FIRST TIME STUDENTS:

To enroll in the IEC Online Training Learning Management System (LMS), please use the following steps:

1. Open a web browser and visit http://ieci.atplms.com/portal

2. Click Enroll (you will only need to do this once – you can add more classes later if your instructor is using this system)

3. Enter your information into the provided boxes. Boxes that have a red star are required.

4. Click Submit

5. Write down your username and password.

6. Click the link to log in at the bottom of the username/password page.

7. Log in with the username and password you wrote down in step 5.

8. You can change your password (HIGHLY RECOMMENDED) by clicking the Edit Profile button.

9. Click Go To Course to go to your class.

RETURNING STUDENTS:

If you've already enrolled once, you can add a class by following these steps:

1. Log in to the portal, located at http://ieci.atplms.com/portal

2. Click Add Course

3. Enter in the access code you've been provided.

4. Click Submit.