

Logging In to Illinois Office of Comptroller Learning Management System (IOC-LMS)

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Introduction

The SMOD team has provided step by step instructions on logging in the **Illinois Office of Comptroller Learning Management System (IOC-LMS)** as an **internal user** and **external user**.

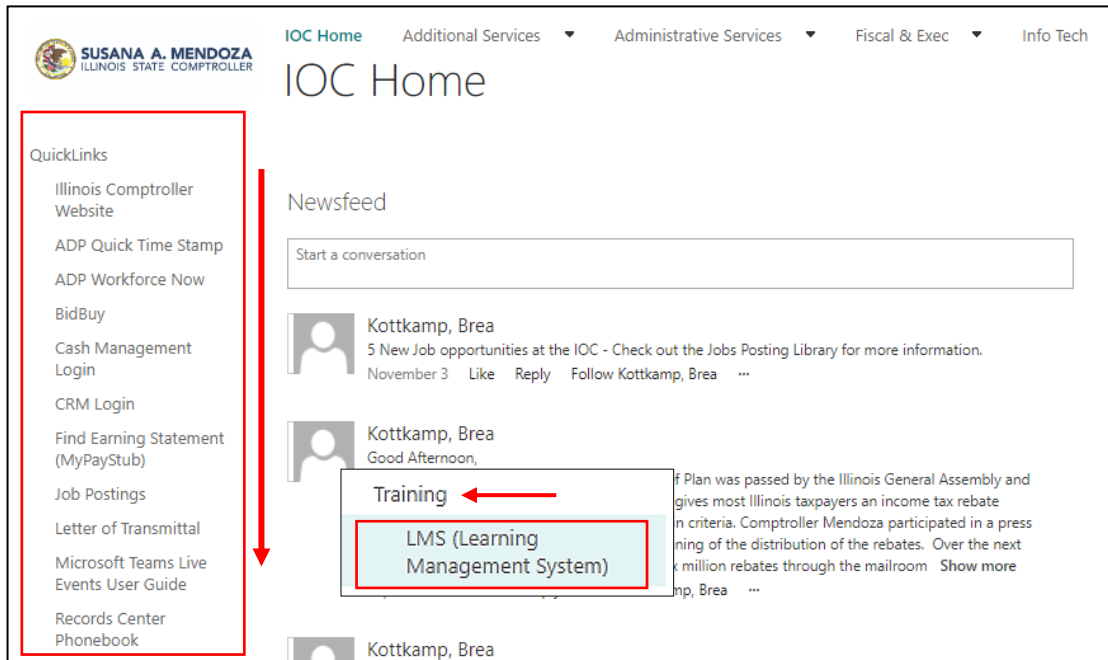
- An **internal user** is an Illinois Office of Comptroller employee who utilizes SAMS.
- An **external user** is a state employee who **is not** employed by the Illinois Office of Comptroller but utilizes SAMS.

****PLEASE NOTE: There may be a delay from the time you register to the time you can login due to administrative acceptance. Once accepted, users will receive a notification email regarding their registration credentials, at that time they will be able to log into the LMS system. ****

