

Enrollment Steps for LMA's Online Animal Care Training Program

1. Go to www.LMAWeb.com and click on the Animal Care Training Program. First time visitors to the site that are livestock auction market or marketing business owners or managers should click on Manager Registration.
2. Complete the registration form (*remember the username and password that you create here*) and click on Register Manager at the bottom of the form.
3. You will receive a prompt regarding successful registration. Click OK to continue.
4. You will be redirected to the animal care home page. Login now by entering your newly created username and password and clicking on Login.
5. Now that you are a registered manager and logged in, you must first purchase the LMA: Beginning the Discussion Site Licenses for **\$250** by clicking on Manage my Group and selecting the LMA-Beginning the Discussion Site License. ***This site license fee will allow you to register all employees for one year.*** You can also select the Beef Quality Assurance Comprehensive program at a site license of \$50 per enrolled employee.
6. Complete the online purchase form with a valid MasterCard or Visa and click on I Authorize this Transaction at the bottom of the page.
7. Once you have completed this purchase you will be connected to an online survey. Please complete this survey. It will help LMA and BCI develop additional resources for you. After completing the survey you can add and train all of your business' employees by clicking "Manage my Group".
8. In the Manger function you will first have to register your employees. Next to Register, enter the number of employees that you will be enrolling and click on Click here to register. On the Group registration page, enter the first and last name of each employee and assign a username for each employee. You can also select their preferred language for the site. Once you've finished entering employees, click on Register the Group. Remember, you can come back and enter additional employees at any time up during the one-year site license term. You will receive an email with the system created passwords that go along with the usernames you assigned to each employee.
9. You will receive a prompt regarding successful registration. Click OK to continue.
10. Next you will "Pay" for your employees' package by selecting "Pay for Training Packages". In the Pay section drop down menu you will see a list of three packages. You can select either LMA: Animal Handling in Livestock Auction Markets - Employees or LMA: Animal Handling in Livestock Auction Markets - Managers. Once the appropriate package is selected please click "click here to pay"
11. You will then select the registered employees of whom you want to enroll for that training material and click "Enroll the Selected Participants". You can repeat steps 11 & 12 if you would like to enroll certain key employees or managers in both the employee or owner/manager programs.
12. The employee will then log in using their individual username and password created during registration (these usernames and passwords will be e-mailed to the manager) to complete the training.
13. As employees complete the training you can print their transcripts or certificates and monitor the progress of all of your employees within the site.

*****If at any time you see a security warning, click on Continue to the Page to proceed*****

For assistance in using this service call LMA at (800) 821-2048 or email LMAauctions@LMAweb.com.