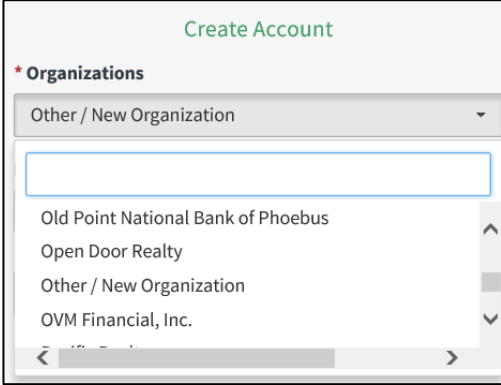
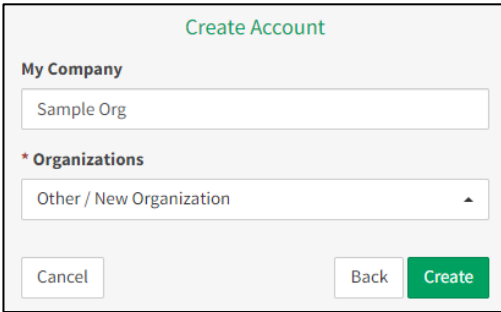
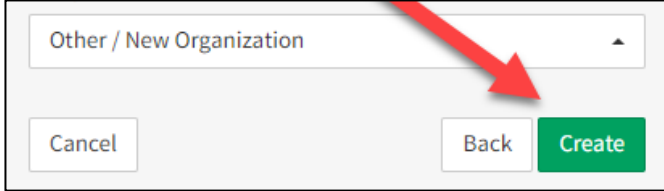
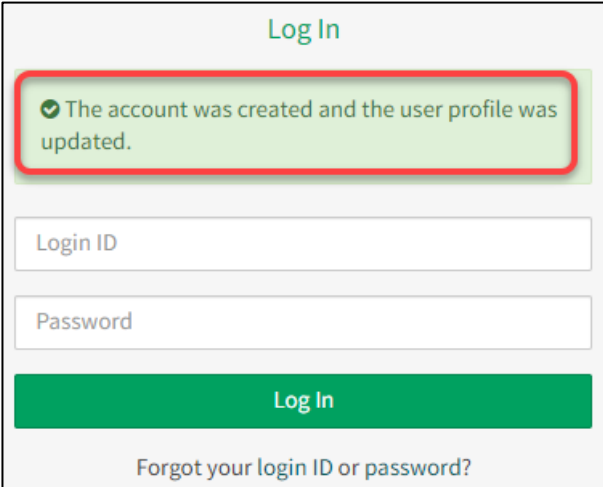


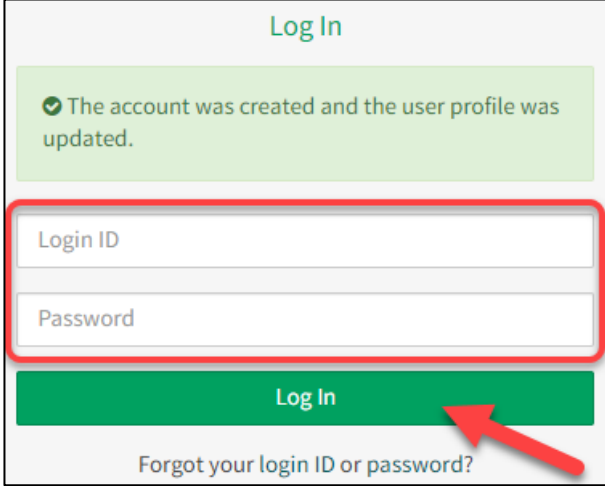
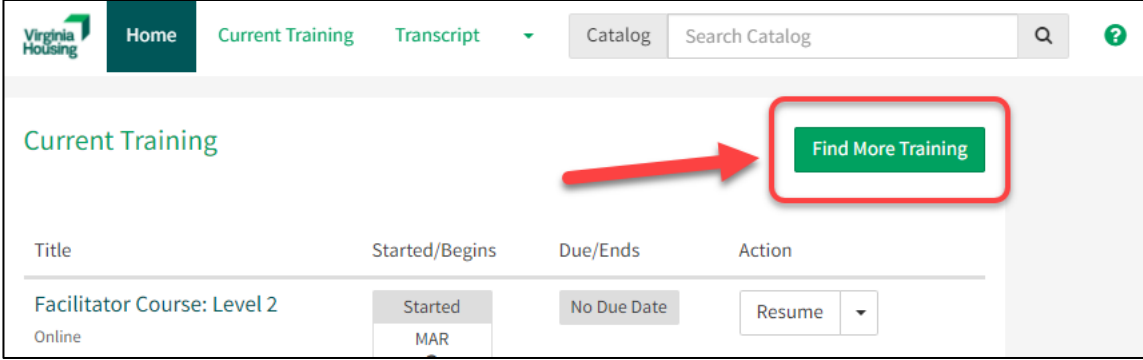
# Using the Virginia Housing Partner Portal LMS

<b>Purpose</b>	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.
<b>Additional Documentation or Other Resources</b>	<p>LMS Content is classified as one of the following three types.</p> <p><b>Course:</b> A single piece of learning content. A course may be standalone, part of a curriculum, or required as part of a certification.</p> <p><b>Curriculum:</b> 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.</p> <p><b>Certification:</b> 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.</p>

