

CONNECT TO YOUR CLASS


Log into the New Horizons Learning Management System (LMS) website:

- Launch Internet Explorer
- Go to <https://lms.nhcms.net>
- Log In using:

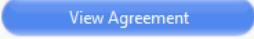
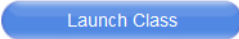
Username: **Your company email address**

Ex: YourEmail@example.com

Password: **Password1 OR P@ssw0rd**

- Click on  at the top of the page.
- Click on the link to the class for today's date.

Note: If you do not see the correct class, contact the front desk or your Account Executive immediately.

- Click on 
- Read the agreement and click **Agree** to continue to your class.
- Click on the  button to open your **OnLine Live** classroom (*available 30 minutes prior to class time or later*).
- Adobe Connect should open the Virtual Classroom. This may take a few moments.
- You can test your audio connection by using the **Audio Setup Wizard** under the **Meeting** button at the top of your classroom.admin
- After the start time of your class, you should be able to hear your instructor and interact with the class.
- Course LABS will not appear until you REFRESH (F5) your Class screen.


Free WiFi Internet Access

Network: NHStudent


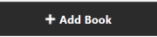
Password: trainmenh

ACCESS YOUR DIGITAL COURSEWARE

For Applications, Graphics, and CompTIA digital courseware:

- Go to <http://www.nh-choice.com>
- If you are a first time user, type the access key you received by email in the Access Key box and click Enroll. Complete the registration section.
- Returning Users, type in the username and password that YOU created.
- If the courseware for your class is not in your list, click  and add the case-sensitive, alphanumeric courseware code you received by email.
- Click the tile for the courseware.
- Click the eBook tile. The PDF link can be opened with any PDF reader. The first link requires Adobe Digital Editions to be downloaded as a reader.

For Microsoft Technical Training:

- Go to <https://skillpipe.courseware-marketplace.com/reader>
- If you have not previously registered click the "click here to register now" link next to the sign in button and complete the registration process.
- If you have registered  with the username and password that YOU created.
- If the book for your class is not in your list, click  and add the license code that you received via email.
- Use the **Read OnLine** function at the center and **Download** to your personal or work computer later.

If you have any questions or concerns during your training, please reach out to the Student Support Specialist or Front Desk for assistance.