



Litmos Quick Start Guide

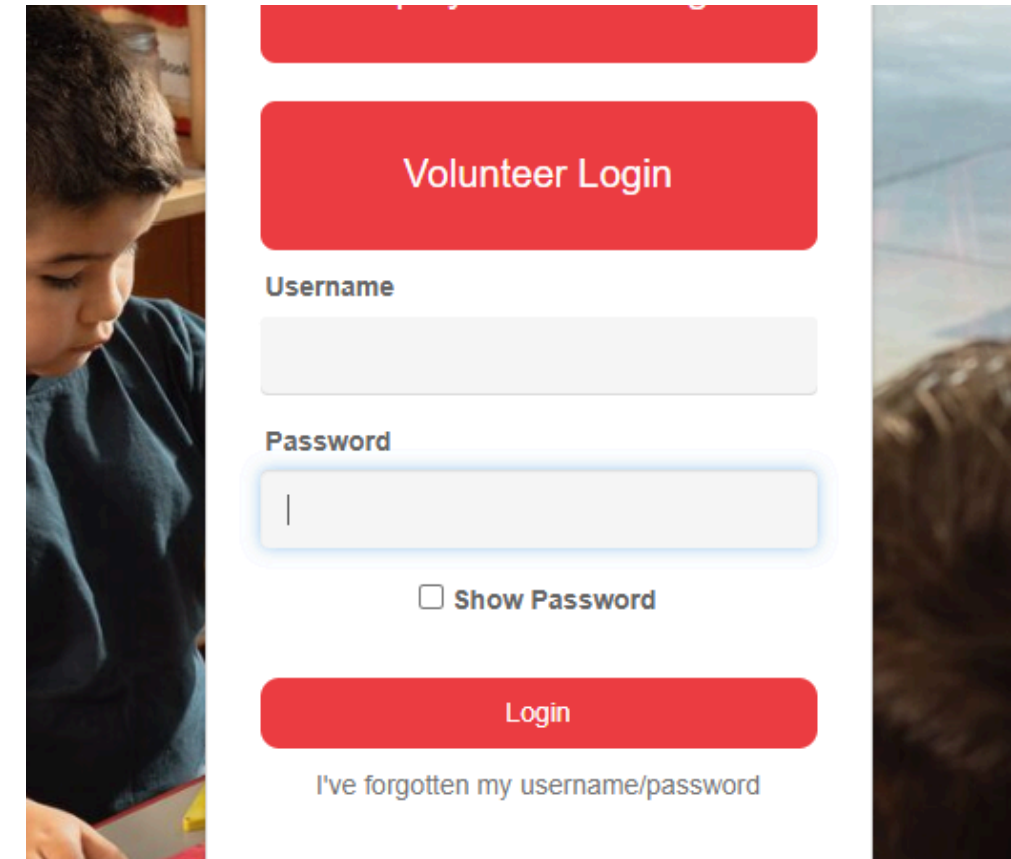
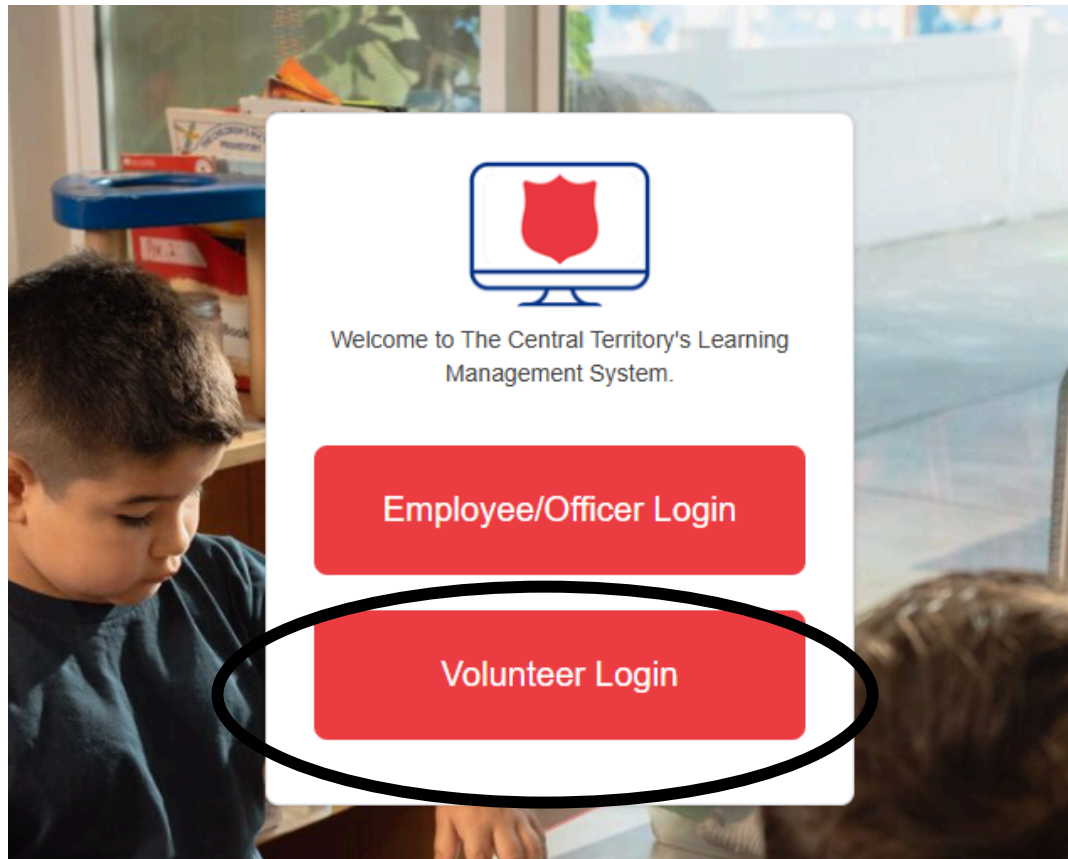
Welcome to Litmos, The Salvation Army Central Territory's learning management system. The following instructions will help you access Safe From Harm Training. If you have trouble logging in, please contact your Command's Safe From Harm Coordinator.