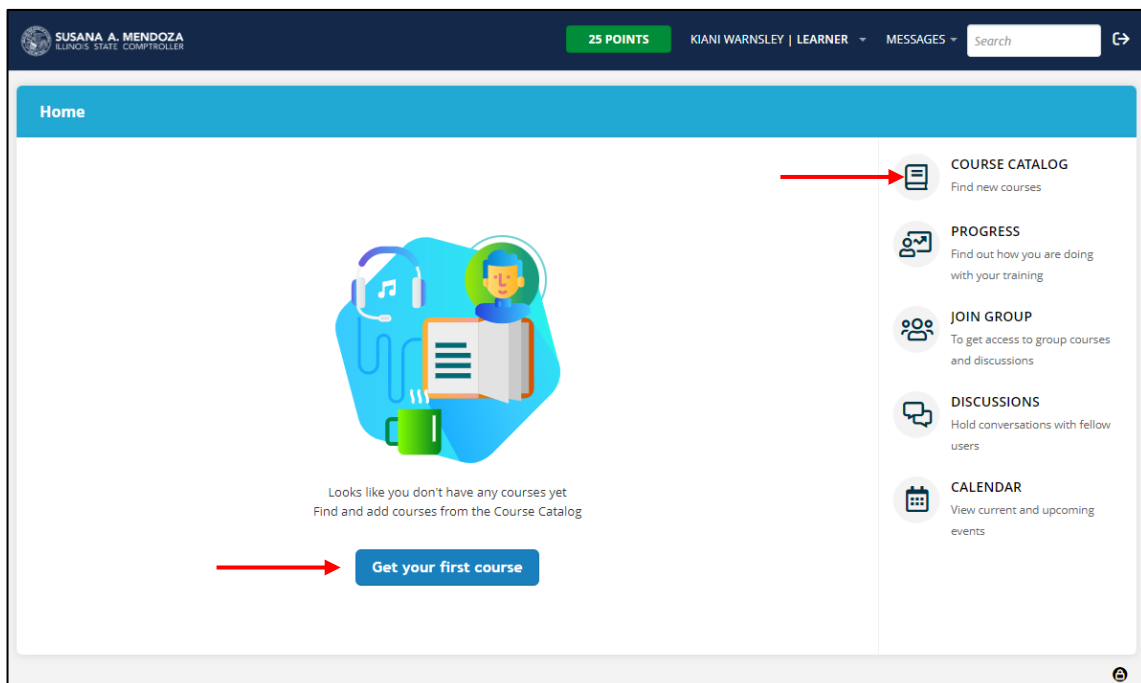
Internal User Log In Instructions

Note: Internal users will be prompted to do a single sign on.

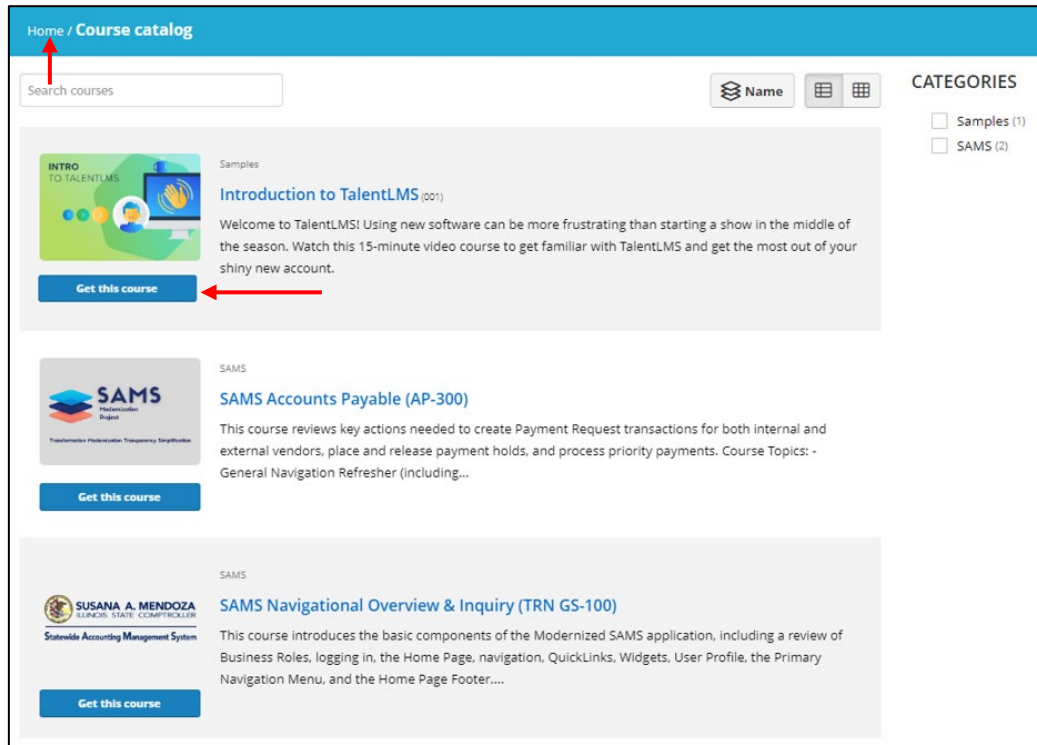
1. Go to the IOC Home SharePoint site. Click [here](#) to access the website. Scroll down the navigation menu to the **Training** section then select **LMS (Learning Management System)**.



