Quick Reference Guide

LINCS COURSE SIGN-UP INSTRUCTIONS

ACCESSING THE LINCS WEBSITE
Click on the LINCS link in the course syllabus:
https://courses.lincs.ed.gov

CREATE A LINCS ACCOUNT
Choose the button on the right that says, “CREATE ACCOUNT.”

ENTER YOUR INFO:
• First name (required)
• Last name (required)
• Organization (optional)

CREATE A PASSWORD:
• Should be at least 8 characters in length.
• Is different from your past 12 passwords.
• Includes at least one character from each of the four categories:
  1. Upper-case letters
  2. Lower-case letters
  3. Numbers
  4. Special characters

SUBMIT THE FORM
• After reviewing the terms and conditions, select the checkbox and click “CREATE AN ACCOUNT.”

CHECK YOUR EMAIL INBOX
You should have received a verification email from LINCS.
• Click on the link provided in the verification email.
• Use your email and newly created password to log in by clicking the “SIGN IN” button at the bottom of the page.

ACCESSING THE COURSES
• Choose the “LEARNING PORTAL” option from the top-left side of the page.
• Under the “COURSES” heading, select the course that is listed in your syllabus.

You are now enrolled in the course and have access to all course content.