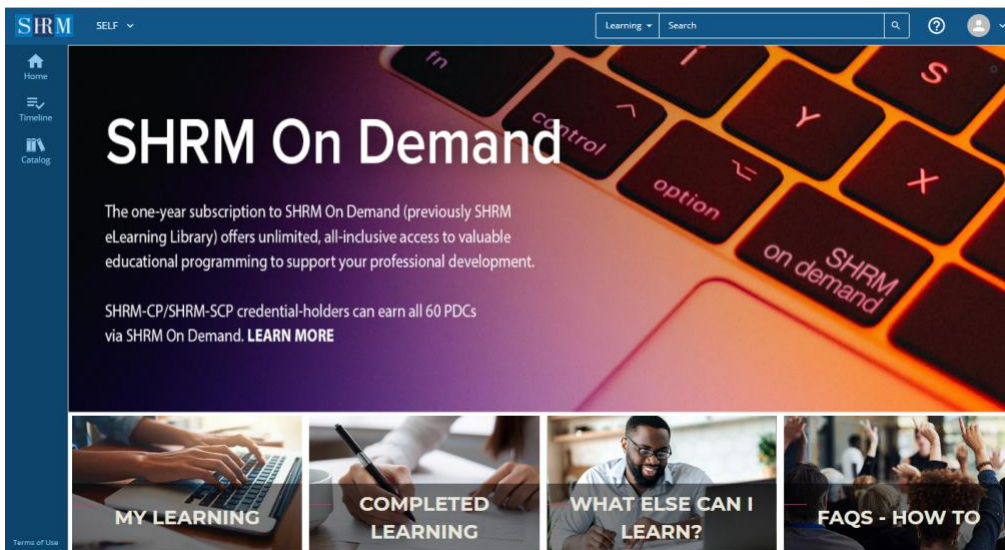# How to Access and Complete Your Orientation

Overview

Use the following as a guide to help you navigate to and through your orientation in SHRM's Learning Management System (LMS).

Step-by-Step Guide

1) To begin, navigate to SHRM's LMS at education.shrm.org

2) Enter your SHRM **username** and **password**. (These will be the login credentials that were emailed to you from noreply@shrm.org) Once logged in, you will be directed to the SHRM LMS Dashboard.
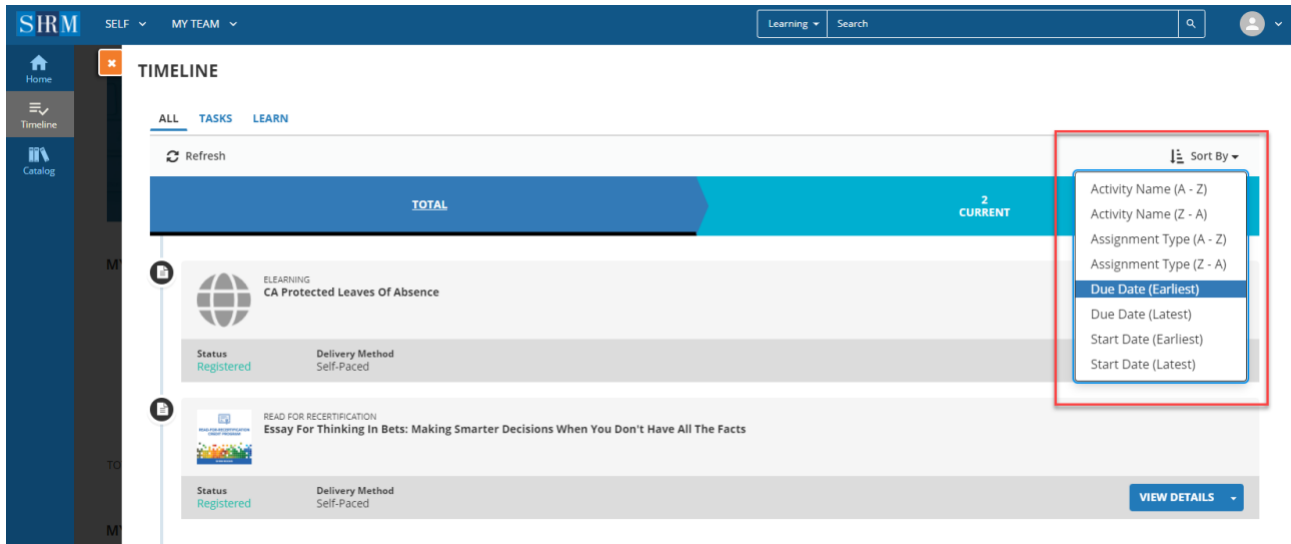

