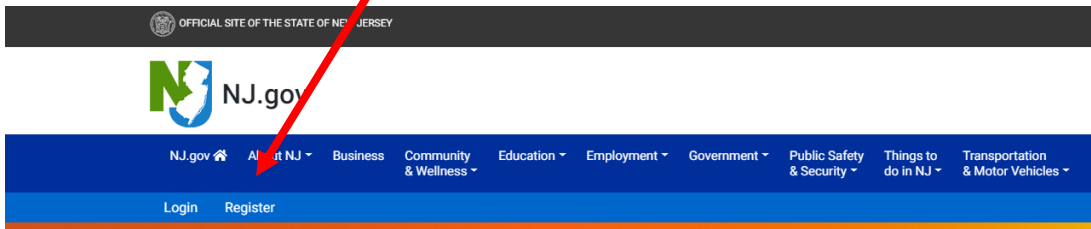


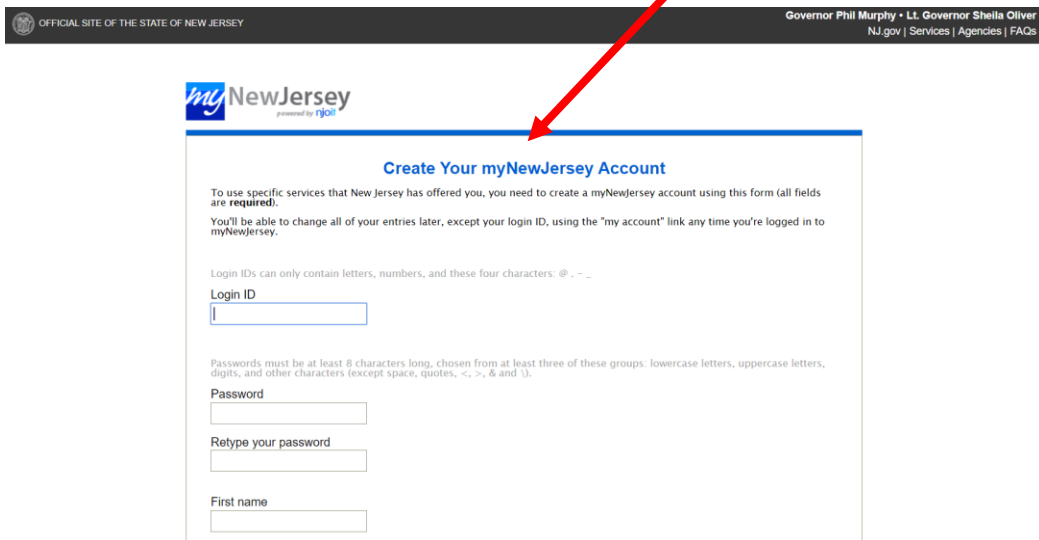
These instructions will provide you with access to the **State of New Jersey Domestic Violence Policy Training**. This training is accessible through the Civil Service Commission’s LMS eLearning platform. The LMS eLearning platform is a web-based software system that you will have temporary access for the completion of the training in compliance with the State of New Jersey Domestic Violence Policy.

If you currently do not have access to the myNewJersey portal, please complete the following:

1. Go to the portal (www.nj.gov)

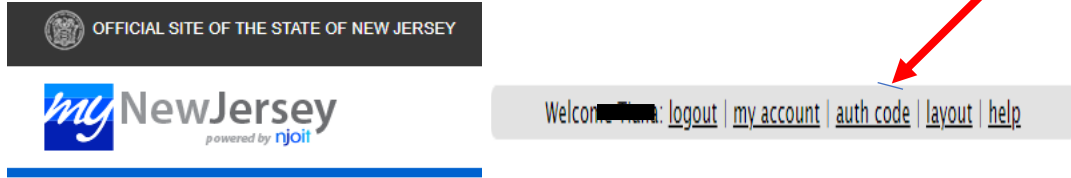


2. Create a logon ID and password of your choosing.

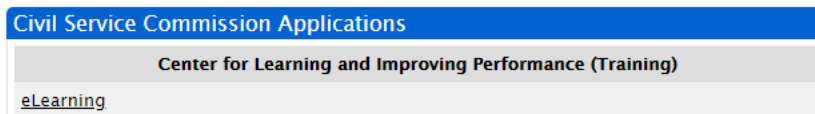


3. Please complete the New Jersey Domestic Violence online training request at https://www.surveymonkey.com/r/domesticviolence_101119

