

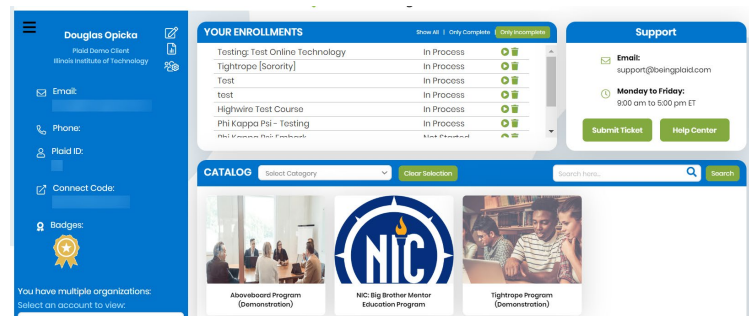
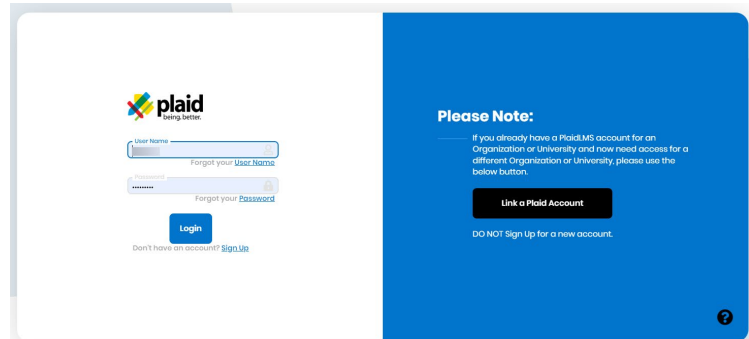


Instructions to Access PlaidLMS:

These instructions will be used to access your online learning.

Plaid partners with many fraternal organizations and institutions to offer online education. The steps to set up your PlaidLMS account will differ based on whether you have already used PlaidLMS. You may have already used PlaidLMS to complete programs such as:

- New Member Education
- Officer Training
- Tightrope
- Highwire
- Cultural Competencies
- AboveBoard
- Chapter Advisor Training



Please choose the correct instructions based on your circumstances.

If you have never used PlaidLMS...

Follow the instructions below entitled [Setting up a New Account in PlaidLMS](#)

If you already used PlaidLMS with a Membership Portal....

Follow the instructions below entitled [Existing Account with a Membership Portal.](#)

If you already used PlaidLMS, but not through a Membership Portal....

Follow the instructions below entitled [Existing Accounts without a Membership Portal.](#)

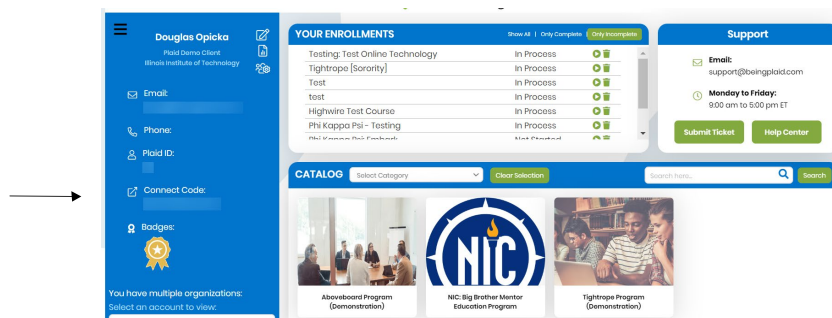


Setting Up a New Account on PlaidLMS

1. Log in to your Membership Portal. We highly recommend logging in using the Google Chrome browser because there are known compatibility issues with and Safari.
2. In your Portal, click the link or button to access PlaidLMS. The name of this link or button will differ from portal to portal.
3. If you have never accessed PlaidLMS through the portal, you will be asked if you already have an account. You should click No.
4. You will be logged into PlaidLMS and will see your dashboard.
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5. After logging in, you must first click on the program you want to enroll in. The programs are located at the bottom of your dashboard in your Catalog. When you enroll in a program, the program will move from the Catalog to the Your Enrollments section of the dashboard.
6. Once you have enrolled in the program(s), click on the “Play” button next to the program’s name in the Your Enrollments section of the dashboard. The program will appear in a new window.
7. Click the Launch Course button to start a lesson. The lesson may launch in a pop-up window. If it appears that the screen just refreshed and nothing happened, that likely means the lesson was blocked by a pop-up blocker. In this case, look for a notification in the navigation bar of your browser asking you to approve the pop-up.
8. [Contact Support](#) if you have trouble creating an account, enrolling in the courses, or completing the required courses.