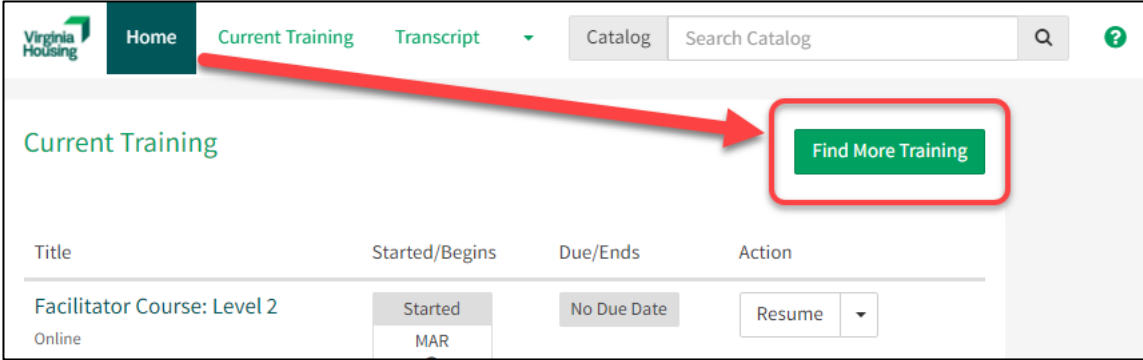
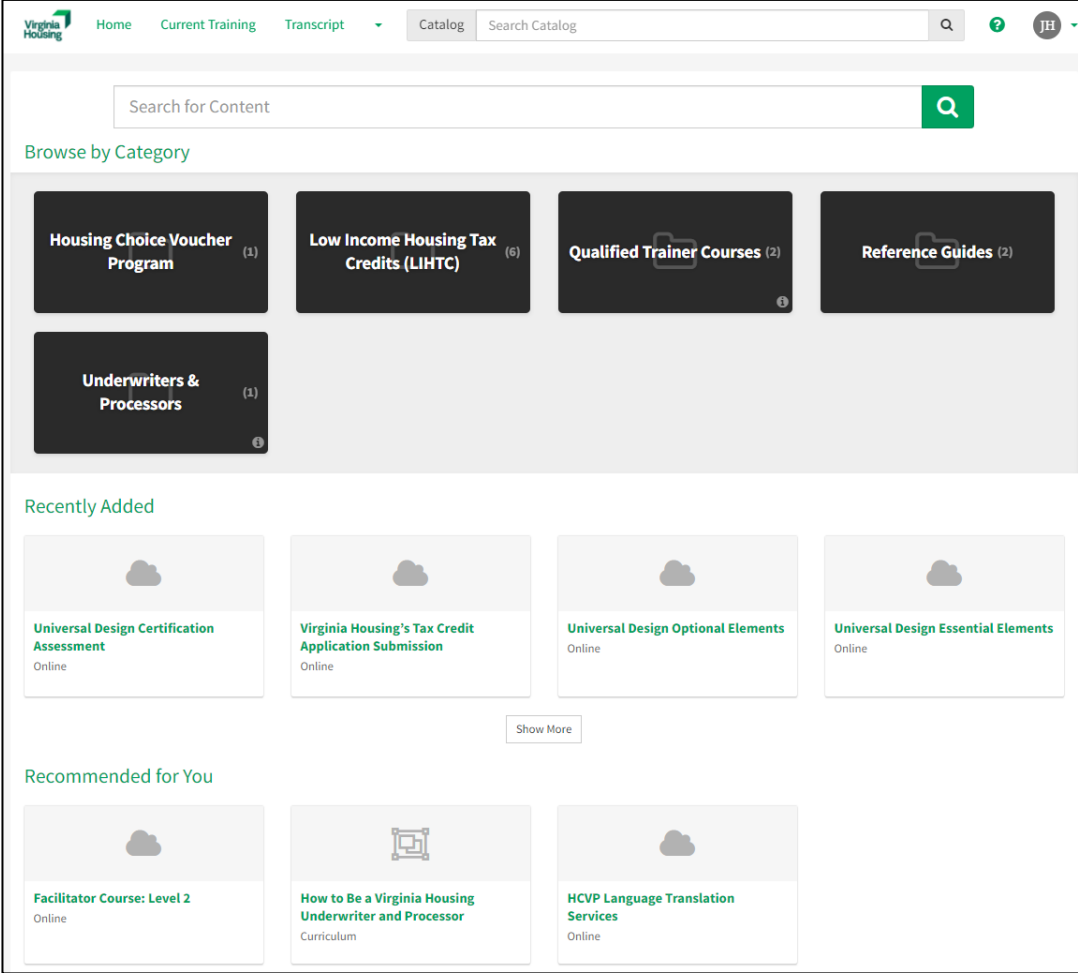
## Creating an Account