3) Click the TIMELINE button to access a list of your activities.
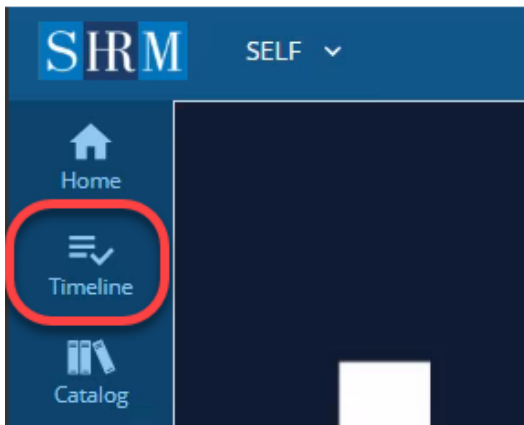
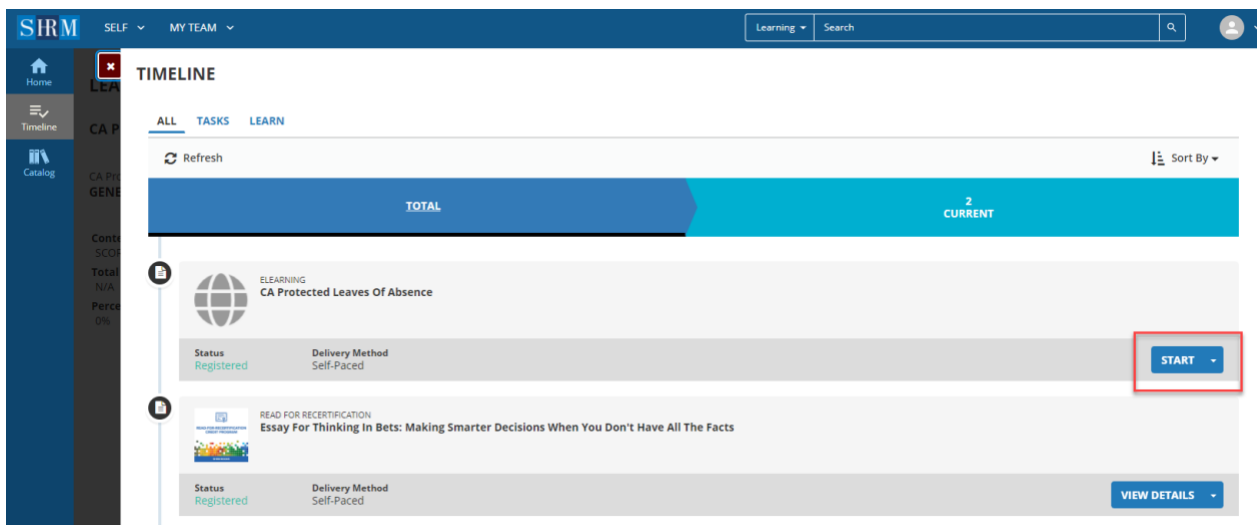4) The **TIMELINE MENU** will slide in from the right and will display a list of your activities. You should see the orientation there.
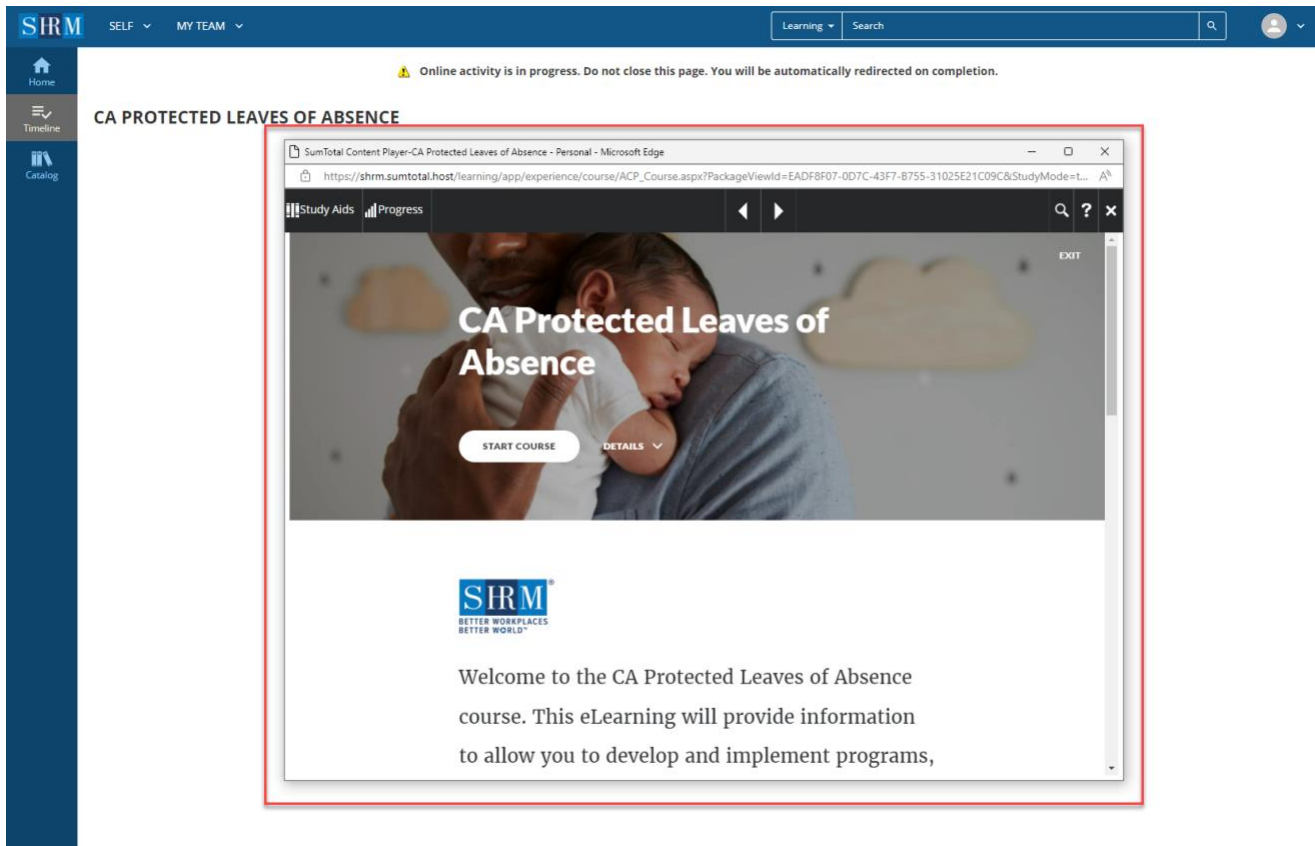

