



CLASS PREPARATION GUIDE

For Students attending an Online Class from their Home or Office

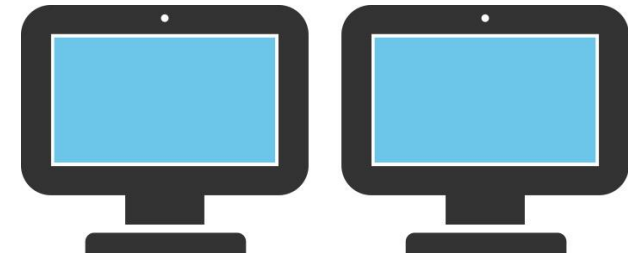
ENSURE MINIMUM REQUIREMENTS



Supported Operating Systems



Supported Browsers



Dual Monitors (Recommended)



Headphones / Microphone
(Recommended)

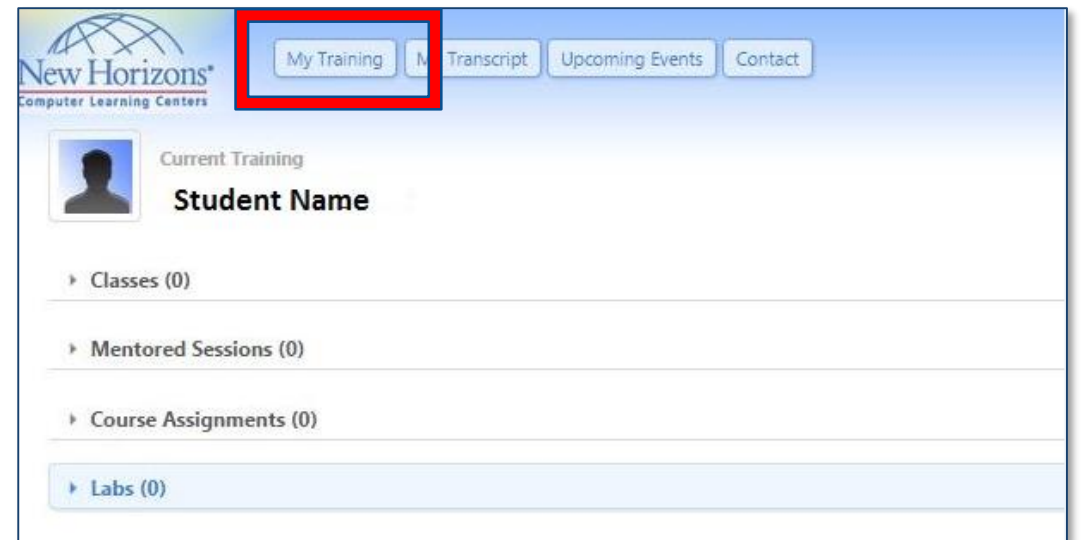


Wired Internet Connection
(Recommended)

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.



CLASS AGREEMENTS

- 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.

Pre-Class Preparation
You must complete the following activities prior to the start of your class.

Software Check Alert

✗ 1. Sign Recording Agreement View Agreement

This class will be recorded. In order to attend click the View Agreement button to review and accept the recording policy.

✗ 2. Microsoft Virtual Lab End User Agreement View Agreement

You must agree to this license agreement to access the content for this course.

Microsoft End Users License Agreement

This virtual environment is the copyrighted work of Microsoft or other providers and is licensed, not sold. Any reproduction or redistribution of the virtual environment is expressly prohibited by law.

Your access to and use of the virtual environment is governed by these terms and conditions ("T&Cs"). By accessing a virtual environment in any way, you agree to be bound by these T&Cs. If you do not agree, do not access or use the virtual environment.

Recording Agreement

By clicking the Agree button you acknowledge that this training session will be recorded and available for viewing by other students for 6 months after the training session has ended. This agreement is binding. If you change your mind you must contact your Account Executive/Educational Consultant to be rescheduled in a different class that is not available online.

Disagree Agree

17. The Virtual Environment may include third party code that Microsoft, not the third party, licenses to you under this agreement. Notices, if any, for the third party code are included for your information only.

nhhs.com

SOFTWARE CHECK / LAB ENVIRONMENT

- The Virtual Classroom Environment test confirms that you have the basic software on your system needed to run our online classroom.
- If you do not have that software you will be prompted to “Install” that software.
- Enter the configuration classroom to ensure you are able to connect into our online classroom successfully.