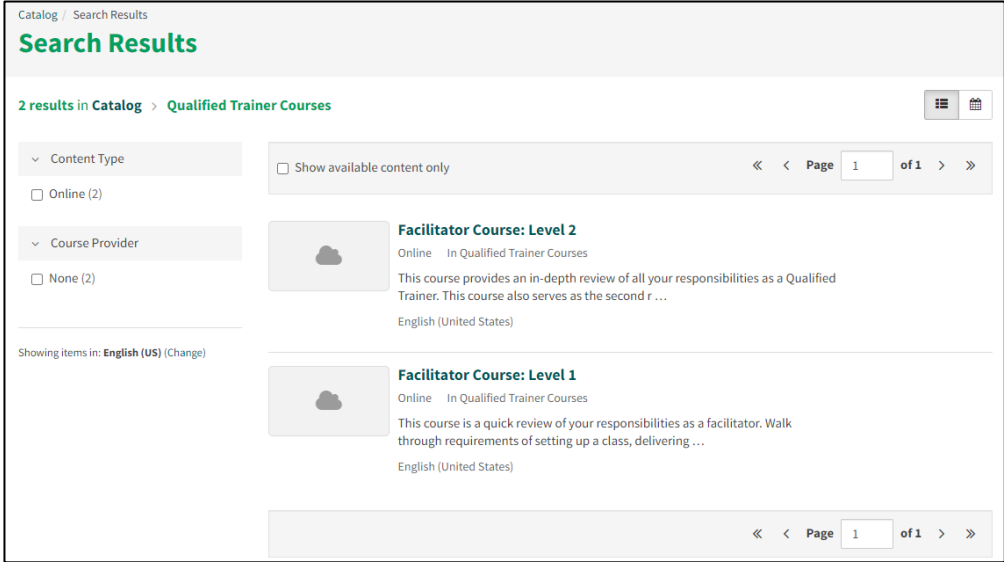
Step	Action
1	<p>The Virginia Housing Learning Center can be accessed at <a href="https://vhdapartnereducation.mkscloud.com/">https://vhdapartnereducation.mkscloud.com/</a>.</p> <p>To create a new account, click the <b>Sign Up!</b> link located under the <b>Log In</b> button.</p> 
2	<p>Enter your information into the fields. Fields will display any requirements for length and characters as you enter your information. Click <b>Next</b> to continue.</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p><b>Password must be at least 12 characters long</b></p> <p><b>Enter your full legal name. Only one per account; users may not share accounts</b></p> </div> 

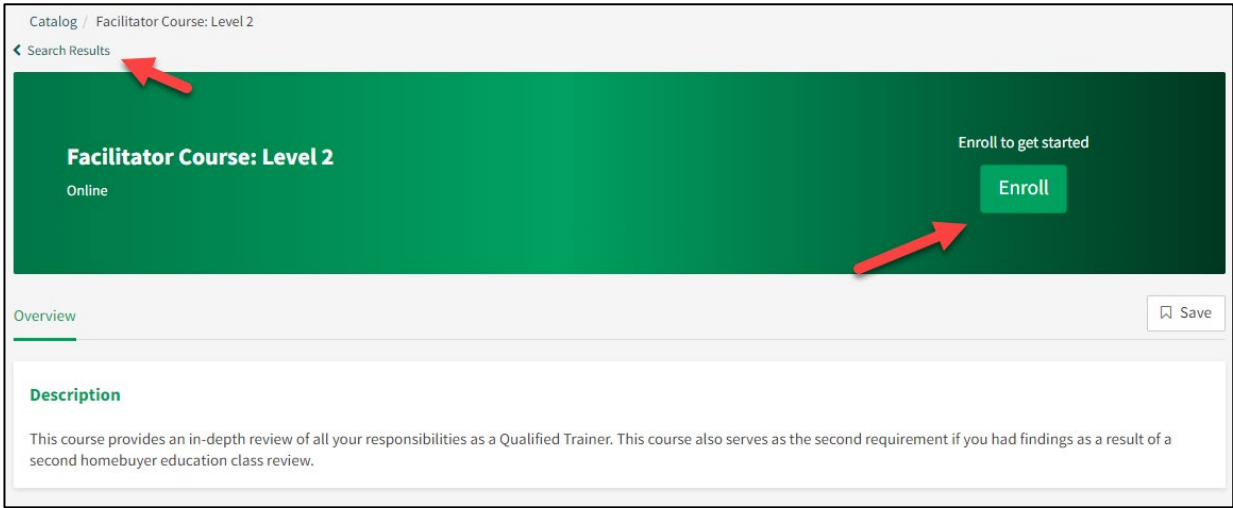
Step	Action
3	<p>Select your organization in the <b>Organizations</b> menu. If your organization is not listed, select <b>Other/New Organization</b>.</p> 
4	<p>If necessary, enter the name of your company into <b>My Company</b> field.</p> 
5	<p>Click <b>Create</b>.</p> 
6	<p>A new login window will appear with a green confirmation bar indicating your account has been created.</p> 

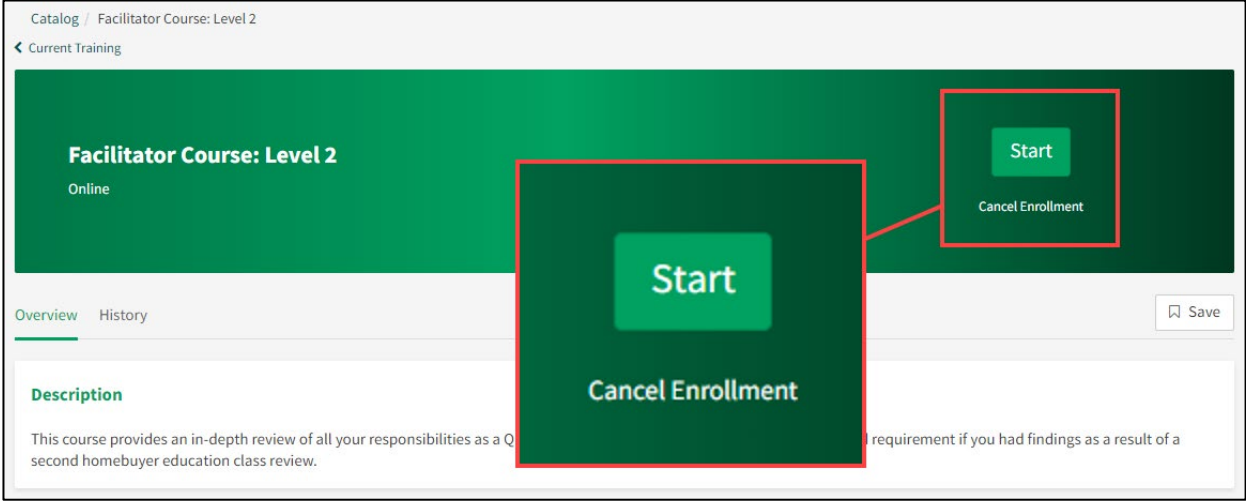
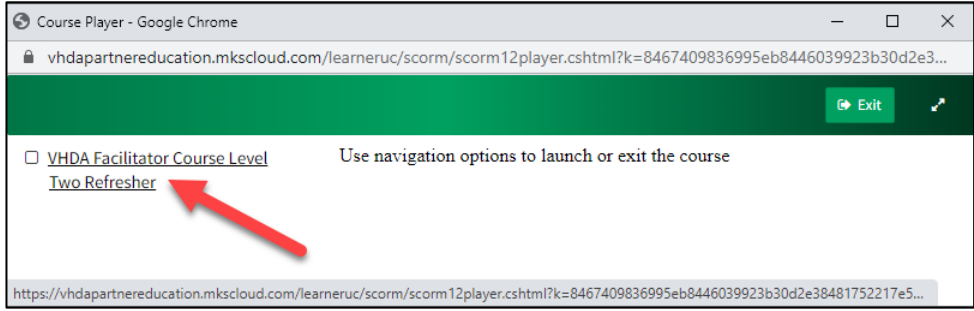
Step	Action
7	<p>Enter your login information and click <b>Log In</b> to log into your account.</p> 
8	<p>If your registration was successful, you will be able to log in and see a screen as follows.</p> <p>Click the green <b>Find More Training</b> button to continue to course enrollment.</p> 

