CLASS PREPARATION GUIDE

For Students attending an Online Class at a New Horizons Center
CONNECTING TO ONLINE LIVE

Get Started

1. Navigate to https://lms.nhcms.net
2. Username: Full Email Address
3. Default Password (Case Sensitive): P@ssw0rd
4. View your available classes by clicking the My Training button
5. Select your upcoming class by clicking on the class title in the class list.
Please view and accept all the required Agreements. *(These will vary depending on your class)*

- You will not be able to launch your classroom environment if you do not perform this step.
Most of our classes now utilize digital courseware and the methods used to access that courseware may differ by publisher. If your class will utilize physical courseware, it will either be shipped to you or waiting for you when you arrive at our center; depending on where you scheduled to attend your class.

For classes with digital courseware, information regarding your courseware will be available 1 business day prior to class start. In the ‘Get Ready’ box of your class page, click ‘View Courseware Notes’ to view information about your courseware.
READY FOR CLASS!

- You have successfully tested your system for your class and your upcoming labs!

- Below the Software Check area, the “Enter Virtual Classroom” button will appear thirty (30) minutes prior to your class start day/time.

- NOTE: After you click the “Enter Virtual Classroom” button you will be prompted to enter your zip code before the Adobe Connect classroom launches. This prompt will happen every time you launch into an Online Live class. If the pop-up does not appear please check your browser's pop-up blocker settings.

- NOTE: If your instructor has not already entered the class, you will be placed in the waiting room and launched into the classroom when your instructor arrives.
QUESTIONS OR PROBLEMS?

- Email: OLLhelpdesk@nhls.com
- Phone: 1-646-695-5777