



Using LOMA's Learning System to Enroll Students

Ed Reps can follow these steps to enroll individual students in LOMA courses using LOMA's Learning System.



TIP: To enroll multiple students, or batches of 20 or more students, we suggest using the Ed Rep Tools website instead.

1. Log in to LOMA's learning system -- <http://learning.loma.org/>
2. Click Educational Representatives in the top left menu bar
3. On the Manage Users search page, search for the learner you wish to enroll



TIP: You can search using full or partial criteria

4. For the learner you wish to enroll, select LEARNING CATALOG in the Action drop down menu, then select GO.
5. Browse the catalog for the course(s) in which you wish to enroll the selected learner.



TIP: You can browse the catalog by key word or phrase (such as course number or full or partial title), by content type, by language, or by category.

6. At the bottom of the course description, click ADD TO CART.



*TIP: If you are enrolling the student in a PROCTORED designation course, you must select the preferred exam delivery format – Paper, I*STAR, or Prometric.*



*TIP: If enrolling the learner in an I*STAR exam, you must also choose the I*STAR exam site where the learner will take their exam.*



Note: 3rd Party Exam Sites appear at the bottom of your screen if you select that option. You may need to scroll through all pages of 3rd Party Exam Sites to locate your desired site.

8. To check out, click the Shopping Cart in the upper right corner of your screen.
9. Confirm or correct the billing address, and click SAVE
10. Confirm that the correct learner and course enrolled is shown in the Digital Content list
11. Click CHECKOUT
12. In the Payment Information screen, select BILL MY COMPANY to receive an invoice, or enter the correct credit card information. Then Click NEXT.
13. Review your order one final time.



NOTE: You MUST accept our Terms and Conditions at the bottom of the Review Order screen before completing your purchase!

14. Click BUY NOW to submit your payment.
15. Order confirmation and receipt appear on the next screen. Click PRINT to print a copy of your receipt.

Questions? Contact LOMA's Office of the Registrar!

1-800-ASK-LOMA, Option 1

770-984-3761

education@loma.org