## Finding Content in the LMS

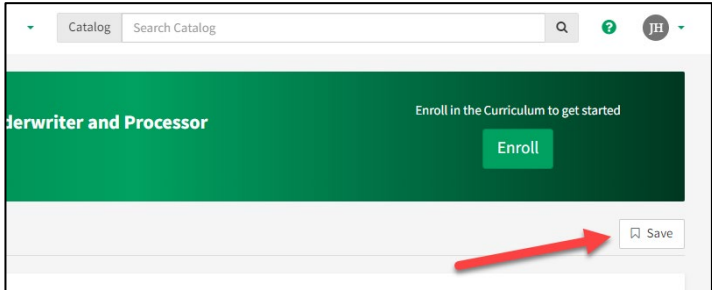
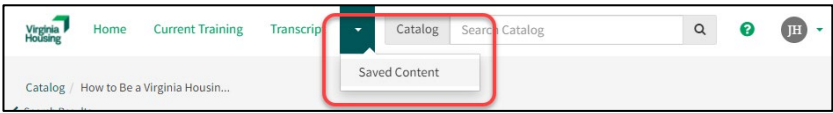
Step	Action
1	Log into the Partner Portal if needed.
2	<p>On the <b>Home</b> page, click <b>Find More Training</b>.</p> 
3	<p>The <b>Catalog</b> page appears. Enter search terms to locate specific content; click <b>Browse By Category</b> selections for different categories of training (to be expanded); or click course names in the <b>Recently Added</b> and <b>Recommended for You</b> sections.</p> 

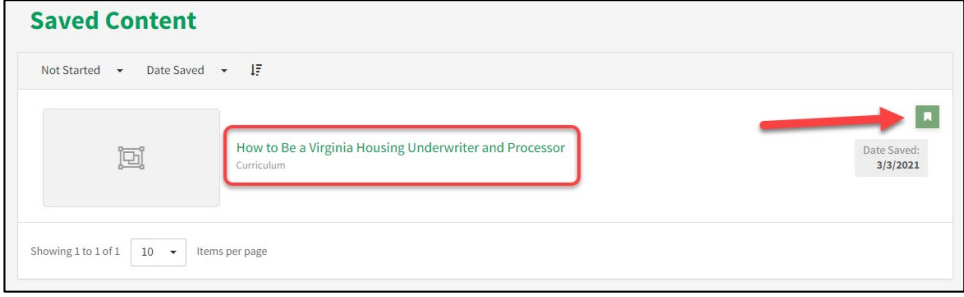
Step	Action
4	<p>If you click a <b>Browse By Category</b> option, or if you search by keyword in the <b>Search for Content</b> field, you'll be presented with all courses related to that category or search in a <b>Search Results</b> form.</p> <p>Content types are classified as follows:</p> <p><b>Course:</b> A single piece of learning content. A course may be standalone, part of a curriculum, or required as part of a certification.</p> <p><b>Curriculum:</b> 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.</p> <p><b>Certification:</b> 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.</p>  <p>The screenshot shows a 'Search Results' page with 2 results in the 'Qualified Trainer Courses' category. The first result is 'Facilitator Course: Level 2', which is an online course providing an in-depth review of responsibilities as a Qualified Trainer. The second result is 'Facilitator Course: Level 1', a quick review of responsibilities as a facilitator. Both results are in English (United States).</p>