Volunteers continue to slide 2, employees skip to slide 3

Litmos Learner Starter Guide

Volunteers open up Litmos

- <https://salvationarmyuscl.litmos.com/>
- Click on the Volunteer Login Button
- Enter your username (email address) and password
 - If you do not have a password or have forgotten it, click "forgot password".
 - You will receive an email from Litmos with steps on creating a new password.

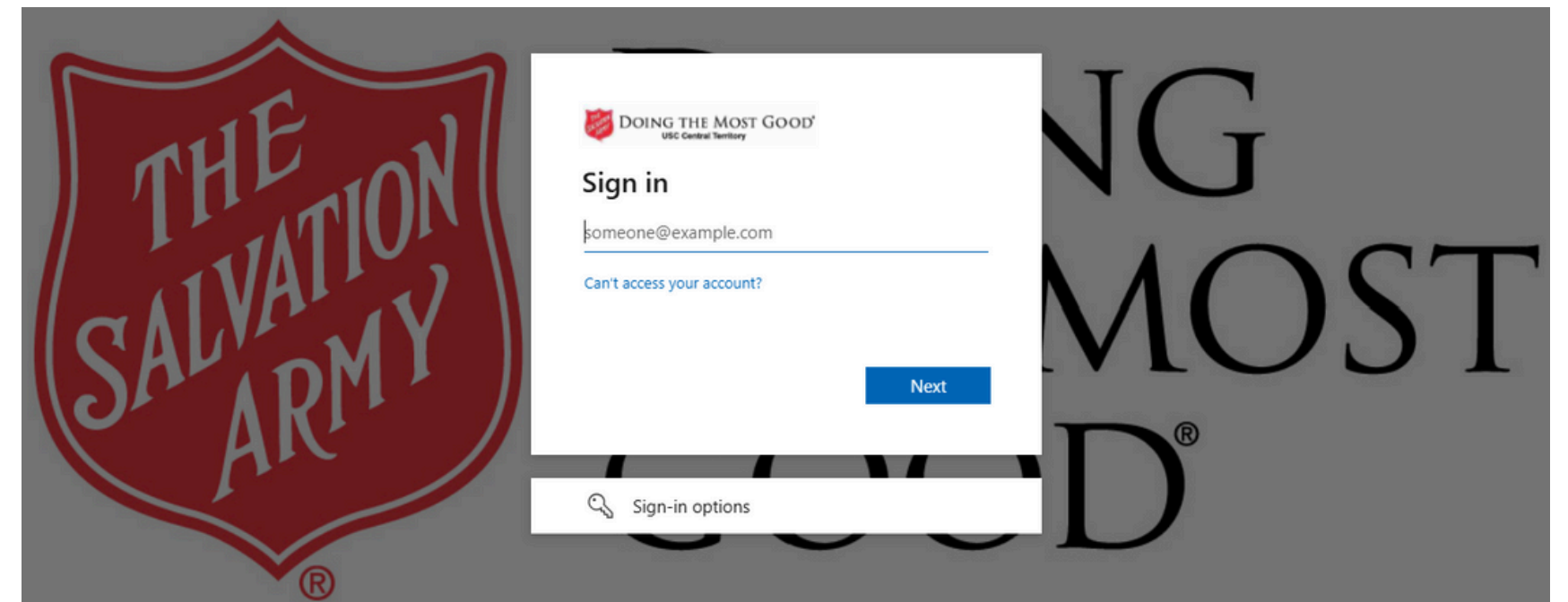
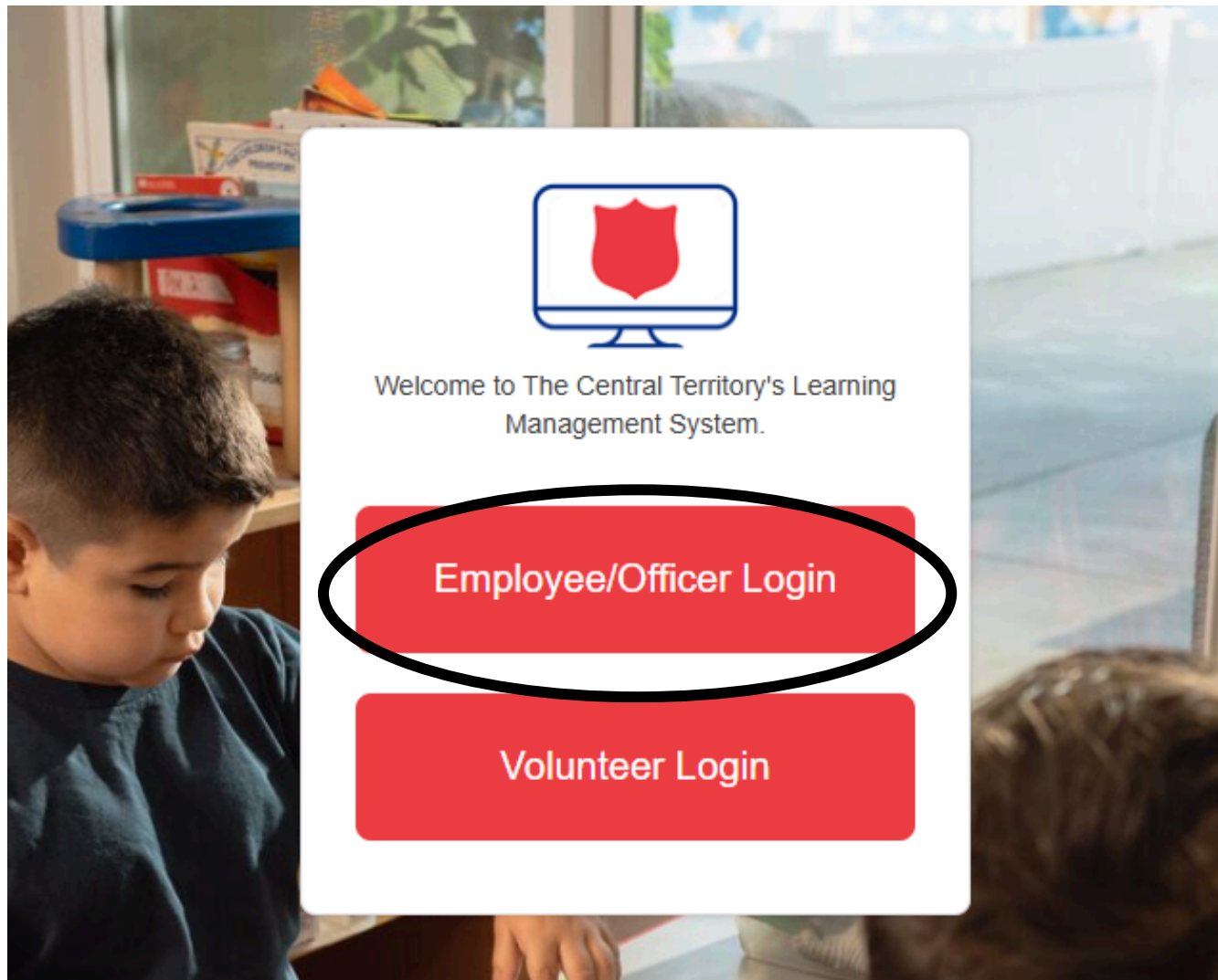


