


# LRN Catalyst Quick Start Guide

## Sign in to LRN Catalyst

1. Click the link provided by your administrator.
2. Enter your user name and password.
3. Click **Sign me in**.


## Take a module

The My Queue screen contains your module assignments, arranged in order of priority, with the topmost being the most urgent. You are automatically taken there upon sign-in; clicking the  icon at the top of your screen will also take you there.

1. Click the title of the module you want to take. You are taken to the Module Preview screen.
2. Click the **Start now** button.

By clicking “Image View” or “List View” (near the top of the screen) you can switch between graphic and text-only displays of the My Queue screen. **Note:** Some modules may be “chained,” which means that they must be taken in sequence.


## View your completed courses

Click the  icon at the top of the screen to go to the History screen, which contains a listing of all your completed courses. These are some of the actions you can do on this screen:

- To view more information about each completed course — click the course title. The display will expand with more information.
- To sort the list by Title, Catalog ID, Time Spent, or Completion — click the appropriate column header.
- To filter the list by completion date — click **Filter By Date** and select start and end dates.

## View and print a Certificate of Completion for a course



After completing a course, you’ll be prompted to view and print the Certificate of Completion. If, however, you want to print the certificate after exiting the course, you can always do so from the History screen:

1. Go to the History screen (click the  icon).
2. Click the course title. The display expands.
3. Click the **Certificate of Completion** link.
4. The certificate appears, and you can print it.

### Reset a forgotten password

1. Click **Forgot?** on the **Sign In** screen.
2. Enter your user name and/or email, depending on your company's requirements.
3. Click **Reset my Password**.
4. The system will send you an email with a temporary link. Click the link.
5. At the prompt, enter your user name and new password (twice).
6. Once your user name is validated, the system updates your password, and the temporary link is disabled.
7. You are returned to the **Sign In** screen. Enter the new password.
8. After receiving a validation message, click the prompt to return to the My Profile screen.

### Change your password

1. Go to the My Profile screen (click the  icon).
2. Click the  beside the password.
3. Enter your current password, then your new password twice. Then click **Change Password**.
4. After receiving a validation message, click the prompt to return to the My Profile screen.