5	<p>Click a course title to view the <b>Description</b>. If desired, click <b>Enroll</b> to enroll in the course, or click <b>Search Results</b> to return to the list of results.</p>  <p>The screenshot shows the course description page for 'Facilitator Course: Level 2'. A red arrow points to the 'Search Results' link in the top left corner, and another red arrow points to the 'Enroll' button in the top right corner. The description text states: 'This course provides an in-depth review of all your responsibilities as a Qualified Trainer. This course also serves as the second requirement if you had findings as a result of a second homebuyer education class review.'</p>
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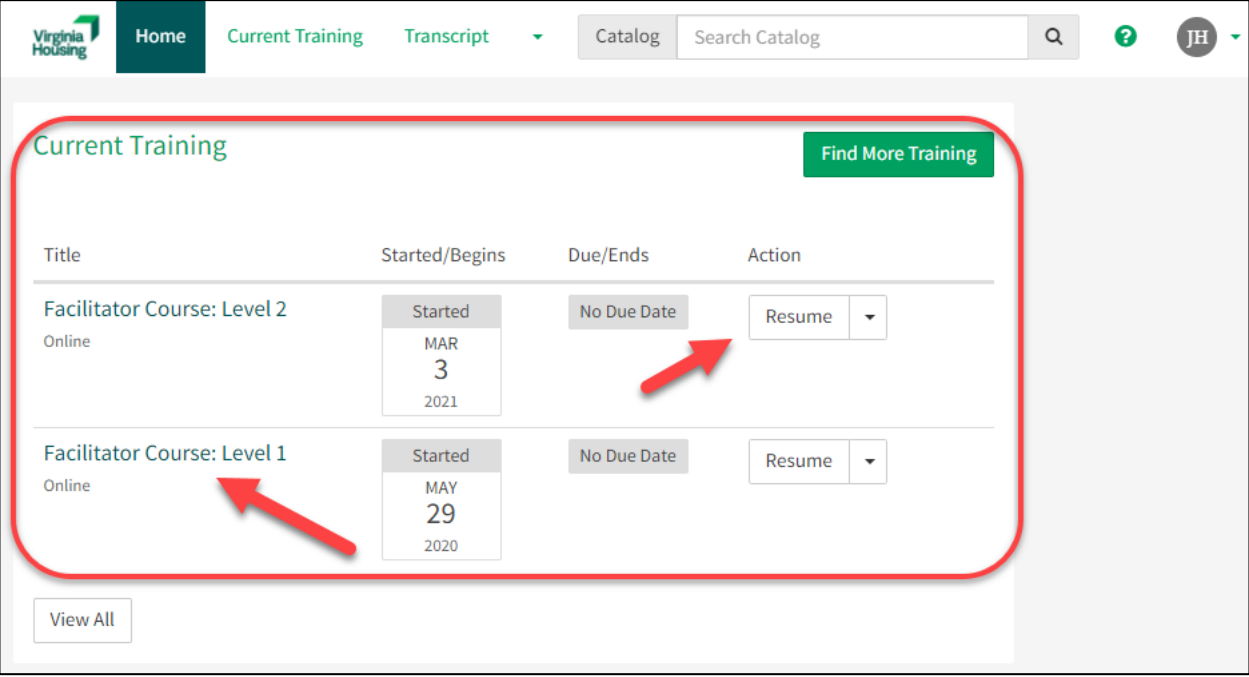
Step	Action
6	<p>Once you enroll in a course, the <b>Enroll</b> button changes to a <b>Start</b> button, and a <b>Cancel Enrollment</b> link appears underneath the button.</p> <p>If you click <b>Cancel Enrollment</b>, the <b>Start</b> button reverts to <b>Enroll</b>, allowing you to re-enroll if you desire.</p> 
7	<p>If you click <b>Start</b>, a <b>Meridian LMS Course Player</b> window appears. Click the course title to launch the course. Click <b>Exit</b> if you want to close the course player.</p> 

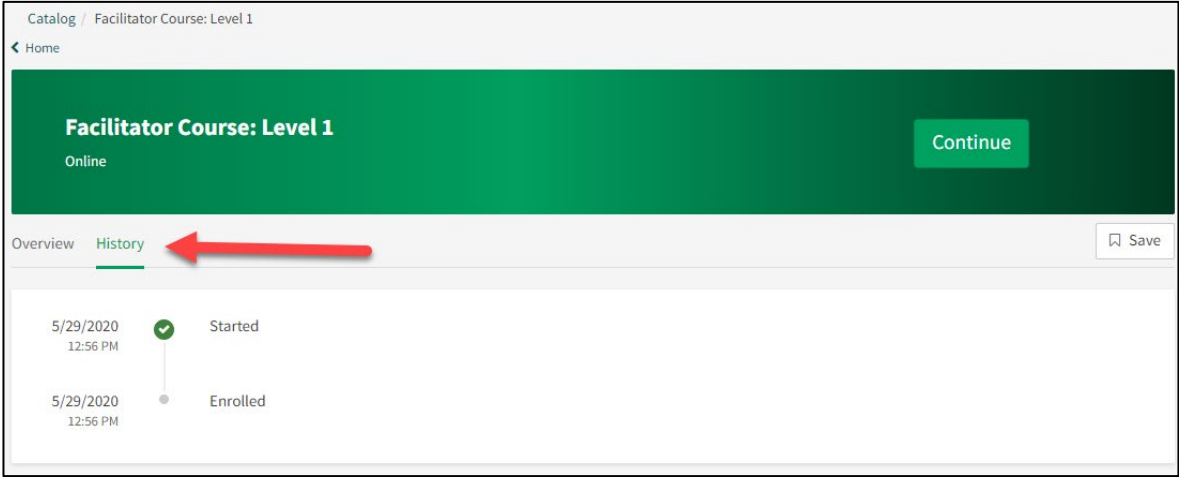
## Saving Content

Step	Action
1	<p>To save/bookmark a piece of content without enrolling, click the <b>Save</b> button.</p> 
2	<p>To review your saved items, click <b>Saved Content</b> from the LMS toolbar.</p> 