Existing Account without a Membership Portal

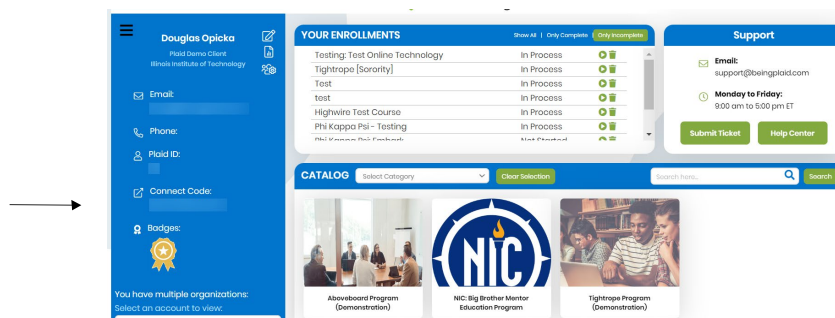
1. We highly recommend using the [Google Chrome browser](#) because there are known compatibility issues with Safari.
2. In order to complete the courses, you must turn off your pop-up blocker or allow pop-ups from [beingplaid.com](#) and cloud.scorm.com. [Click here](#) to see instructions about how to allow pop-ups in Chrome.
3. Go to <http://www.PlaidLMS.com>
4. Click on "Login"
5. Log into PlaidLMS using your existing username and password.
6. Copy your "Connect Code" and then click "Logout" in the top right of your dashboard. The "Connect Code" is located in the Profile section of the Dashboard on the left side of the screen as shown below.



7. Follow the instructions to [Link your PlaidLMS Account.](#)

Existing Account with a Membership Portal

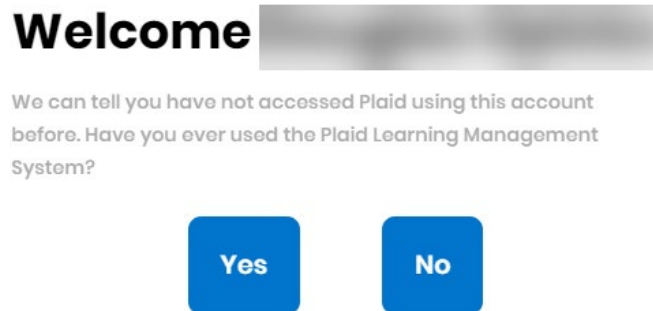
1. Log onto your existing Membership Portal. We highly recommend logging in using the [Google Chrome browser](#) because there are known compatibility issues with and Safari.
2. In your Portal, click the link or button to access PlaidLMS. The name of this link or button will differ from portal to portal.
3. You will be logged into PlaidLMS and will see your dashboard.
4. Copy your “Connect Code”. The “Connect Code” is located in the Profile section of the Dashboard on the left side of the screen as shown below.



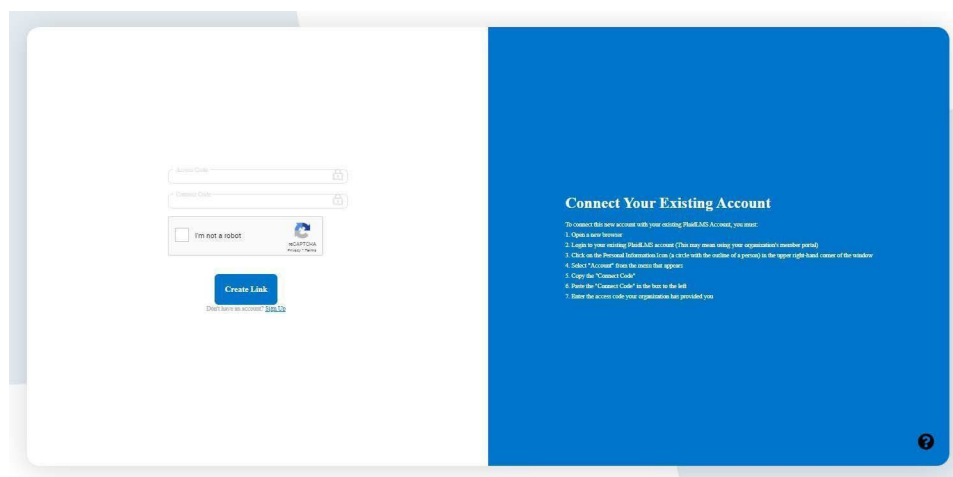
5. Click on "Logout" in the top right hand corner of your dashboard.
6. Follow the instructions to [Link your PlaidLMS Account](#).

Link your PlaidLMS Account

1. Log in to the Membership Portal that you want to link to your existing PlaidLMS account.. We highly recommend logging in using the [Google Chrome browser](#) because there are known compatibility issues with and Safari.
2. In your Portal, click the link or button to access PlaidLMS. The name of this link or button will differ from portal to portal.
3. You will receive the following message:



4. You should click the “**Yes**” button because you were just in your existing PlaidLMS account, copied the Connect Code, and now want to link this new account to that existing account.
5. Type your Access Code in the first box. Paste the Connect Code you just copied into the "Connect Code" box.





6. Click the box next to the phrase “I’m not a robot” and click “Create Link”.
7. You will immediately be logged in to PlaidLMS.
8. After logging in, you must first click on the course you want to enroll in. The courses are located at the bottom of your dashboard in your Catalog. When you enroll in a course, the course will move from the Catalog to the Your Enrollments section of the dashboard.
9. Once you have enrolled in the course(s), click on the “Play” button next to the course's name in the Your Enrollments of the dashboard. The course will appear in a new window.
10. Click the Launch Course button to start the course. The course may launch in a pop-up window. If it appears that the screen just refreshed and nothing happened, that likely means the course was blocked by a pop-up blocker. In this case, look for a notification in the navigation bar of your browser asking you to approve the pop-up.
11. [Contact Support](#) if you have trouble creating an account, enrolling in the courses, or completing the required courses.