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:

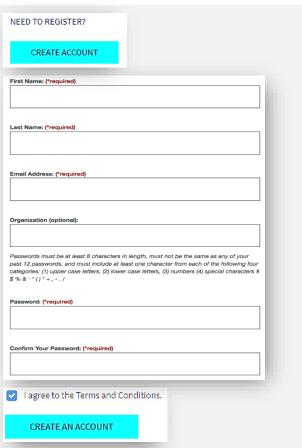
- First name (required)
- Last name (required)
- Organization (optional)

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.