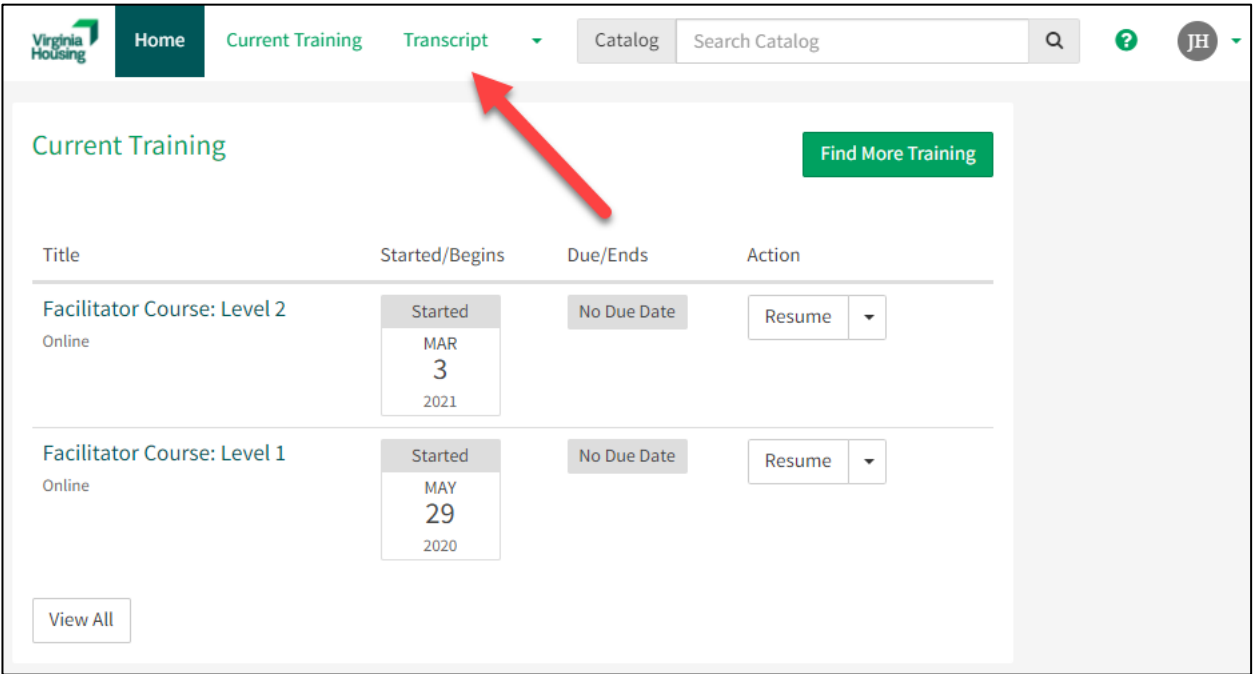
Step	Action
3	<p>The <b>Saved Content</b> page shows any courses or curriculum that you've saved. Click an item title to view its page, or click the <b>Saved</b> icon to remove it from the <b>Saved Content</b> list.</p> 

### Returning to Content Already Accessed in the LMS

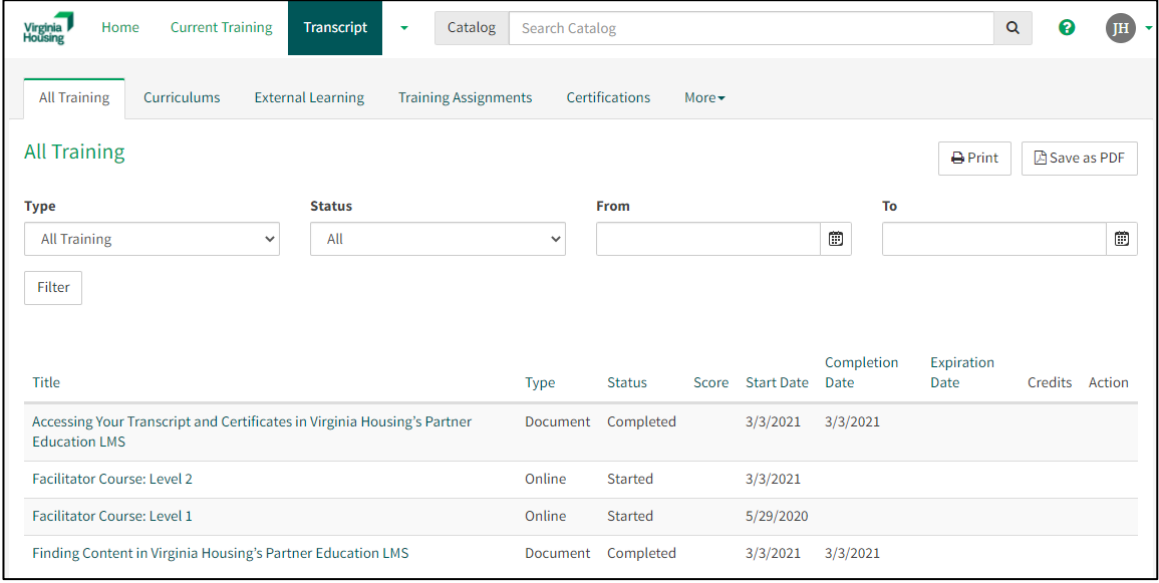
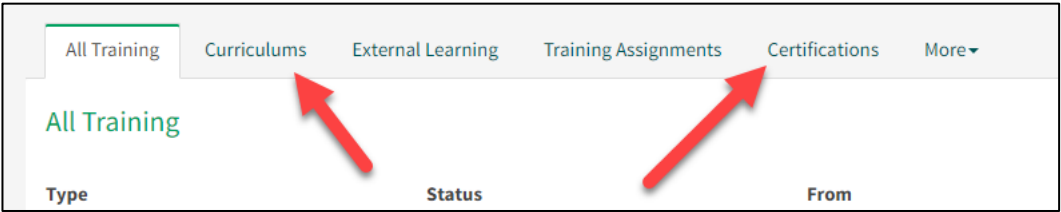
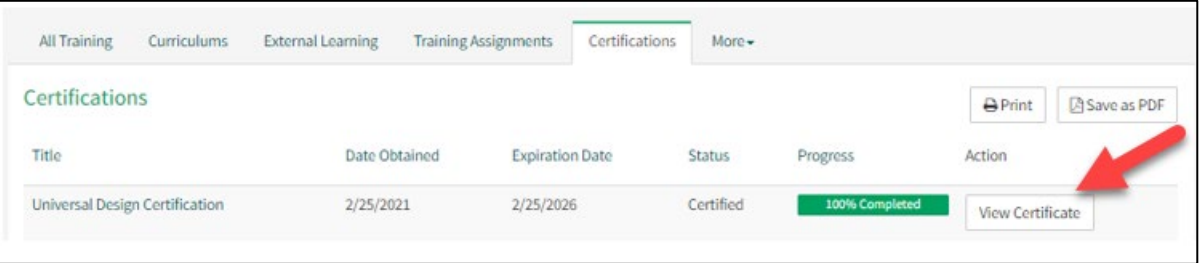
Step	Action
4	<p>In Google Chrome, log in to <a href="https://vhdapartnereducation.mksccloud.com/">https://vhdapartnereducation.mksccloud.com/</a>.</p>
5	<p>The <b>Home</b> page appears. Locate the <b>Current Training</b> section. This section will usually show whichever course you were most recently accessing. Click <b>Resume</b> to launch the <b>Meridian LMS Course Player</b> window.</p> <p>To view the course listing, click the course title.</p> 

