

## 1. How can I log in to FMSC Learning Management System (LMS)?

Click on “Log in” option on the top right corner



Enter username and password as shown below.

A screenshot of the login form. The title is "Log in to Undergraduate LMS - Faculty of Management Studies and Commerce". There are two input fields: "Username" and "Password". Below the "Password" field is a "Log in" button. At the bottom left, there is a link for "Lost password?". A red box highlights the following instructions:

Username	- Your CPM number ( <u>Only Digits</u> )	e.g.- 12345
Password	- Your MC number ( <u>Only Digits</u> )	e.g.- 112345

Once you are logged in, you will be directed to the “Dashboard” tab.

## 2. How can I check the enrolled courses?

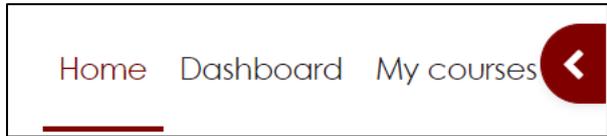


You can click “My Courses” tab to see the courses you are already enrolled on.

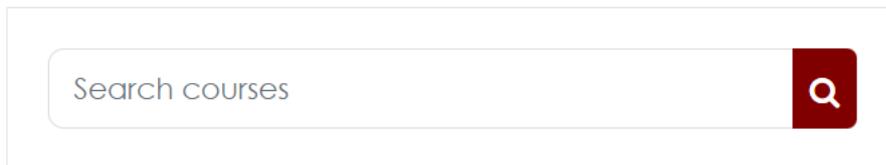
(NOTE - If you cannot see the courses relevant to your semester, contact the course coordinator of that particular course and he/she will manually enroll you or will give you directions to enroll).

### 3. How can I find a course?

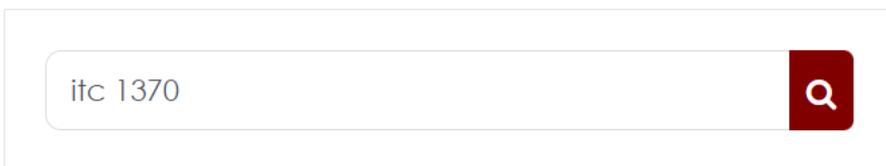
Click “Home” tab.



Scroll down and there you will find the “Search Course” option (After the “Site news” block)



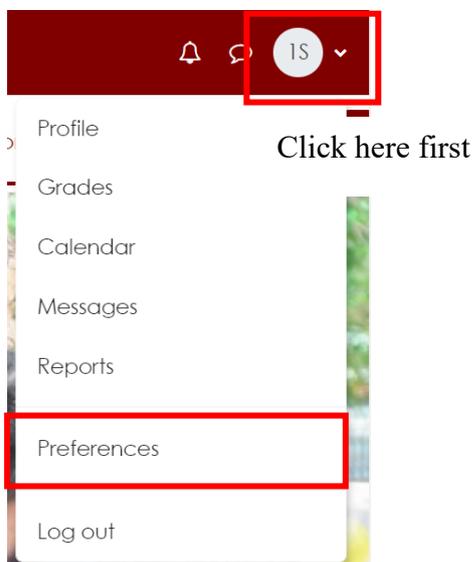
Type the course code and press ‘Enter’ key or click on ‘Search’ icon.



Then a list of courses with that course code will appear. Select the course that is relevant to you by checking the Year and Semester.

### 4. How can I change my password?

Click on “preferences” option.



Under the “User account”, click on “Change password” option.

## Preferences

### User account

- Edit profile
- Change password**
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Message preferences
- Notification preferences

Enter the following details and click on “Save Changes”.

## Change password

Username	123451
Current password	<input type="password"/>
New password	<input type="password"/>
New password (again)	<input type="password"/>