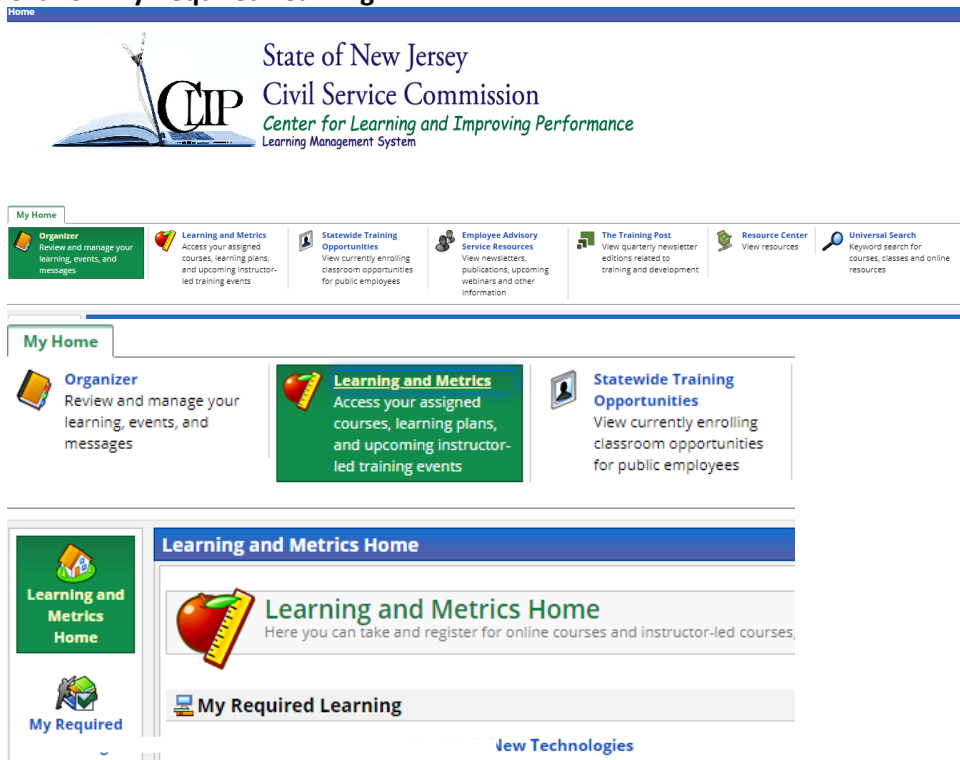
- Once your LMS eLearning account is created (overnight process), you will receive an email with an authorization code for access. Log back into your myNewJersey portal; click on **auth code** on the top right banner. Copy and paste the authorization code (do not type the code) and click finish.



- You will be prompted to log back into the portal where you will see **Civil Service Commission Applications** and the link for eLearning (LMS).



- Click on the eLearning link to open the system.
- Click on the **Learning and Metrics** tab.
- Click on **My Required Learning**.



- Click on the name of the training and then select **launch**.

10. Print Certificate Instructions

- a) Log into your myNewJersey portal using the logon ID and password you created.
- b) Locate and click on the **eLearning** link.
- c) Click on the **Learning and Metrics** tab once the system opens.
- d) Select **My Required Learning**
- e) Click on the History tab and select the course name and the date for the certificate.
- f) Click on Print Certificate