5) Click the **START** button next to the orientation.

6) The page will refresh and the orientation will automatically launch in a pop-up window. If you have a pop-up blocked turned on, you will receive a message on the webpage.

Please note that if you have a popup block installed/turned on you will receive the following message. To proceed, use your browser settings to unblock popups for this page and refresh your page.
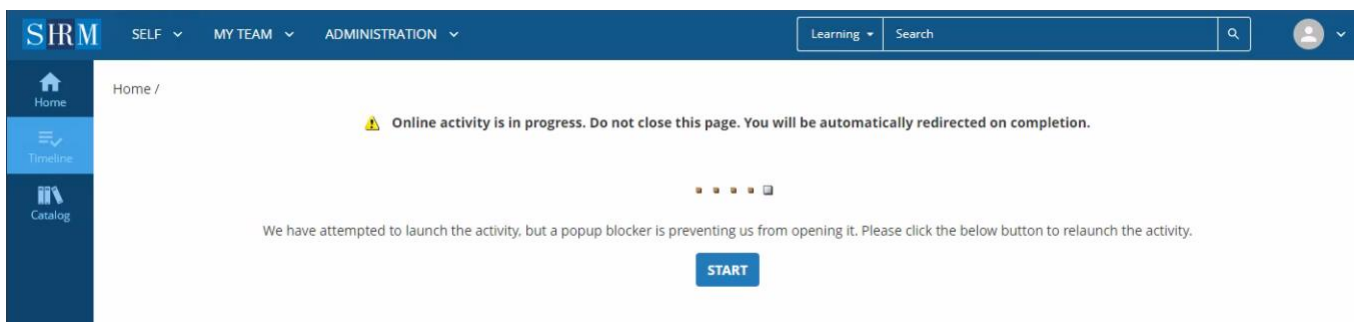
How to Access and Complete Your Orientation

7) Once you close out of the course window, you will be taken to a progress page. The example below shows what it looks like after successfully completing the orientation. Click OK to be taken back to the course landing page.

8) After successfully completing the orientation, you will have the option to view your certificate of completion. You can access this from the course activity page by clicking on the kebab (three dots) menu and selecting diploma.

