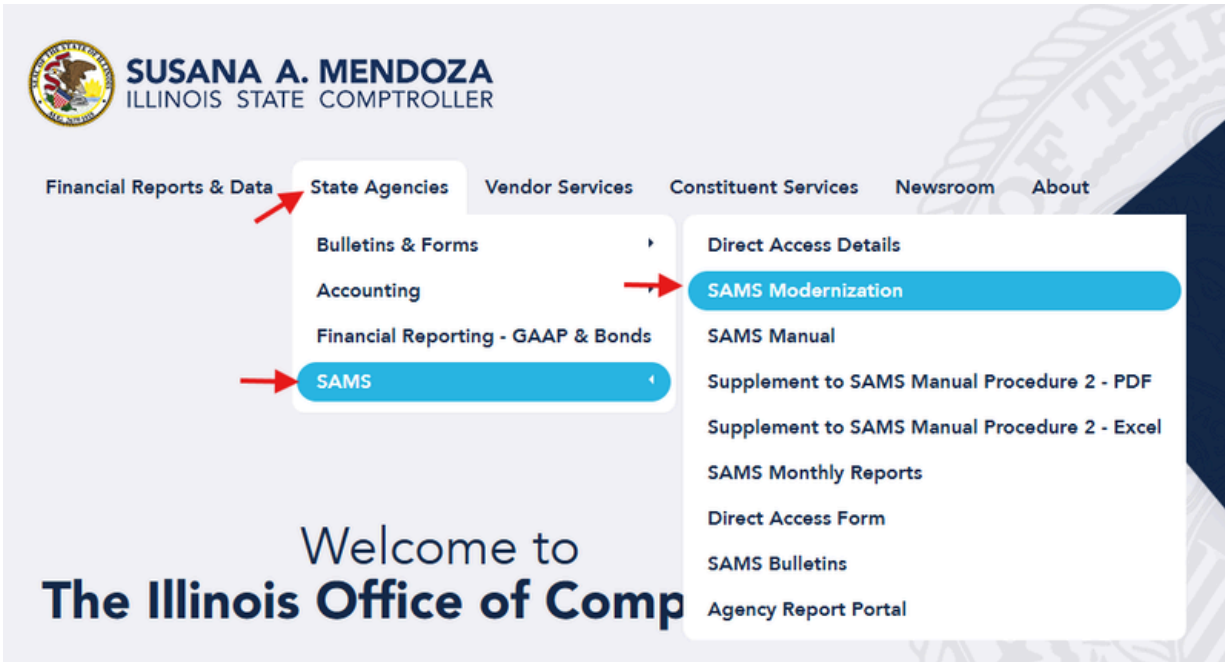
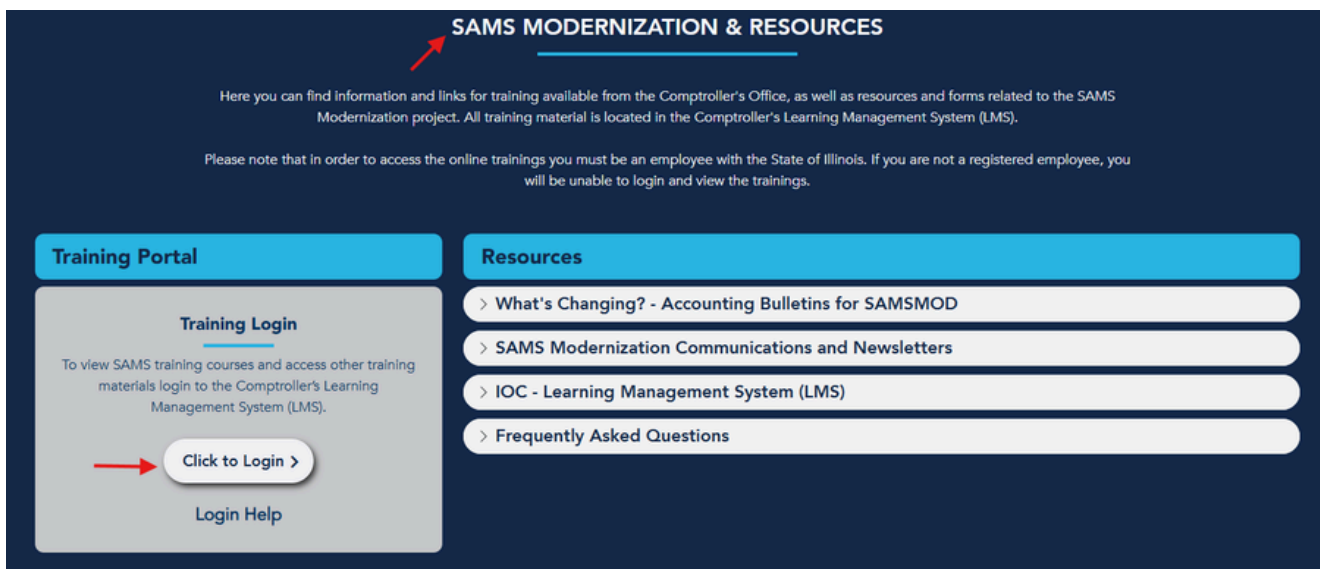