Software Check

 **Alert**

Recording Agreement ✓
[View Agreement](#)
You agreed on 9/19/2014 11:23 AM.

Virtual Classroom Environment ✗
You do not appear to have the required software to attend online classes.
[Install](#)

Virtual Lab Environment (vSphere) ✓
[Launch Test Lab](#)
Connectivity verified on 9/19/2014 11:01:25 AM

SOFTWARE CHECK / LAB ENVIRONMENT CONT.

- This is what the Configuration Room looks like.
- Please follow the instructions in the Configuration Room and then close this window to return to <https://lms.nhcms.net>

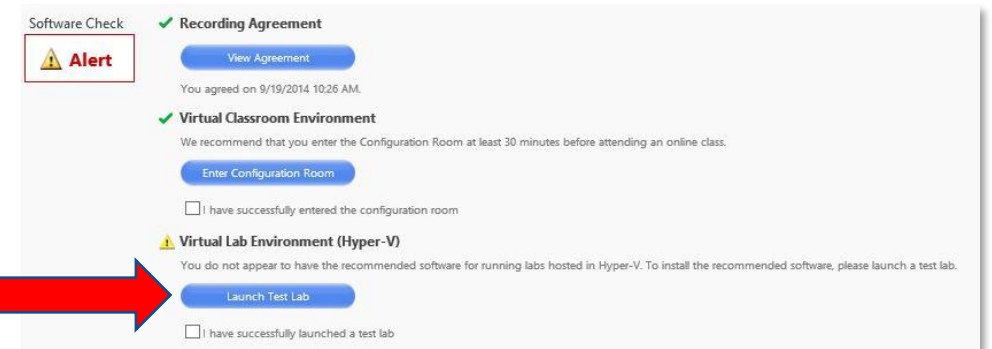
Configuration Room Slide 3

THIS IS **NOT** YOUR ONLINE LIVE[®] CLASSROOM
THIS IS THE CONFIGURATION ROOM USED FOR AUDIO SETUP AND MUST BE CLOSED WHEN COMPLETE

- 1) To configure your audio, click the “**Meeting**” menu and select the “**Audio Setup Wizard**” option. Follow the prompts through the wizard.
- 2) Once you have configured your audio, exit this room by clicking the “**X**” in the upper right hand corner of the Configuration Room.
- 3) You will see a “**Launch**” button appear 30 minutes before your class start time in the “**Class Enrollments**” page of the Learning Management System (LMS). Use the “**Launch**” button to enter your actual class.

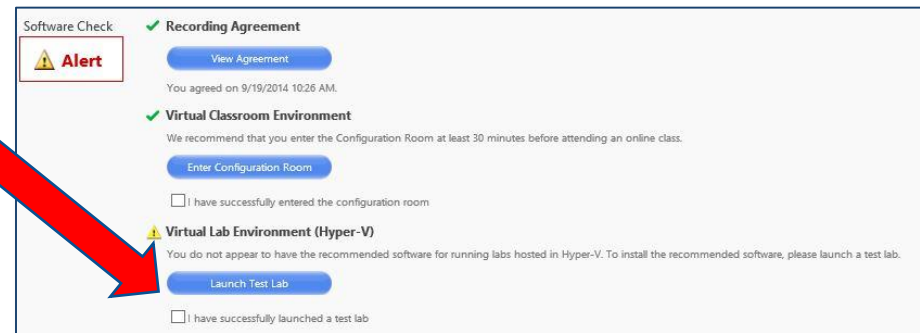
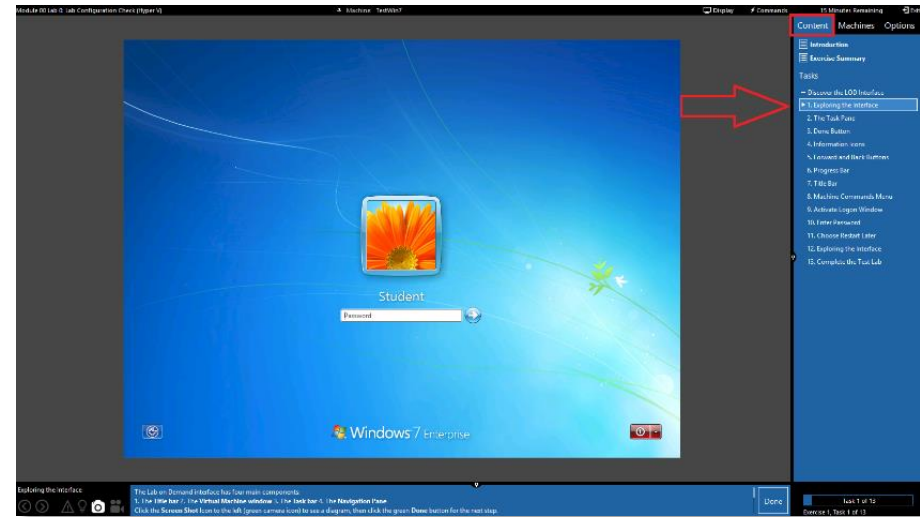
SOFTWARE CHECK / LAB ENVIRONMENT CONT.