Move to page 4

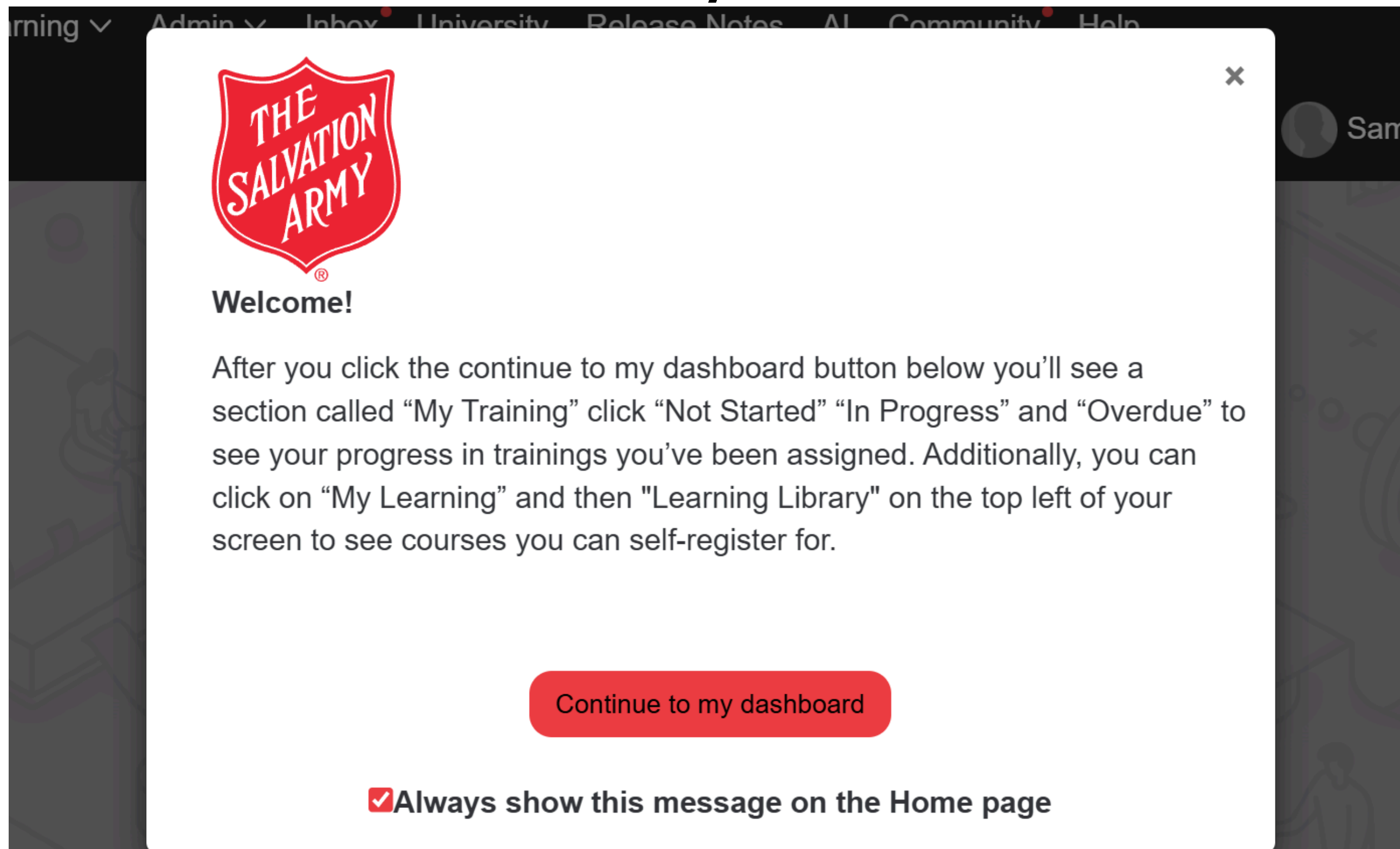
Litmos Learner Starter Guide

Employees open up Litmos


- <https://salvationarmyuscl.litmos.com/>
- Employees choose "Employee/Officer Login"
- Enter your Office 365 account name and password to login



When you login the first time, you will see the message below. Remove the check mark to skip this page in the future and click “Continue to my dashboard” to see your learner dashboard.