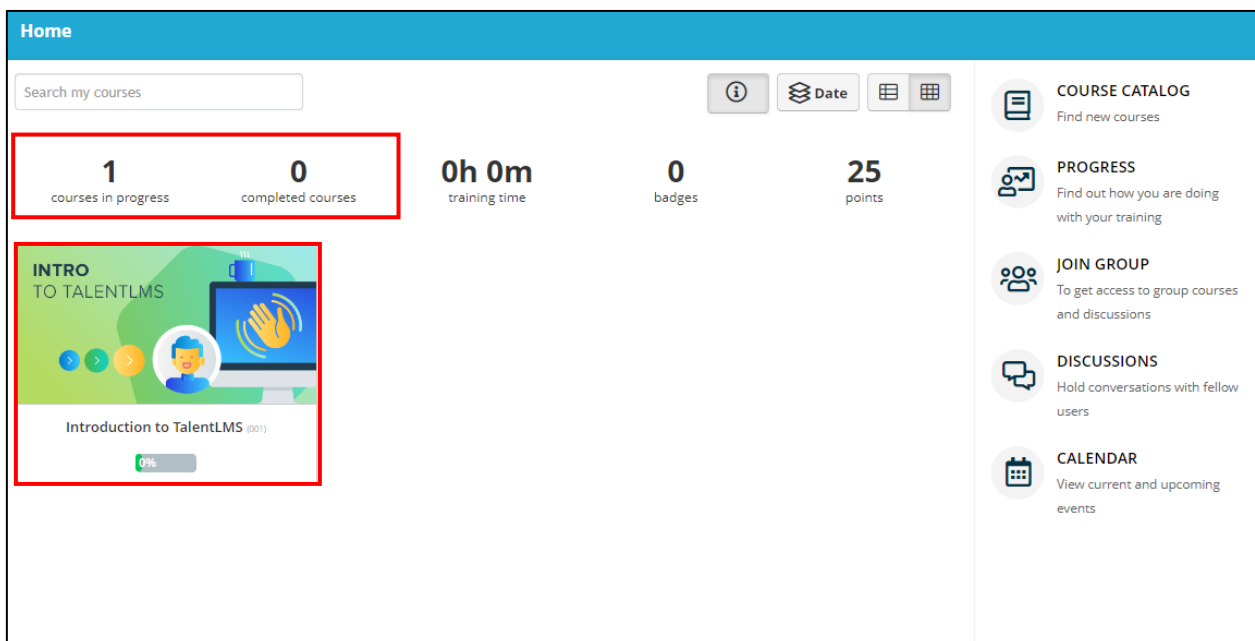
2. You will be taken to the **Illinois Office of Comptroller Learning Management System** dashboard.
3. To access the courses, select either **Get your first course** button or **Course catalog**.



4. You will now see the Course Catalog. To start a course, select **Get this course** under the course of your choice. After you have selected a course, select **Home** to navigate back to your dashboard.

