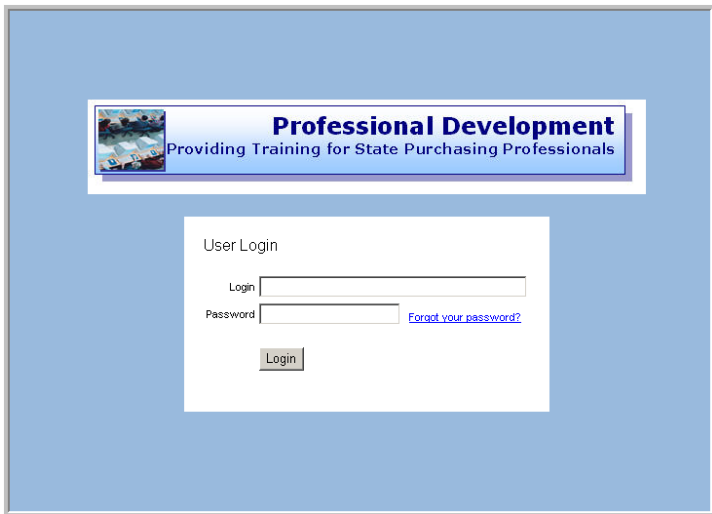


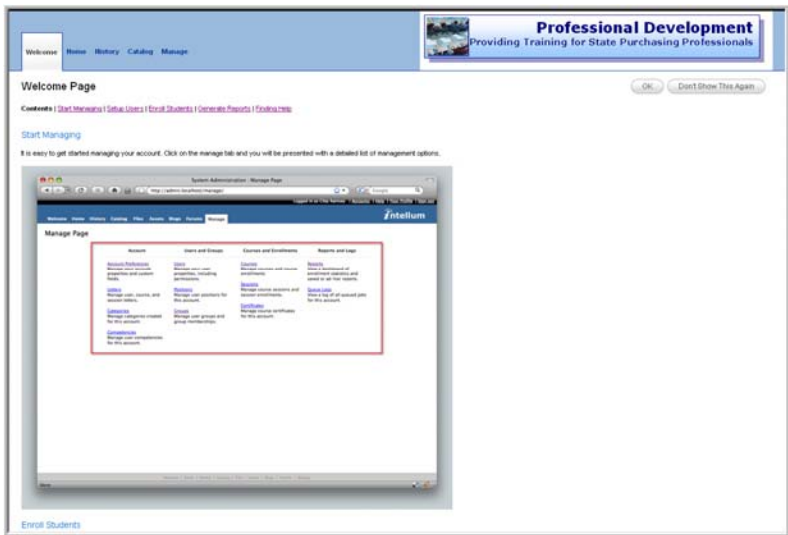
Welcome to our new Learning Management System

<http://doas.rollbook.com/>



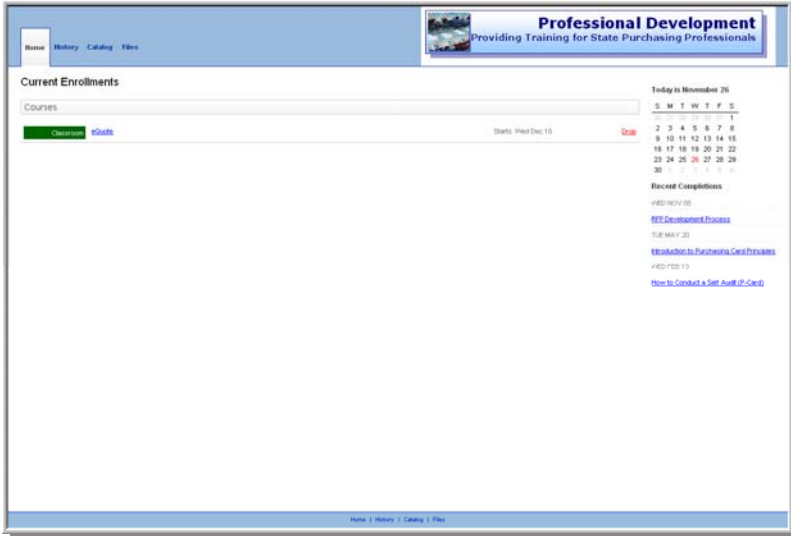
Logging In

1. Login is your email address.
(If your first attempt is unsuccessful try the first name.last name format)
2. Password is your Employee ID number.
(Without the zeros)