The screenshot shows a white modal window with a red border and a close button (X) in the top right corner. The background is a dark grey navigation bar with links like 'Training', 'Admin', 'Inbox', 'University', 'Release Notes', 'AL', 'Community', and 'Help'. A user profile icon for 'Sam' is visible on the right.



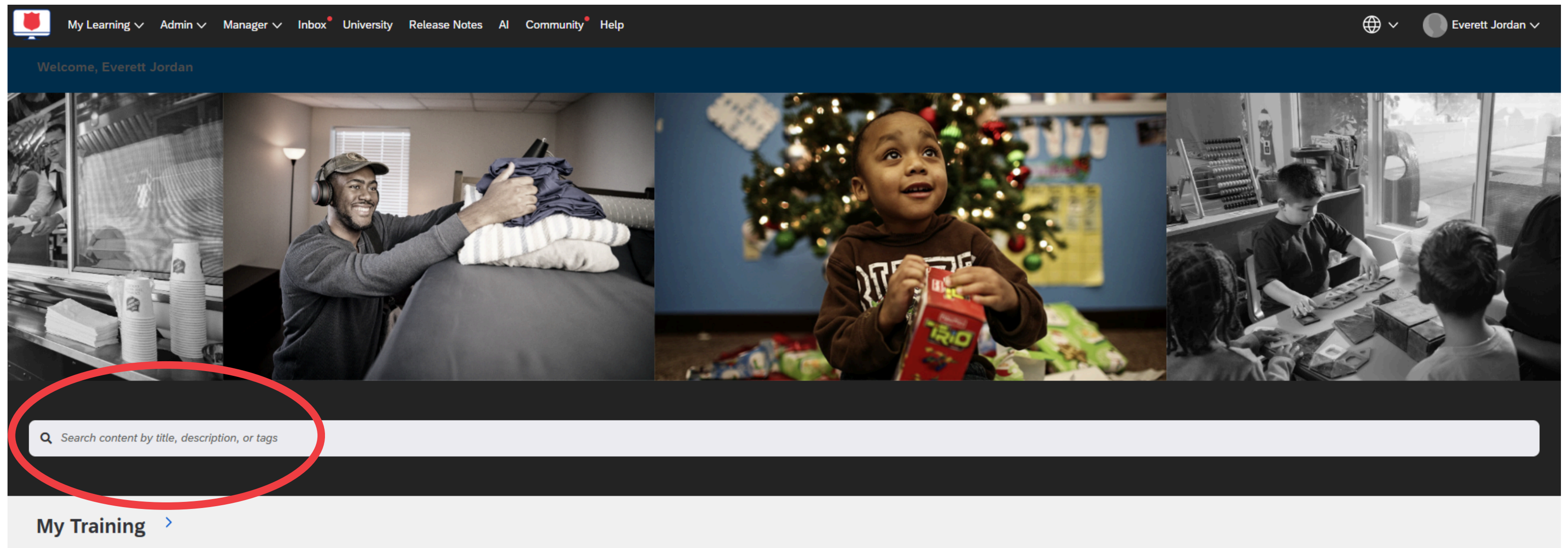
Welcome!