NOTE: If you have an existing LMS account, skip to step 9

1. Go to the IOC website, select State Agencies. In the menu select SAMS then select SAMS Modernization. <https://illinoiscomptroller.gov/>

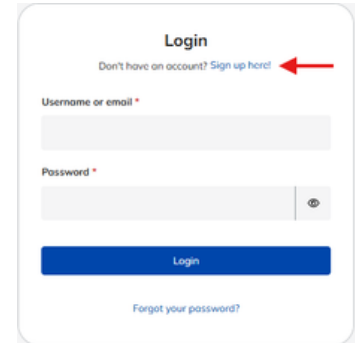


2. Scroll down to the “SAMS Modernization Training & Resources” section. To the left in the “Training Portal” section select the “Click to Login” button.



How to Register for SAMS Training

3. In the top navigation bar to the right, select Sign Up.



Login
Don't have an account? [Sign up here!](#) ←

Username or email *

Password *

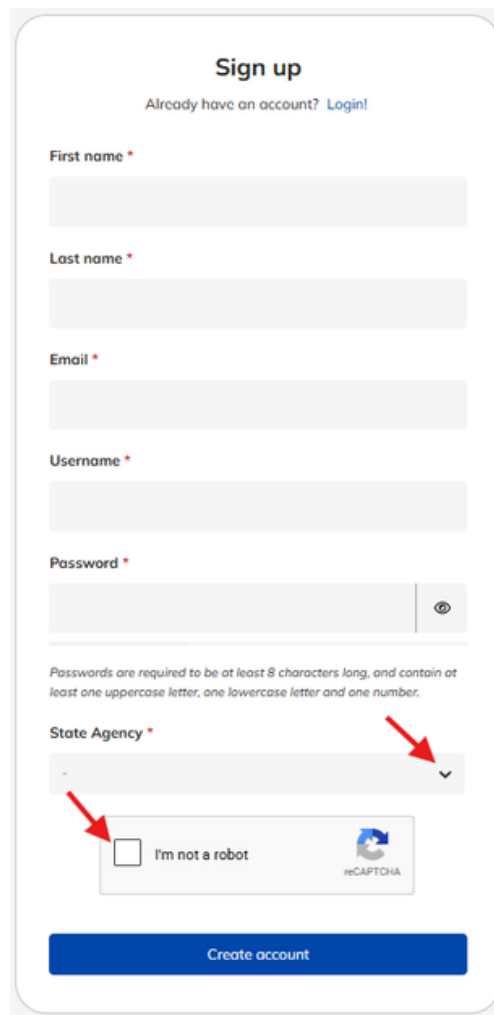
Login

[Forgot your password?](#)

4. Fill in the form, create a username and password.

5. Select your state agency in the STATE AGENCY dropdown menu.

6. Select the box next to “I am not a robot” then select Create account.



Sign up
Already have an account? [Login!](#)

First name *

Last name *


Email *

Username *

Password *

Passwords are required to be at least 8 characters long, and contain at least one uppercase letter, one lowercase letter and one number.

