



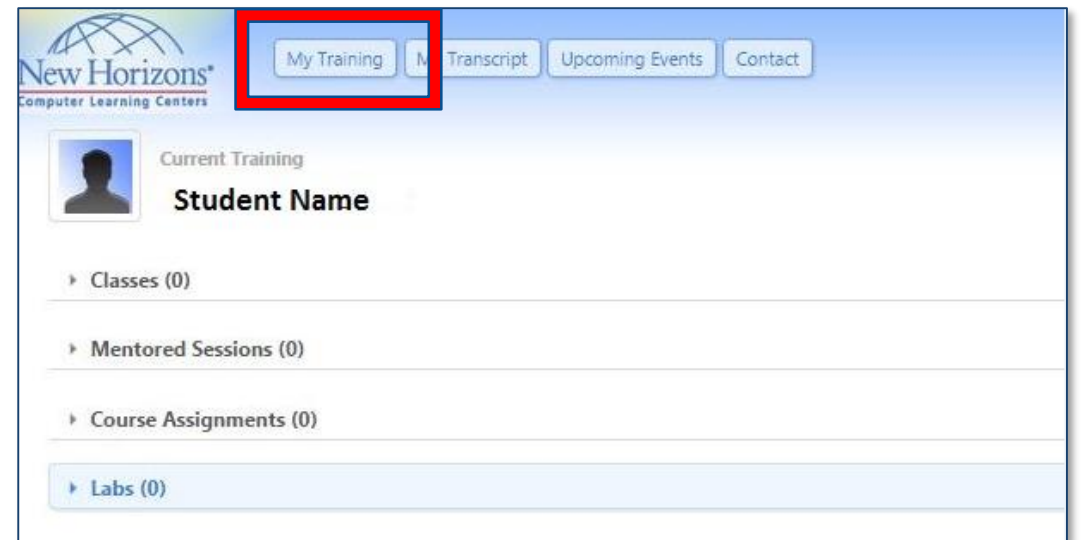
CLASS PREPARATION GUIDE

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.



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.

Get Ready

You must complete the following activities before you begin.

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 Labs - End Users License 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

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.

COURSEWARE

- 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

Get Ready
You must complete the following activities before you begin.

Software Check	✓ OK
✓ 1. Sign Recording Agreement	View Agreement
✓ 2. Test Virtual Classroom	Enter Configuration Room
We recommend that you enter the Configuration Room at least 30 minutes before attending an online class to configure your audio settings.	
✓ 3. Test and tour the virtual lab environment (Hyper-V)	Introduction to Lab UI Trouble with your test lab?
4. View Courseware Notes	View Courseware Notes

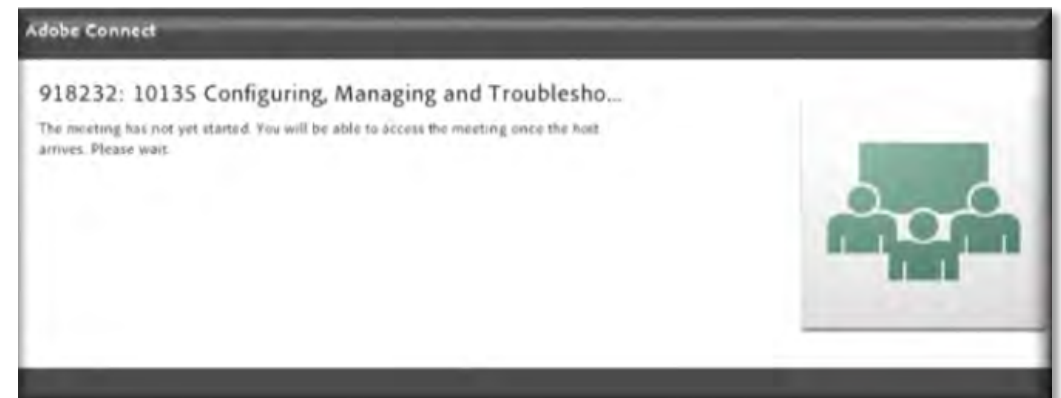
READY FOR CLASS!

- 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.



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