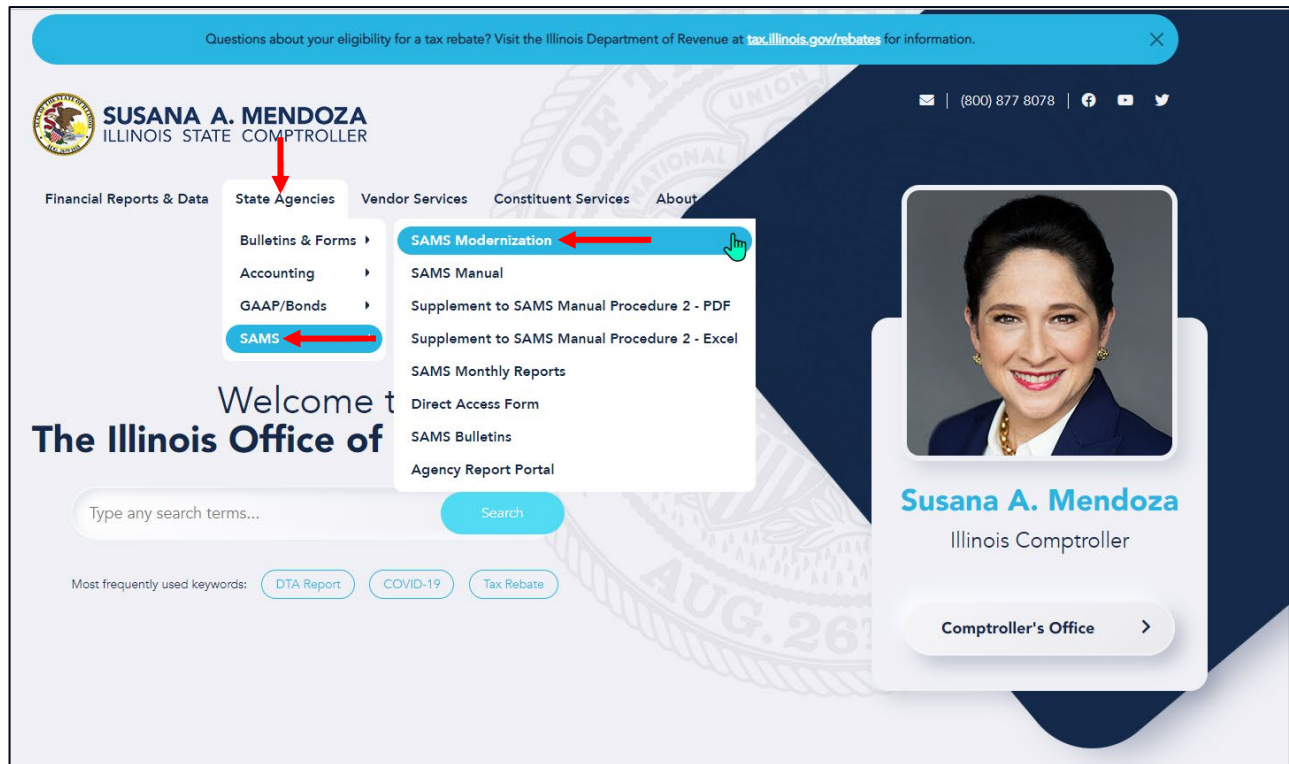


5. On your dashboard you will see the courses you have selected as well as statistics regarding the progression and completion of the courses.

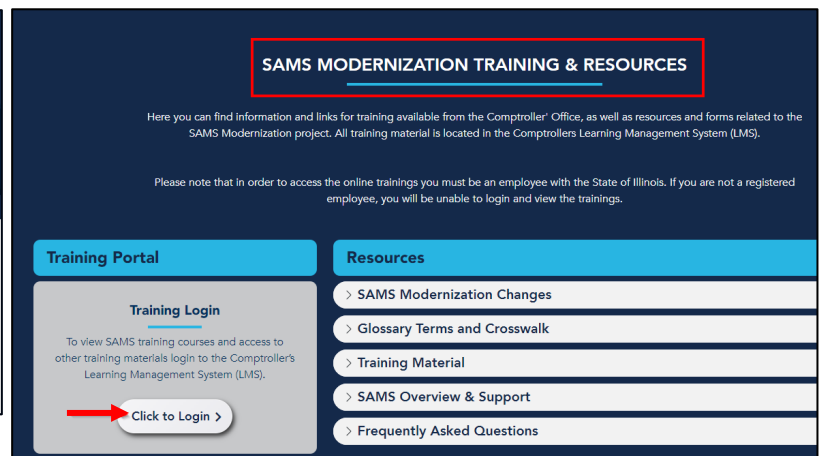
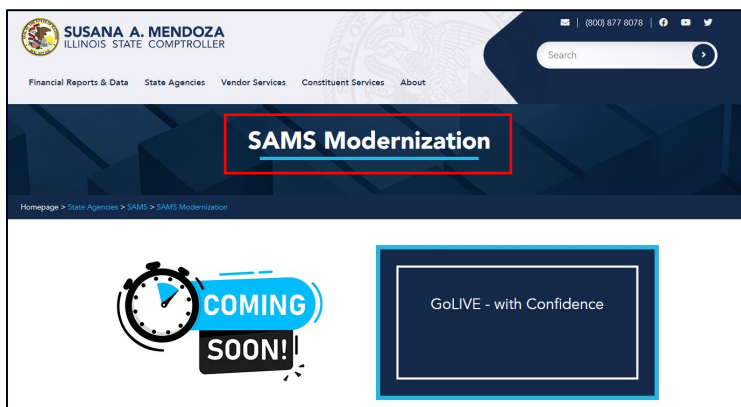