State Agency *

I'm not a robot 

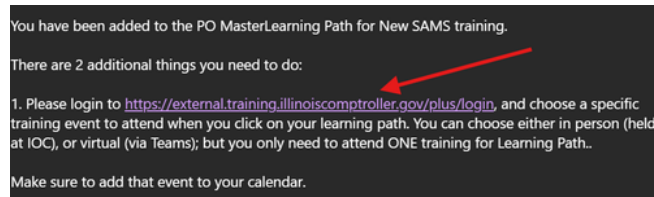
Create account



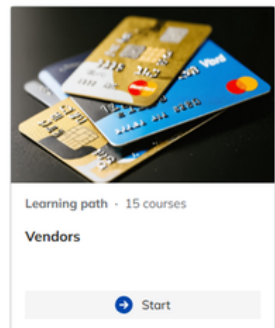
An IOC Administrator will need to activate your account so it might take some time.

You will receive an email once your account is activated.

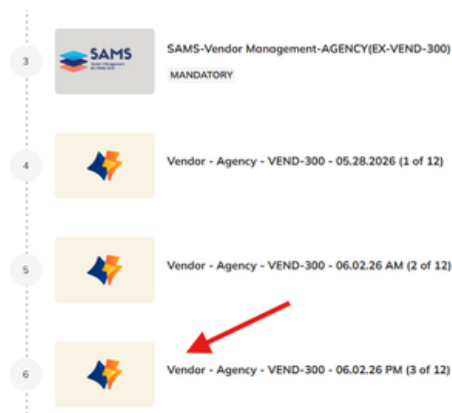
7. You will receive an email from Ilcomptroller (noreply@talentlms.com) informing you that LMS Registration is complete, and that you have been enrolled in a Learning Path.
8. Click on the link in the email to get started with your learning.



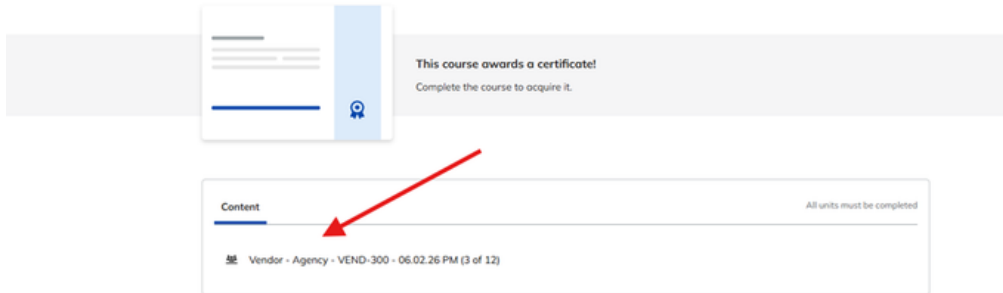
9. **IF** you are an Advanced User (Accounts Payable, Contracts and Obligations, Vendor Management, etc), you will need to login to the LMS and choose which training session you will attend.
10. Login to the LMS, and click on a Learning Path (you may have multiple).



11. You will see all of the sessions during which your course will be offered. Choose ONE to attend. Each session has a date in the name - 6.02.26, for example. In-person session, held at IOC, have "IN PERSON" in the title. (If you are enrolled in multiple Learning Paths, e.g. Accounts Payable and Vendor Management, please choose one session for each Learning Path).