Welcome Page

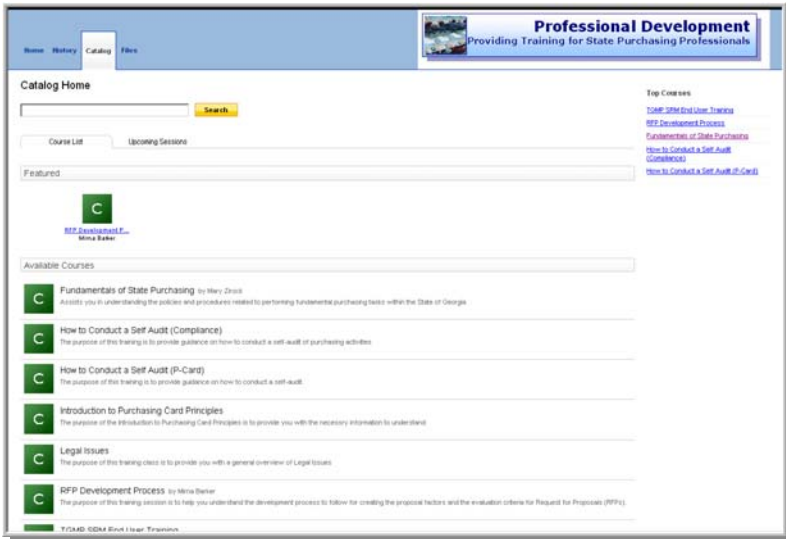
1. When you login you will see a Welcome screen that will tour you through the features of the system.
2. Select "Don't Show This Again" if you do not want to see the Welcome Page on your next login.



Home Page

On the Home Screen displays the classes you are currently enrolled in.

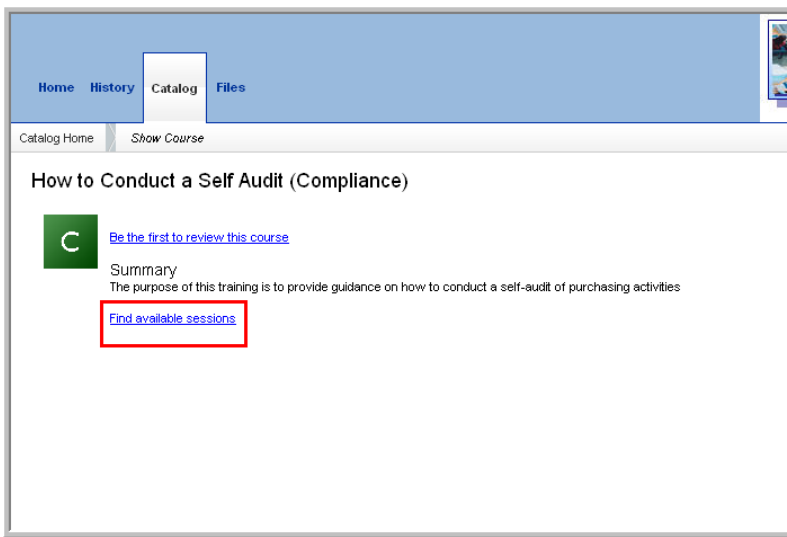
Your recently completed classes are displayed on the right of the screen.



Course Catalog

The Catalog page allows you to view the available courses and read the course descriptions.

1. To view Course Schedules select the course form the catalog.
2. Select "Find available sessions".
3. Select the "Enroll" button next to the session you would like to enroll in.



To view a full schedule of all classes being offered:

1. Select the "Upcoming Sessions" tab on the Catalog Home page.
2. Select the "Enroll" button next to the session you would like to enroll in.



Printing Your Transcript

1. Select the History Tab to view a listing of all classes that you have completed.
2. To print the page:
 - a. Select File in your internet window.
 - b. Select Page Setup
 - c. Select Landscape in the Page Orientation section
 - d. Select "OK" and print as you normally do.