



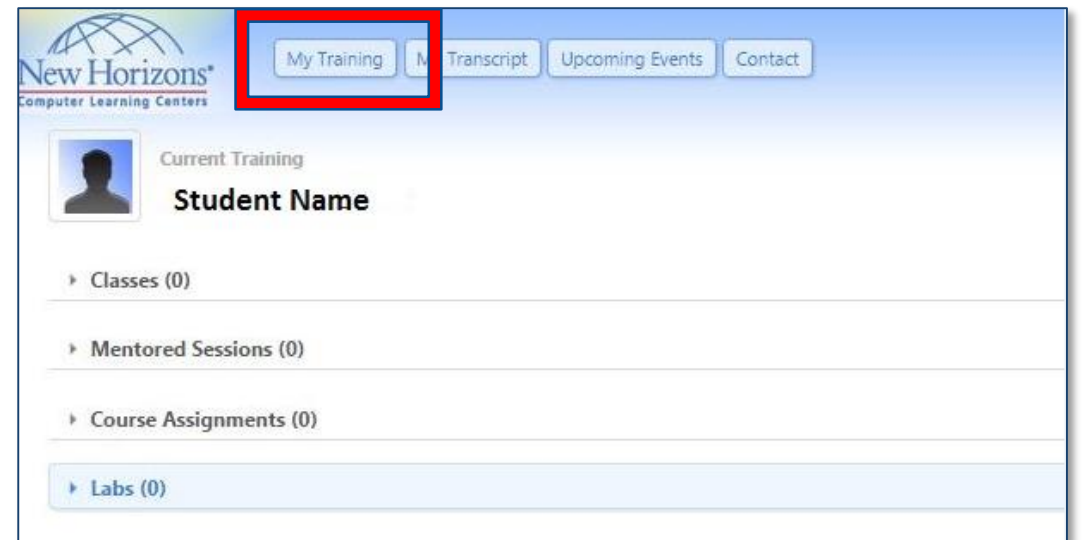
CLASS PREPARATION GUIDE

For Students attending an Online Class at a New Horizons Center

CHECK CLASS LOGIN

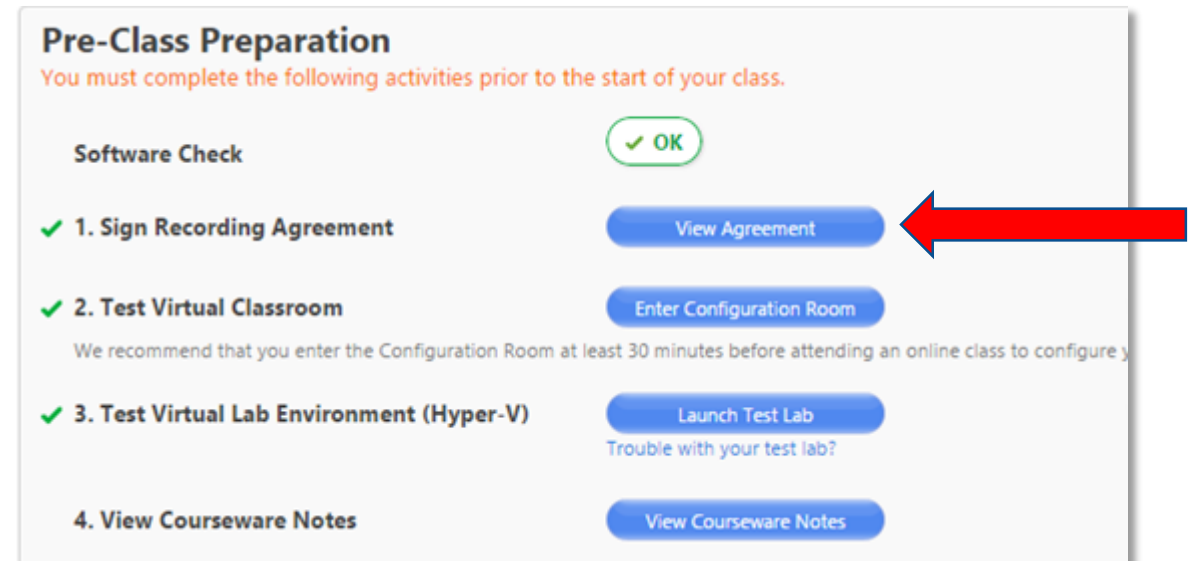
Get Started

1. Navigate to <https://lms.nhcms.net>
2. Username: Full Email Address
3. Default Password (Case Sensitive): NhTraining1 (OR) P@sswØrd where the Ø=zero
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.