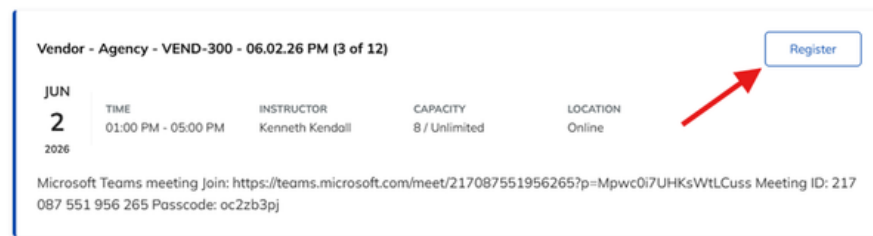


12. Click on the Session in the “Content” area.



13. Click Register.

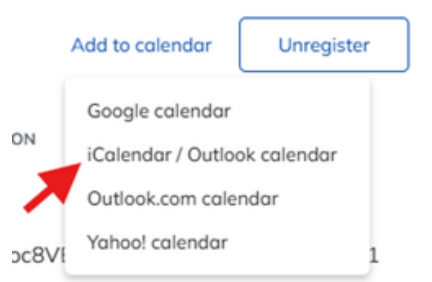
Vendor - Agency - VEND-300 - 06.02.26 PM (3 of 12)



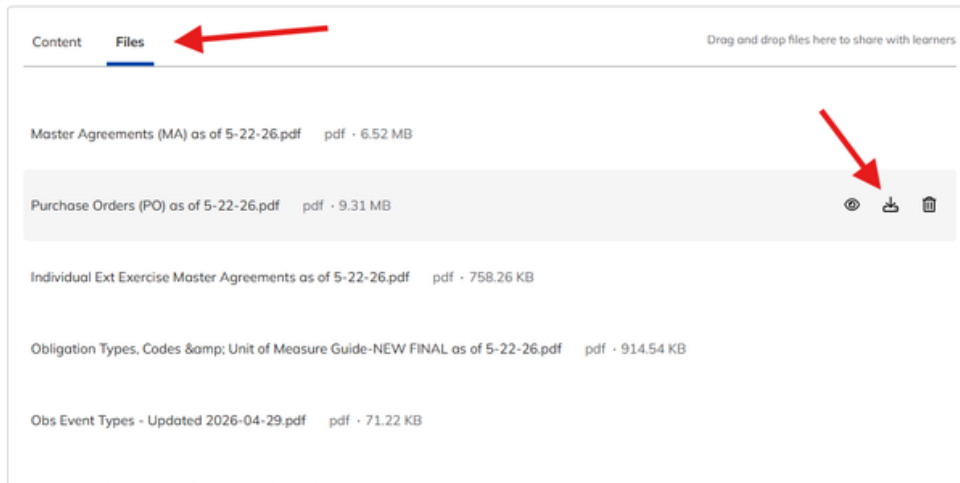
14. Click on Add To Calendar to export the session info to your email calendar



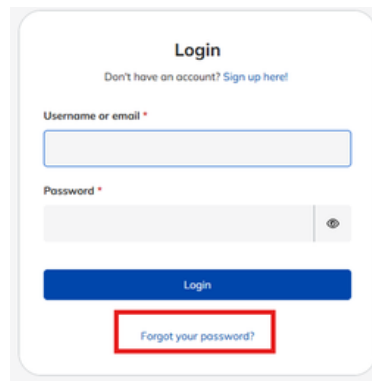
15. Choose ICalendar/Outlook Calendar, save the download, then open the download with Outlook.



16. When you are in a course page, click on the Files tab to see all course materials. Hover over each file to see the download option.



17. If you ever forget your password and need to reset it, navigate to the LMS, and click "Forgot My Password." Follow the instructions on the next screen.

A screenshot of a login form titled "Login". It includes a link for "Don't have an account? Sign up here!". The form has two input fields: "Username or email *" and "Password *". Below the password field is a blue "Login" button. At the bottom of the form, a red box highlights the "Forgot your password?" link.

If you have questions, reach out: SAMSMod@IllinoisComptroller.gov.

