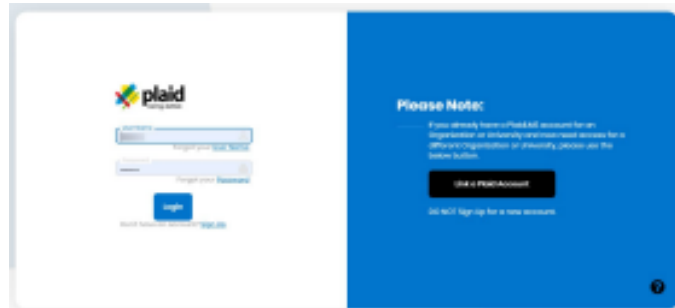


Instructions to Access PlaidLMS

These instructions will help you access the Hazing Prevention and Education (HEP) module.

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 select the appropriate instructions based on your specific 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 have already used PlaidLMS, but not through a Membership Portal....

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

Access Code

Your access code for the program is **GWU-HPE**.



Setting Up a New Account on PlaidLMS

1. We highly recommend using the Google Chrome browser because there are known compatibility issues with Safari.
2. 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 view instructions about how to allow pop-ups in Chrome.
3. Go to <https://www.PlaidLMS.com>.
4. Click on the "Create Account" button on the front page.
5. Enter the GWU FSL access code (GWU-HPE).
6. Check the "I'm not a robot" box.
7. Check the box to accept the "Terms and Conditions" for PlaidLMS.
8. Click "Continue."
9. Enter the requested information to create your account.
10. When asked to enter your organization, **please use the Smart Search functionality and enter your chapter; do not search for GW.** To do this, start typing the name of your organization and then select the desired name from the suggested search results. You must select an option from the search results. If you type the name without selecting a result from the dropdown list, you will receive an error message.
11. Click "Next Page."
12. Choose a Username, Password, and Security Question.
13. The password you choose must be at least 7 characters long and must contain lowercase letters, uppercase letters, numbers, and special characters. Accept the Terms and Conditions, click the box next to the phrase "I'm not a robot," and then click "Create an Account."
14. After creating the account, you can immediately log in.
15. 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



GW FSL

enroll in a course, the course will move from the Catalog to the Your Enrollments section of the dashboard.

16. Once you have enrolled in the course(s), click on the “Play” button next to the course's name in the Your Enrollments section of the dashboard. The course will appear in a new window.
17. 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.
18. [Contact Support](#) if you have trouble creating an account, enrolling in the courses, or completing the required courses.



GW FSL

Existing Account without a Membership Portal

1. We highly recommend using the Google Chrome browser because there are known compatibility issues with Safari.
2. 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 view instructions about how to allow pop-ups in Chrome.
3. Go to <https://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.
7. Follow the instructions to Link your PlaidLMS Account.



GW FSL

Existing Account with a Membership Portal

1. Log onto the Portal for your existing organization. We highly recommend logging in using the Google Chrome browser because there are known compatibility issues with 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 for your organization.
5. Copy your "Connect Code" and then close the pop-up account window.
6. Click on "Logout" in the top right-hand corner of your dashboard.
7. Follow the instructions to Link your PlaidLMS Account.



GW FSL

Link your PlaidLMS Account

1. We highly recommend using the Google Chrome browser because there are known compatibility issues with Safari.
2. 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 view instructions about how to allow pop-ups in Chrome.
3. Go to <https://www.PlaidLMS.com>.
4. Click "Link a Plaid 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. After creating your link, you can immediately log in.
7. 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.
8. Once you have enrolled in the course(s), click on the "Play" button next to the course's name in the Your Enrollments section of the dashboard. The course will appear in a new window.
9. 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.
10. [Contact Support](#) if you have trouble creating an account, enrolling in the courses, or completing the required courses.