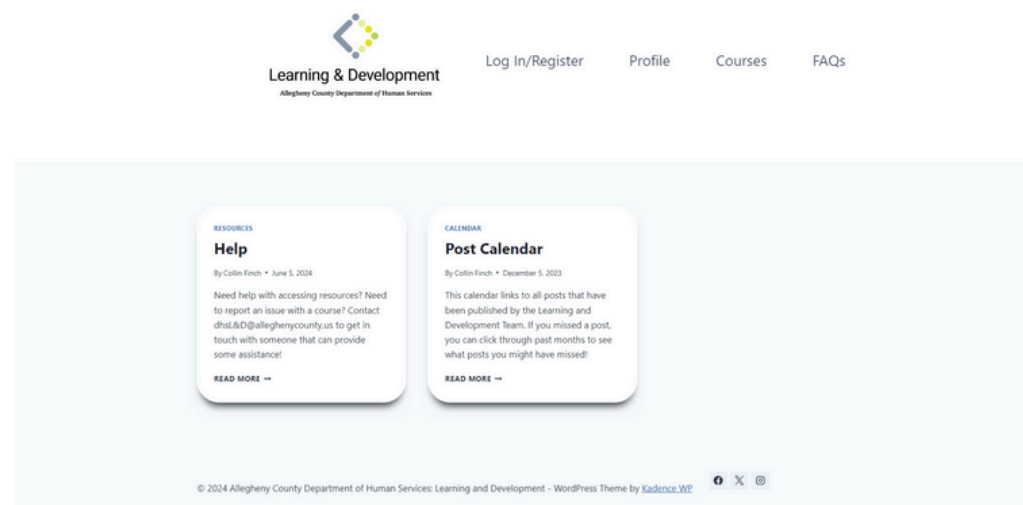


# Steps to Create an Account in LearnDash:

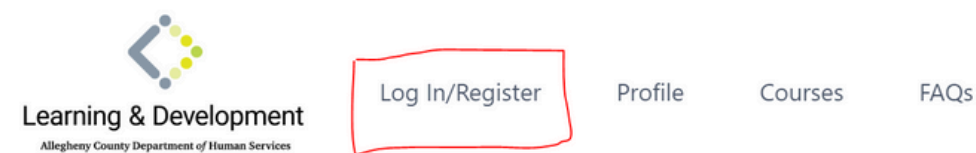
## Step 1

In your browser's URL bar, type  
**<https://acdhslearn.com>**  
this will redirect you to the website.



## Step 2

Click the **Log In/Register** link at the top of the page.



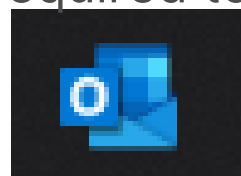
## Step 3

You will be redirected to a new page with various prompts to fill out. Fill out each box with your information.

A screenshot of the 'Log In/Registration' form. It includes a title 'Log In/Registration', a registration instruction, a 'Log In' link for existing users, and two input fields for 'Username' and 'Email', both marked with an asterisk to indicate they are required.

## Step 4

A registration email will be sent to the email address you used to sign up. You may need to check your junk email to find it. It will be from the email address **wordpress@acdhslearn.com**. Email confirmation is **not** required to register for courses.



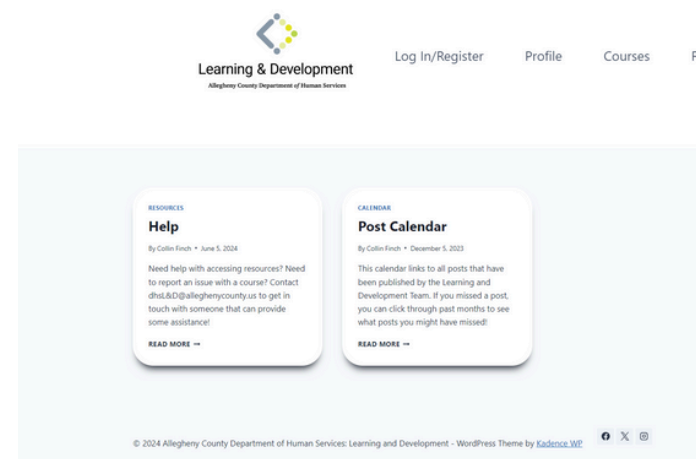
## Step 5

Now that you have an active profile, you can sign up for a course. Please see the **“Steps to Register for a LearnDash Course”** for next steps.

