Prism|rbs Wyzed LMS Steps for Staff

Accessing

1. Select this link, https://prismrbs.wyzed.com/, or copy/paste it to your browser address bar.
   a. We recommend using Chrome for your browser.
2. The site will display, with a field for your **Email Address** and a **Password**.

3. Select **Forgot?**, in the **Password** field
4. Enter the email address, that this email was sent to, and select **Send me the Instructions**.
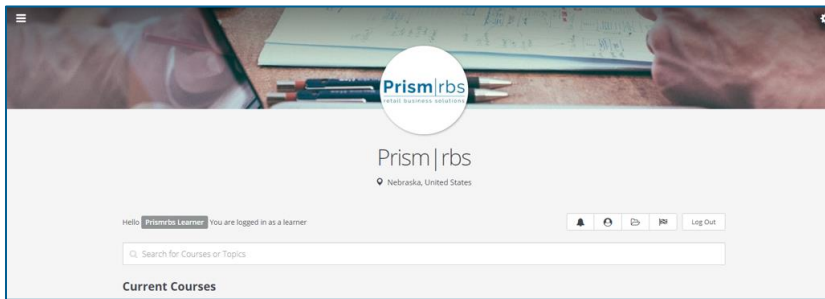

5. The following will display in the top right corner of the browser:
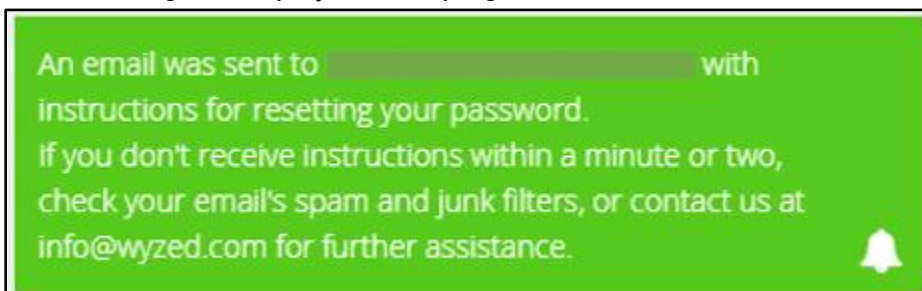
6. Once the email is received, use **Reset Your Password** button, in the email, and reset your password.

7. Once you are logged a similar screen to below will display.

You will not be enrolled in any courses at this time.

8. If you want to be enrolled in any of the self-paced courses please speak to your manager and they can enroll you.

9. To enroll in instructor led training sessions follow the same steps that are currently used by logging into the support portal, support.nebook.com.
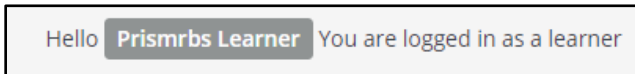
Navigating

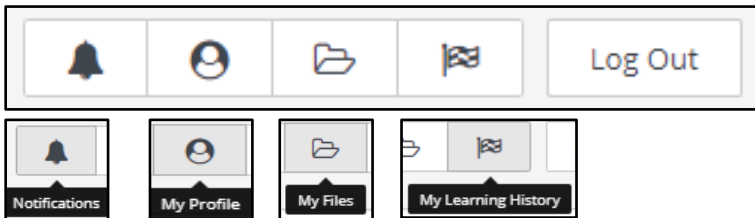1. Selecting the gear in the top right corner ⚙ displays the below options.
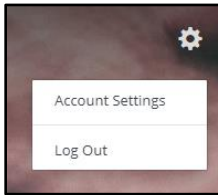
2. Selecting the **Menu** in the top left corner ☰ displays the below options.
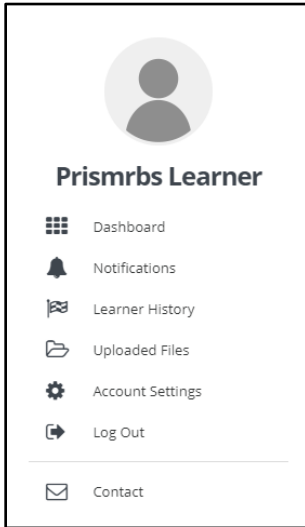
3. Below the **Prism|rbs** logo and to the left, will show you logged in as a learner.

4. To the right you will see 5 buttons:

10. Once you are enrolled in courses you can use the below steps search the courses.

11. Use **Search for Course or Topics** to search for specific content.

12. Select a course and the course content will display.

13. Select the **Video/Content** from the list.
14. Once you select the section, the content will display. It may be just a video, or a document, video, and questions.
15. As you complete sections they will display a green check mark, and the next section will be labelled as Incomplete. You may view any self-paced content as many times as you like.

Complete Set up of your Account

1. Select the gear in the top right corner ⚙ then Account Settings.
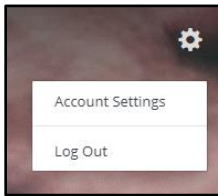
2. From the options on the left, select **Appearance**.
3. Change your **Profile Image** by either uploading and image or selecting one of those available.
4. From the options on the left, select **Privacy** and agree to the **Wyzed's Privacy Policy.**
5. Select **Dashboard**.

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