- Your Online LIVE class may include a lab from the New Horizons Virtual Lab Environment. If so, you will need to install the appropriate software for your lab.
- To get the software click on “Launch Test Lab” and allow any installs that the lab prompts you for.



LAUNCH TEST LAB

- If you have never used our lab system, please take this time to become familiar with the lab environment by stepping through the test lab instructions (located on the bottom of the lab screen).
- Click “Done” after every step.
- When finished, check the “I have successfully launched the test lab” checkbox in the “Software Check” screen.



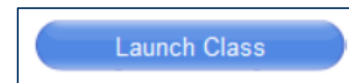
COURSEWARE

If your class will utilize physical courseware, it will either be shipped to you or waiting for you when you arrive at our center. Most of our classes now utilize digital courseware and the methods used to access that courseware may differ by publisher. Please use the table below to locate the type of class you are attending and follow the instructions regarding accessing your digital courseware.

Course Type	Courseware
Microsoft Office, Adobe, CompTIA, CISSP Classes	Watch for an email from New Horizons that will provide you with detailed access instructions.
Microsoft Technical Classes	Watch for an email from noreply@skillpipe.com with "Courseware license key" as the subject.
ITIL Foundations	Student will receive a physical book as well as a digital code by UPS or FedEx.
All other ITIL Classes	Students will receive PDFs from the instructor at start of class.
PMP and CISSP	Students will receive will receive at least one physical book and an access key by UPS or FedEx.
Other Technical Classes	Manual(s) will be shipped to you by UPS or FedEx.

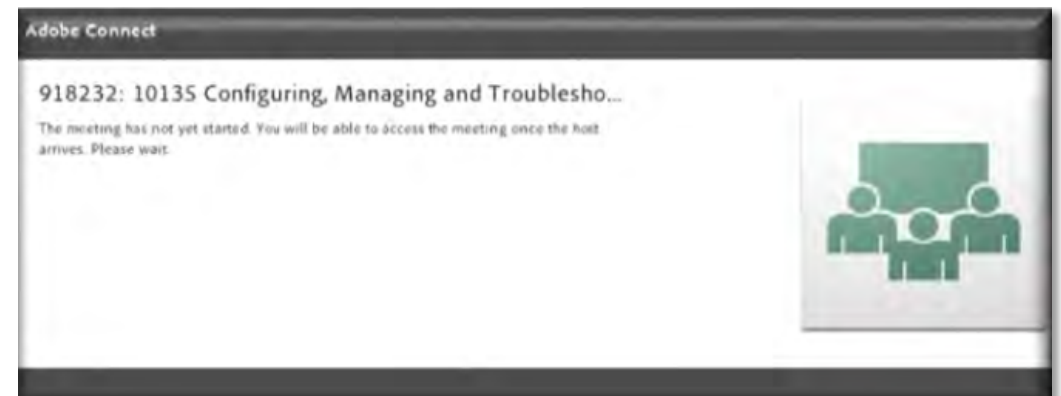
READY FOR CLASS!

- You have successfully tested your system for your class and your upcoming labs!
- Below the Software Check area, the “Launch Class” button will appear thirty (30) minutes prior to your class start day/time.
- NOTE: After you click the “Launch Class” 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.



For better support during your class, let us know your zip code to enhance your student experience

ZIP/Postal Code



QUESTIONS OR PROBLEMS?

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