# Steps to Register for a Course in LearnDash:

## Step 1

After you've created a profile, you can log in at <https://acdhslearn.com>



## Step 2

Click on Log In/Register at the top of the page. Once you are in the Log In/Registration page, scroll down to find a prompt that says **“Already have an account? Log In”** and click the log in link.

To register an account and begin signing up for courses, please fill out each item below. To complete your registration, you will receive a confirmation email sent to the email used to create your account. You may need to check your junk mail folder, it will be sent from the email [wordpress@acdhslearn.com](mailto:wordpress@acdhslearn.com)

Already have an account? [Log In](#)

## Step 3

Type in your information to log in.

Username or Email Address

Password

Remember Me

Forgot password? [Click here to reset it.](#)

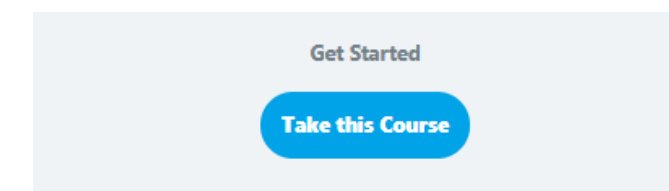
## Step 4

Now that you are logged in, click on the “Courses” link in the top righthand corner of the page. This will pull up all available courses in LearnDash.

Log In/Register Profile FAQs [Courses](#)

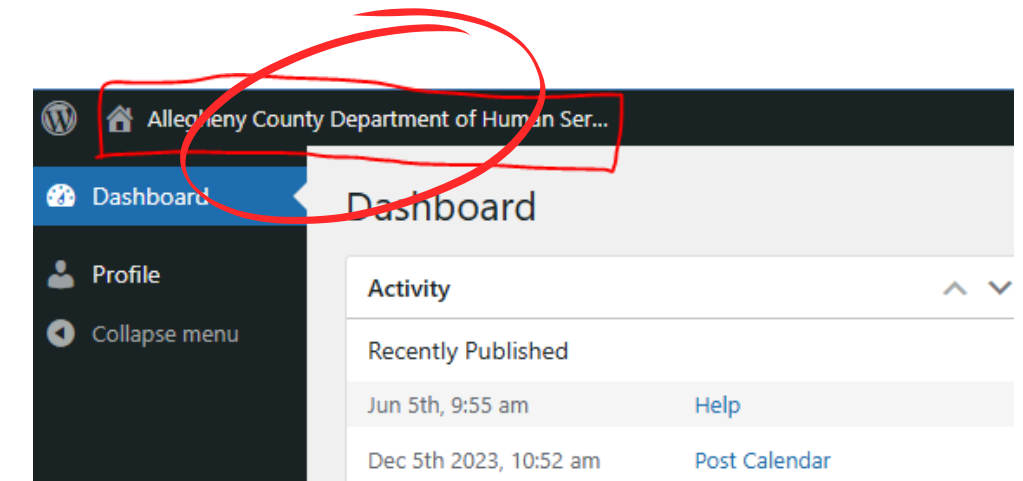
## Step 5

Click on the course you want to enroll in, and then click on the “Take this Course” button at the top of the course. You are now enrolled in that course.



# Additional Troubleshooting:

1. When logging in, you may be taken to the **WordPress** dashboard that functions as the backend of LearnDash. With a learner profile, there isn't much to do or see here. If you do end up here, simply click "**Allegheny County Department of Human Services**" link at the top-left hand portion of the screen to navigate back to the front end of LearnDash.



2. As you pick and chose courses to register for, you may come across some content that will not be available until reaching out to a supervisor. Additionally, some content may be restricted to certain departments. If you wish to take a specific course that isn't immediately available, contact your supervisor to see if you are able to get permissions to enroll.

Current Status	Price	Get Started
NOT ENROLLED	<b>Closed</b>	This course is currently closed

If you come across any additional issues or roadblocks as you navigate LearnDash and its courses that have not already been discussed in this document, please reach out to [\*\*dhsLearningandDevelopment@alleghenycounty.us\*\*](mailto:dhsLearningandDevelopment@alleghenycounty.us) for additional instruction.