External User Log In Instructions

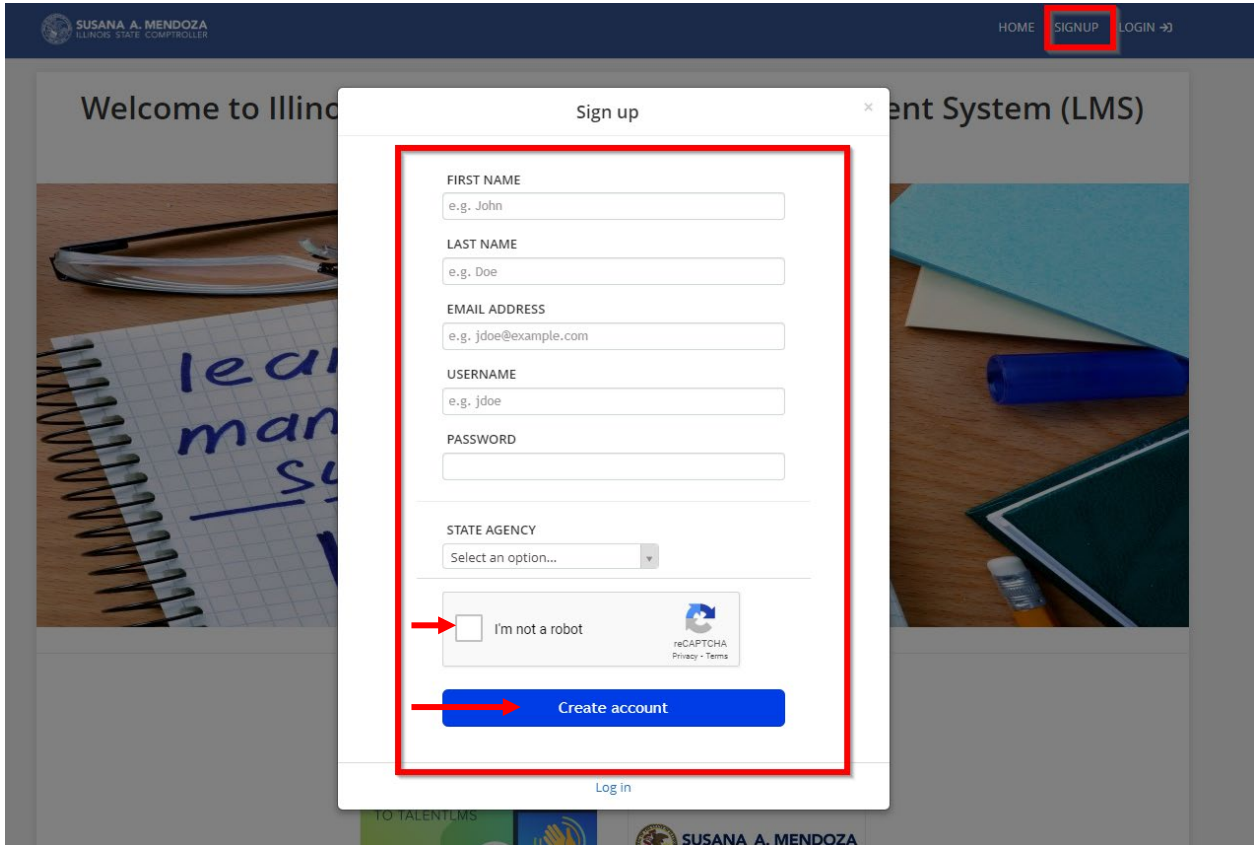
1. Go to the Illinois Office of Comptroller (IOC) Website. Click [here](#) to access the website.
2. Once you have accessed the site, select **State Agencies**, select **SAMS**, then select **SAMS Modernization**.



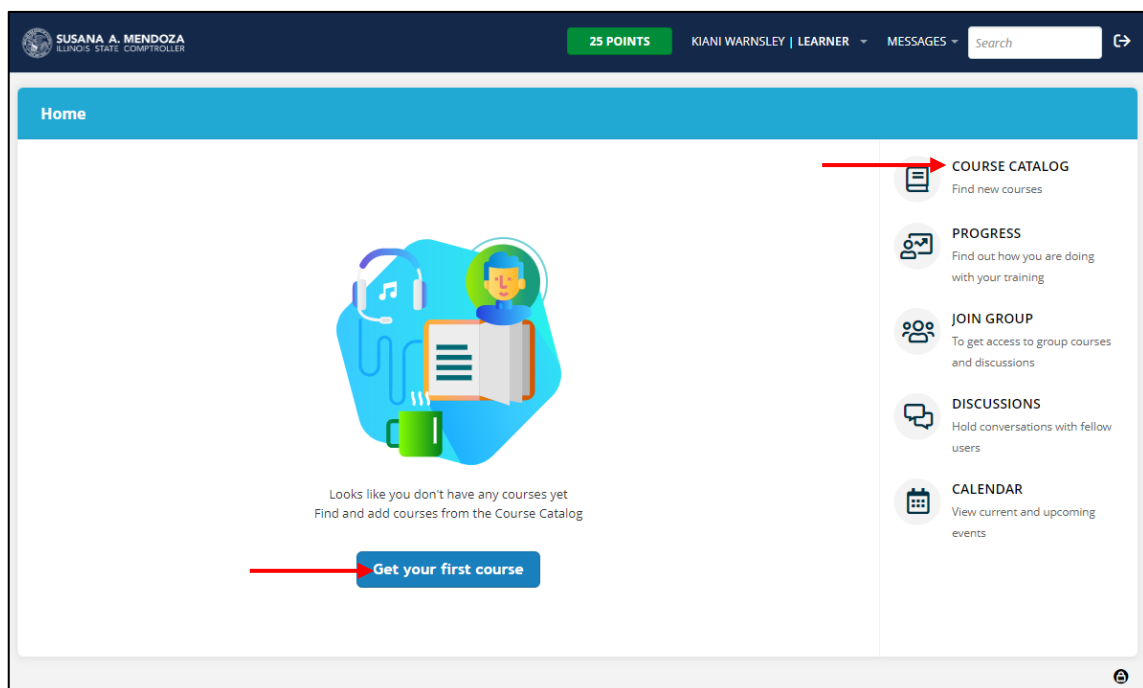
3. You will be taken to the **SAMS Modernization** home page. Scroll down to the **SAMS Modernization Training & Resources** section.
4. Under the **Training Portal** section select **Click to Login**.



