

Step-by-Step Guide to Using the LMI Online Learning Platform

Introduction

Welcome to Leadership Management International (LMI)! This guide walks you through the basics of our online learning platform. It covers signing up, navigating your dashboard, accessing courses, completing lessons, and handling assignments. Follow these steps to get started on your personal and professional development journey. If you have questions, contact your facilitator.

Tip: Bookmark the platform URL (lmi-world.myabsorb.com) for easy access. Assignments use the Vitrium platform, which auto-saves your work.

Step 1: Signing Up for Your Account

- You'll receive an enrollment email with a link to get started.
- Open the email and click the enrollment link.
- On the sign-up page, enter:
 - Your full name.
 - Your email address (double-check for accuracy—wrong emails require restarting the process).
 - A password (re-enter to confirm it matches).
 - Your country.
 - Your company.
 - Your preferred language for the platform (e.g., English or Spanish).
- Click **Sign Up**.
- Check your email for a verification message from "lmi-worldlms no reply at myabsorb.com."
- Click the activation link in the email.
- Click **Continue** to access your dashboard.

Note: If you enter the wrong email, your account may need to be canceled and re-invited. Always verify before submitting.

Step 2: Exploring Your Dashboard

The dashboard is your home base. It shows your courses, progress, and tools.

- Log in to lmi-world.myabsorb.com.

Key sections: **Resume:** Picks up where you left off in a course (appears after starting a program).

My Courses: Lists all enrolled programs (e.g., Effective Personal Leadership).

Enrollment Key: Enter a code for new programs (e.g., after purchasing the next level).

Inbox: View system messages.

What's Next: Shows unfinished tasks.

Profile: Update info, add a photo, or edit settings.

Messages: Check activity notifications.

Menu (top right): Access dashboard, courses, catalog, resources, calendar, transcripts, profile, or log out.

Search: Find content quickly.

Language Switcher (bottom left, globe icon): Change platform language (e.g., to Spanish). Your course content stays in the purchased language.

Tip: Click the LMI website link for more resources.

Step 3: Starting and Navigating Courses

Access your programs and lessons.

- From the dashboard, click **My Courses**.
- Select your program (e.g., Effective Personal Leadership) and click **Start**.
- The course overview appears, showing lessons (e.g., Welcome, Introduction, Lesson 1).
- Click a lesson to open it (e.g., **Start** for the first time).
- Navigate inside a lesson: Use the left sidebar to jump to pages.
- Click **Previous** or **Next** arrows to move through content.
- Checkmarks appear as you complete pages.

If you need to pause:

- Exit the lesson (click the **X** in the top right or **Exit Course**).
- When you return, it shows **Resume** instead of **Start**.
- Choose to resume from your last spot or start over.
- Once finished, the lesson marks as **Completed**, and your overall progress updates (e.g., 17% complete).

Tip: Lessons include readings, goal-setting activities, and previews. Track progress on the course overview.

Step 4: Completing Assignments

Assignments are in the "Application in Action" section of lessons. Look for red arrows—these are required tasks.

- In a lesson, find the assignment (e.g., Win-Win Agreement or Participant Profile) marked with a red arrow.
- Click the arrow—it opens in a new tab on the Vitrium platform.
- Log in (first time only): Enter your username and password (provided via email).
- Check **Remember Me** to skip future logins.
- Create a new password if prompted (confirm it matches).
- Work on the assignment (fillable PDF): Zoom in/out, scroll, or rotate pages.
- Use tools: Annotate (type text, highlight, draw, add shapes or lines).
- Click in fields to type (e.g., enter challenges, goals, or sign).
- It auto-saves—no need to manually save.
- Optional features: **Save for Offline**: Download and bookmark for no-internet access.
- **Secure Download**: Download once as a protected PDF for personal use.
- **Comments**: View facilitator feedback.
- **Menu (top right)**: Sign out, change language, or add comments.
- When done, close the tab—it returns you to the course.
- Your facilitator can view your saved work automatically—no uploading needed.

Note: Blue arrows are optional resources (not required assignments). Access them anytime from the "Plan of Action" section at the end of the program.

Step 5: Additional Features and Tips

- **Resources and Catalog**: Browse extra materials or new programs.
- **Transcripts**: View your completion records.
- **Bouncing Around**: Exit courses anytime and return via **Resume** on the dashboard.
- **Vitrium Direct Access**: Bookmark the Vitrium site to view all assignments separately.
- **Troubleshooting**: If something doesn't work, contact your facilitator—they can escalate if needed.

Summary

You've now got the basics to succeed in your LMI program! Start with signing up, exploring your dashboard, diving into courses, and completing assignments as assigned. Everything auto-saves, and progress tracks automatically. Focus on your goals, personal and professional, and enjoy the journey. For help, reach out to your facilitator.

Thank you for choosing LMI to “Develop to your full potential!”

Assignments FAQ

- **Saving files for reuse:**
Use the “**Download protected file**” option to get a copy. You can then “**Save As**” to make multiple copies for future use.
- **Where files go when downloaded:**
Files are automatically saved to your **Downloads folder**. You can rename them or move them to any folder you want.
- **Printing forms:**
Forms can only be printed **once**.
- **Sharing forms:**
Forms **cannot** be shared via email; they are protected.
- **Login information for downloaded PDFs:**
 - Login info is emailed to you by an **LMI representative** when you join a class.
 - Use this info on the login screen to access your PDFs.
 - This login is **different** from the Online Learning Portal login.
 - You usually only need to enter it **once per device**.
 - Keep this info safe—it’s **case-sensitive**.