RECORDING AGREEMENT

- Please view and accept the Recording Agreement.
- You will not be able to launch your classroom environment on the day of class 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	✓ 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 environment.	
✓ 3. Test Virtual Lab Environment (Hyper-V)	Launch Test Lab Trouble with your test lab?
4. View Courseware Notes	View Courseware Notes

A red arrow points to the 'View Agreement' button in the first step of the checklist.

COURSEWARE

If your class requires physical courseware, it will be ready for you at New Horizons. Most of our classes now utilize digital courseware. Please use the table below to determine which type of courseware you should be expecting.

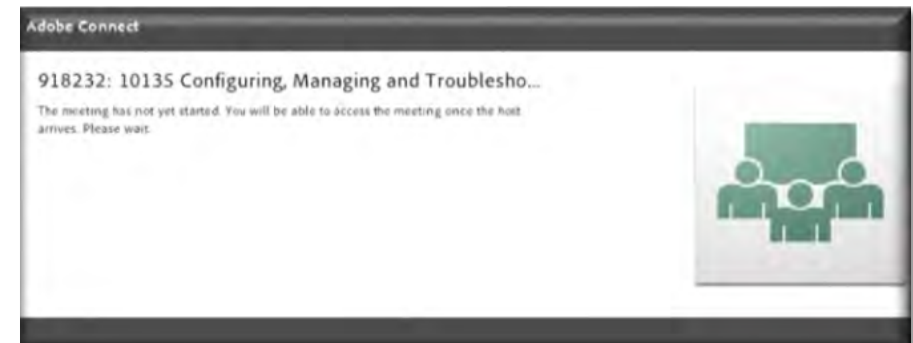
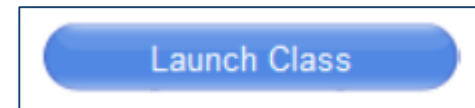
Course Type	Courseware
Microsoft Office, Adobe, CompTIA, CISSP	Watch for an email from New Horizons that will provide you with detailed access instructions. Due to arrive 1 business day before your training is scheduled.
Microsoft Technical	Watch for an email from noreply@skillpipe.com with "Courseware license key" as the subject. Due to arrive 1 business day before your training is scheduled.
ITIL	Watch for an email from digitalcontent@nhls.com with digital access instructions. Due to arrive 1 business day prior to training.
Cisco	Watch for an email from donotreply@eaascisco.com with digital access instructions. Due to arrive 1 business day prior to training.
Citrix	You will receive all necessary files from the instructor at start of class.
VMWare	Watch for an email from vmware.noreply@gilmore.ca . Due to arrive 1 business day before your training is scheduled.
Other	For any courses not listed above, please email digitalcontent@nhls.com to receive more details on which type of materials your class(es) require.

READY FOR CLASS!

You are now ready for your upcoming class at New Horizons!

When you arrive for class:

- You will be assigned an appropriate computer.
- Log In to your Class
- Below the Software Check area, the “Launch Class” button will appear thirty (30) minutes prior to your class start day/time.
- 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

CANCELLATION POLICY

Failure to attend or to notify us regarding cancellation will result in a cancellation fee. Please see necessary timelines below.

- Within one full week of the class start date for Applications classes
- Within two full weeks of the class start date for Technical classes

You should login at least 30 minutes prior to class start time. If you login more than 30 minutes late to class, you will not be allowed to enter the class and will need to reschedule.