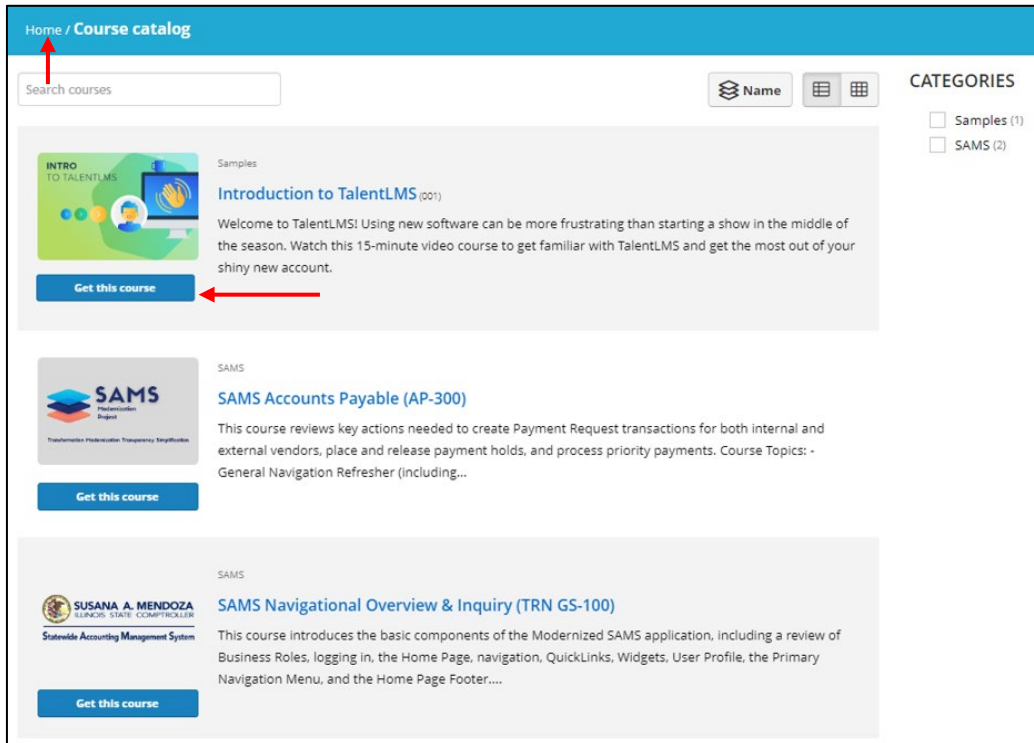
- You will be taken to the **Illinois Office of Comptroller Learning Management System (IOC-LMS)** homepage. Click on **SIGNUP**, in the menu bar in the upper right-hand side. Fill out all the fields, select the box next to **I'm not a robot** then select **Create Account**.



- To access the courses, select either **Get your first course** button or **Course catalog**.



7. You will now see the Course Catalog. To start a course, select **Get this course** under the course of your choice. After you have selected a course, select **Home** to navigate back to your dashboard.



8. On your dashboard you will see the courses you have selected as well as statistics regarding the progression and completion of the courses.