Step	Action
6	<p>The <b>Course Listing</b> page shows the description of the content, and you can click the <b>History</b> tab to view your progress. Click <b>Continue</b> to launch the <b>Meridian LMS Course Player</b> window, or click <b>Search Results</b> or <b>Home</b> to return to the list of results or Home page, depending on which options are presented.</p> 

### Accessing Your Transcript and Certificates

Step	Action												
1	<p>Click <b>Transcript</b>.</p>  <table border="1" data-bbox="261 1188 1219 1507"> <thead> <tr> <th>Title</th> <th>Started/Begins</th> <th>Due/Ends</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Facilitator Course: Level 2 Online</td> <td>Started MAR 3 2021</td> <td>No Due Date</td> <td>Resume ▾</td> </tr> <tr> <td>Facilitator Course: Level 1 Online</td> <td>Started MAY 29 2020</td> <td>No Due Date</td> <td>Resume ▾</td> </tr> </tbody> </table>	Title	Started/Begins	Due/Ends	Action	Facilitator Course: Level 2 Online	Started MAR 3 2021	No Due Date	Resume ▾	Facilitator Course: Level 1 Online	Started MAY 29 2020	No Due Date	Resume ▾
Title	Started/Begins	Due/Ends	Action										
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Facilitator Course: Level 1 Online	Started MAY 29 2020	No Due Date	Resume ▾										

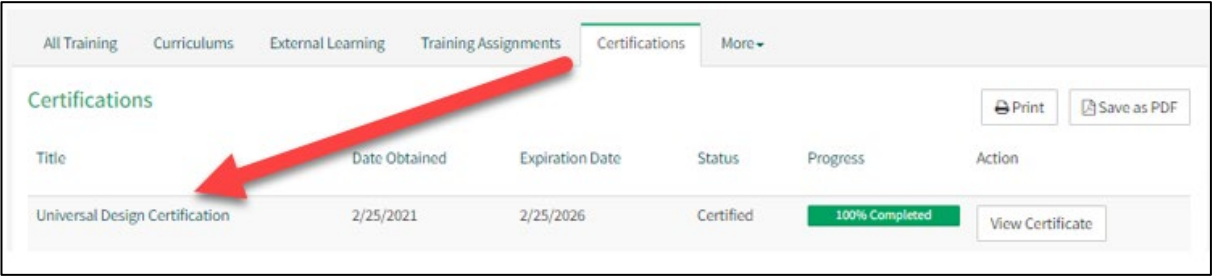

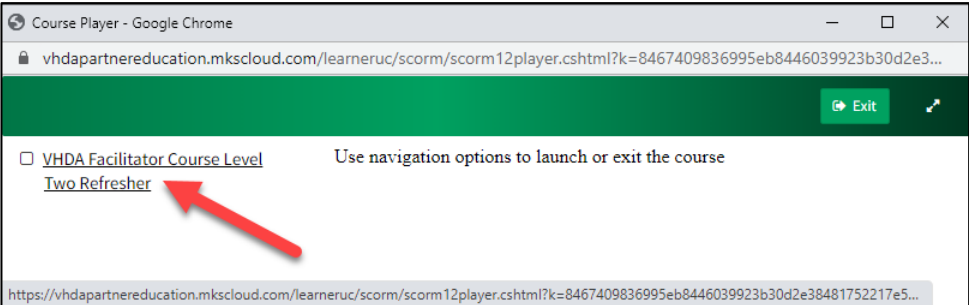
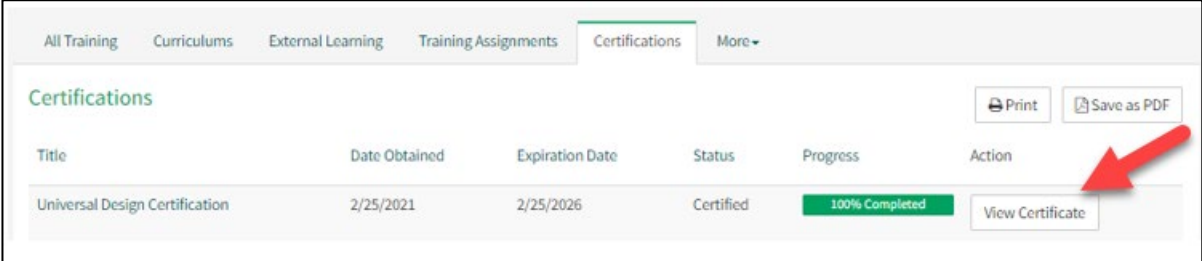