After you click the continue to my dashboard button below you'll see a section called "My Training" click "Not Started" "In Progress" and "Overdue" to see your progress in trainings you've been assigned. Additionally, you can click on "My Learning" and then "Learning Library" on the top left of your screen to see courses you can self-register for.

[Continue to my dashboard](#)

Always show this message on the Home page

You will then be taken to the home page. This is where you can search for any course, learning path, or module with the search bar. Or scroll down to "My Training" to see what has been assigned to you.



The training you are searching for will show up, along with similar trainings you may need to take. Some trainings are optional in Spanish, choose desired language.

Library

Filter

Sort By: Default

Live Session Available

- Yes
- No

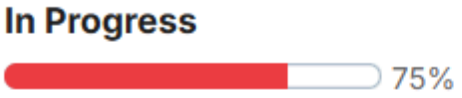
Session Date

From

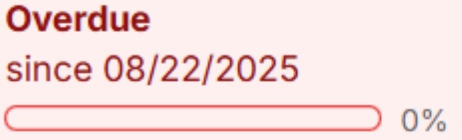
RESULTS_WITH_QUERY



Illinois Mandated Reporter Training



Safe From Harm Spanish Training



Safe From Harm Training



You can now start your eLearning Safe From Harm Training

Note: If you are not comfortable taking the eLearning class, click on the Alternate Instructor-Led Training to register for an in-person or virtual class and receive further instructions. You must complete one of the two options to meet compliance requirements.

The screenshot shows a user interface for a course titled "Safe From Harm Training". At the top, there is a navigation bar with links for "My Learning", "Admin", "Inbox", "University", "Release Notes", "AI", "Community", and "Help". The user's name "Samantha Madl" is visible in the top right corner. Below the navigation bar, the breadcrumb "CONTENT LIBRARY / SAFE FROM HARM TRAINING" is displayed. The main content area features a course card with a thumbnail image of the "Safe From Harm" logo. To the right of the thumbnail, the course title "Safe From Harm Training" is followed by a description: "This course is for all officers, supervisors, employees and volunteers in The Salvation Army Central Territory. Safe From Harm training is designed to equip you to effectively implement the child and vulnerable adult protection and abuse prevention principles of Safe From Harm in all areas of service in The Salvation Army. It will educate you on policies and best practices. Safe From Harm helps to safeguard those in our care as well as our personnel, property and the mission of The Salvation Army as a whole. This course must be renewed every 3 years to remain compliant." Below the description, there is a note: "If you have questions regarding Safe From Harm or the content of this training, please contact your supervisor or SFH Coordinator." and another note: "This course will take approximately 100-120 minutes to complete. You can save your progress at any point and return to where you left off." A red button labeled "Continue this course" is positioned below the notes. On the right side of the course card, a green circular progress indicator shows "100%". At the bottom of the course card, there are two tabs: "MODULES" and "ACHIEVEMENTS".

eLearning
course



Instructor-Led
course



The screenshot shows a list of course completion items. The first item is "Safe From Harm Training" with a green checkmark icon and "0% My Score". The second item is "Alternative Instructor-Led Safe from Harm Training" with a computer monitor icon, a blue "Optional" tag, and "0% My Score".