9) Your certificate will appear in a new window. Please use the buttons in the upper right of the pop-up window to **Print** or **Export to PDF**. Please submit a copy of this certificate with the rest of your arrival documents (Completed Exchange Visitor Address Verification Form, copy of J-1 visa, copy of consular signed DS-2019 and copy of I-94) to arrival@shrm.org.
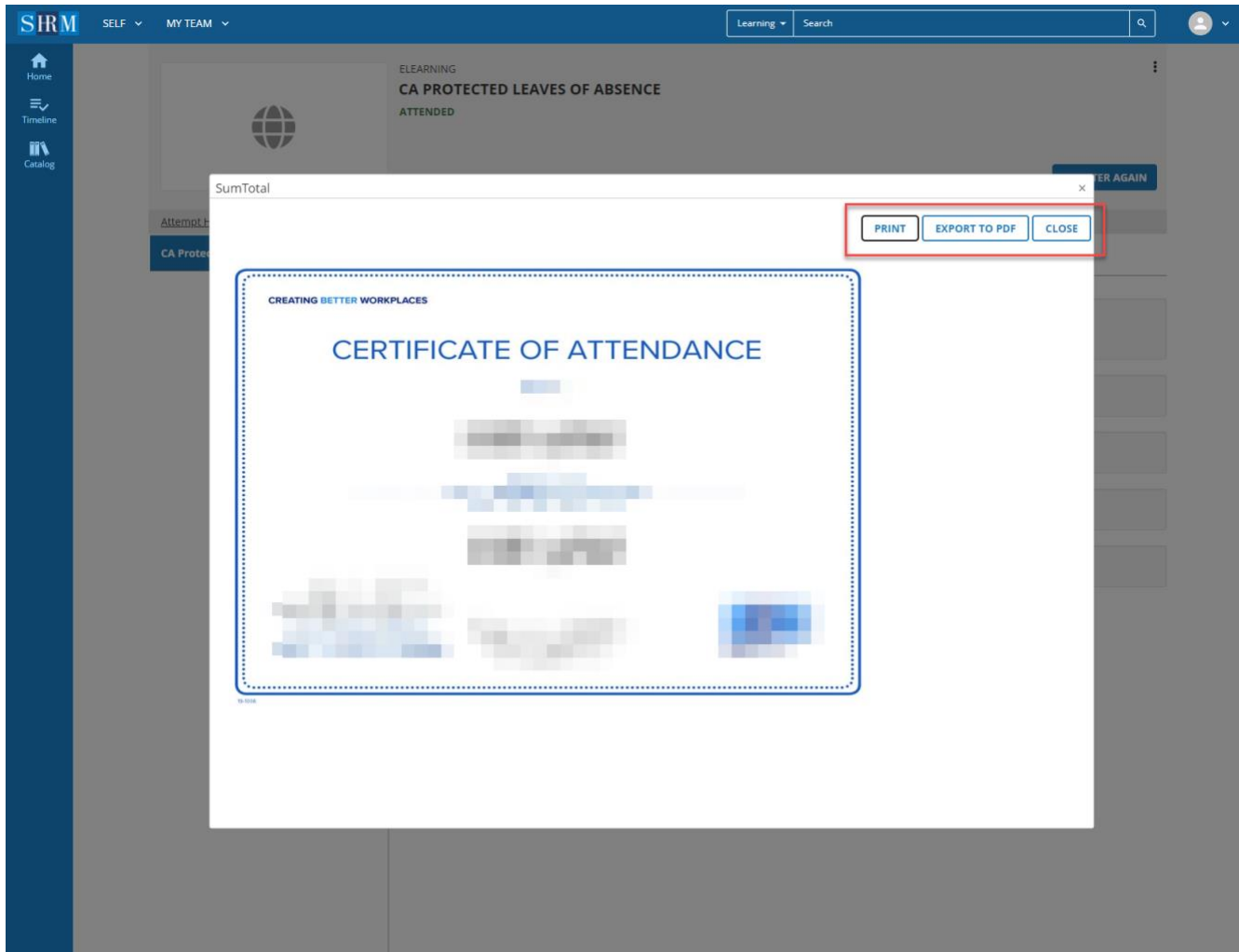
Need Help?

Please contact SHRM Customer Experience should you have any difficulties accessing or navigating SHRM's LMS. Customer Experience can be reaching by calling 1-800-294-6745 or +1-703-548-3440 and selecting Option 3. Additionally, you can use the online support portal at https://support.shrm.org/s/contactsupport to send an email or live chat with a customer experience representative.

Last Updated: 31 May 2022