Step	Action																																													
2	<p>Your list of trainings will appear. You can enter details into the fields to filter through the list of trainings that you have started or completed or you can scroll down to view a full list.</p>  <table border="1" data-bbox="279 583 1409 814"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Status</th> <th>Score</th> <th>Start Date</th> <th>Completion Date</th> <th>Expiration Date</th> <th>Credits</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Accessing Your Transcript and Certificates in Virginia Housing's Partner Education LMS</td> <td>Document</td> <td>Completed</td> <td></td> <td>3/3/2021</td> <td>3/3/2021</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facilitator Course: Level 2</td> <td>Online</td> <td>Started</td> <td></td> <td>3/3/2021</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facilitator Course: Level 1</td> <td>Online</td> <td>Started</td> <td></td> <td>5/29/2020</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finding Content in Virginia Housing's Partner Education LMS</td> <td>Document</td> <td>Completed</td> <td></td> <td>3/3/2021</td> <td>3/3/2021</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action	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			
Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action																																						
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Finding Content in Virginia Housing's Partner Education LMS	Document	Completed		3/3/2021	3/3/2021																																									
3	<p>To access a certificate for a completed Curriculum track, click the <b>Curriculums</b> tab.</p> <p>For a certificate in a Certification track, click the <b>Certifications</b> tab.</p> 																																													
4	<p>Locate the completed course. Click <b>View Certificate</b>.</p>  <table border="1" data-bbox="263 1394 1432 1507"> <thead> <tr> <th>Title</th> <th>Date Obtained</th> <th>Expiration Date</th> <th>Status</th> <th>Progress</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Universal Design Certification</td> <td>2/25/2021</td> <td>2/25/2026</td> <td>Certified</td> <td>100% Completed</td> <td>View Certificate</td> </tr> </tbody> </table>	Title	Date Obtained	Expiration Date	Status	Progress	Action	Universal Design Certification	2/25/2021	2/25/2026	Certified	100% Completed	View Certificate																																	
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Universal Design Certification	2/25/2021	2/25/2026	Certified	100% Completed	View Certificate																																									

Step	Action
5	<p>The certificate will open in a new window.</p> <div data-bbox="548 205 1159 653" style="text-align: center;"> <p><b>VHDA</b>  <b>Certificate of Completion</b>  <b>How to Be a Virginia Housing Underwriter and Processor</b>            This is to certify  <u>Melissa Whitlow</u>            Virginia Housing            Completed the coursework required for How to be a VHDA Underwriter &amp; Processor.  <u>6/3/2020</u></p> </div> <p>If you want to print the certificate, click the printer icon. If you want to save a copy of the certificate to your computer, click the arrow icon.</p> <div data-bbox="334 751 1375 1003"> </div>

### Need to Recertify? Follow These Steps

Step	Action
1	Log into the Partner Portal LMS at <a href="https://vhdapartnereducation.mkscloud.com/">https://vhdapartnereducation.mkscloud.com/</a> .
2	<p>Click <b>Transcript</b>.</p> <div data-bbox="232 1270 1477 1591"> <p>The screenshot shows the LMS navigation menu with 'Home', 'Current Training', and 'Transcript'. The 'Transcript' item is highlighted with a red arrow. Below the menu is a 'Current Training' section with a 'Find More Training' button and a table with columns: Title, Started/Begins, Due/Ends, and Action. The table contains one row: 'Facilitator Course: Level 2' with 'Started', 'No Due Date', and a 'Resume' dropdown.</p> </div>

Step	Action
3	<p>Your list of trainings will appear. Click the <b>Certifications</b> tab. Locate the course in which you must recertify and click the course title.</p> 
4	<p>On the Certification information screen, click <b>Start Recertification</b>.</p> 
5	<p>A <b>Meridian LMS Course Player</b> window appears. Click the course title to launch the course. Click <b>Exit</b> if you want to close the course player.</p> 
6	<p>When you complete the recertification, locate the completed course. Click <b>View Certificate</b>.</p> 

Step	Action
7	<p>The certificate will open in a new window.</p> <div data-bbox="548 205 1156 655" data-label="Image"> <p>The image shows a certificate with a teal and green border. At the top is the VHDA logo. The main title is 'Certificate of Completion' followed by the course name 'How to Be a Virginia Housing Underwriter and Processor'. It certifies that Melissa Whitlow, Virginia Housing, completed the coursework on 6/3/2020. A small house icon is in the bottom right corner.</p> </div> <p>If you want to print the certificate, click the printer icon. If you want to save a copy of the certificate to your computer, click the arrow icon.</p> <div data-bbox="334 751 1373 1003" data-label="Image"> <p>The screenshot shows a Google Chrome browser window. The address bar contains the URL 'vhdalearningcenter.mksccloud.com/Kview/CustomCodeBehind/base/utilities/pdfconverter.aspx?strFileName=Certific...'. The page title is 'pdfconverter.aspx' and it shows '1 / 1' pages. In the top right corner of the viewer, there are three icons: a refresh icon, a download icon (an arrow pointing down), and a print icon (a printer). Two red arrows point to the download and print icons respectively.</p> </div>