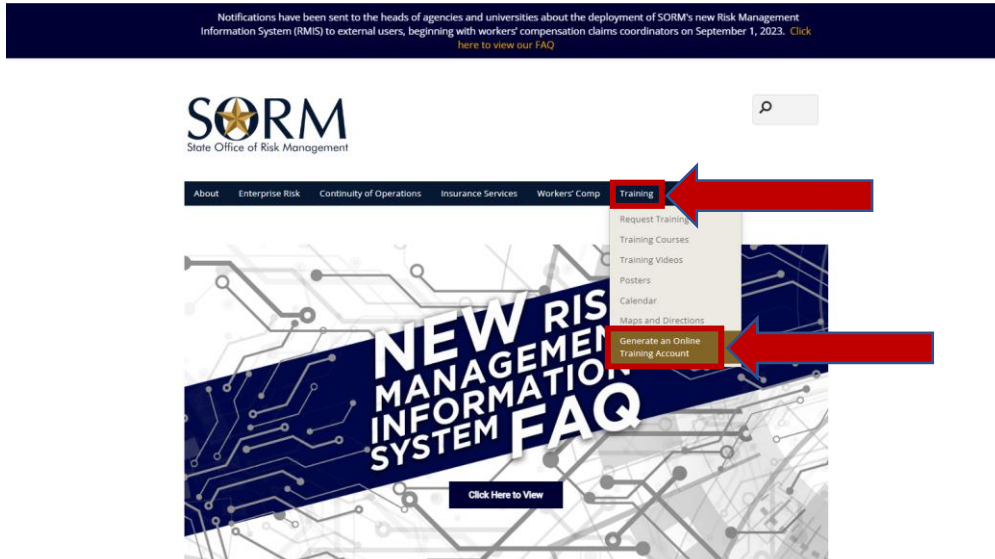


## How to Create a New STAR LMS Account

Creating a new account within [SORM's STAR LMS](#) is the first step when attempting to access SORMS's trainings. Follow the steps shown below to create your new account and enroll in your first course.

1. Navigate to the SORM website ([Click Here](#)). Under the **Training** drop-down menu, locate and select **Generate an Online Training Account**.



2. The new page is the account creation page for the STAR LMS. Complete the required fields (those with a red icon next to the field name), click the "I'm not a robot" checkbox, then click **Create my new account** and the bottom of the page.

**New account**

Username \*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password \*

Email address \*

Email (again) \*

First name \*

Last name \*


City/Town

Country

**Other fields**

Agency, Commission, or Entity Name \*

Security question ?

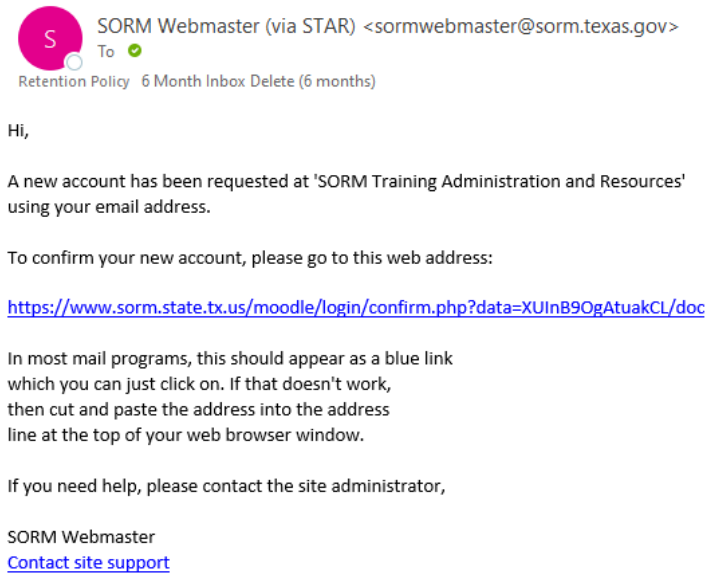
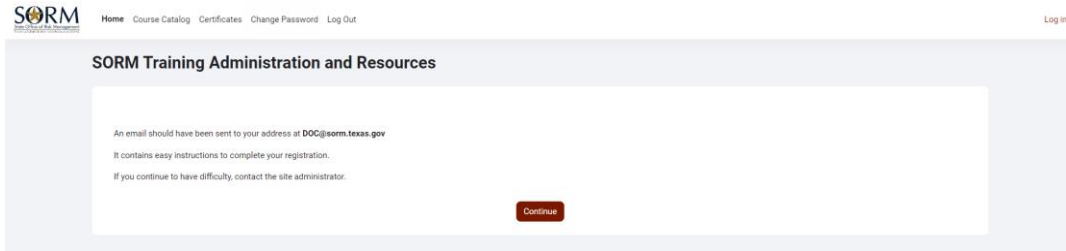
I'm not a robot 

\* Required

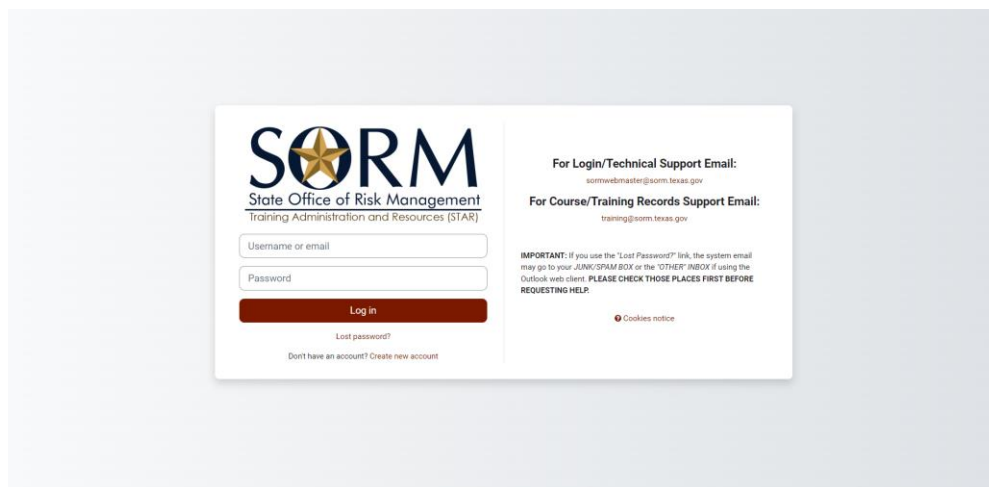
A red arrow points to the 'Create my new account' button.

## How to Create a New STAR LMS Account

- Once you've saved your information, you will be taken to a new screen that states "An email should have been sent to your email address". Check your email inbox for an email from [sormwebmaster@sorm.texas.gov](mailto:sormwebmaster@sorm.texas.gov) with a link back to the STAR LMS. Click that link in your email to confirm your account creation.

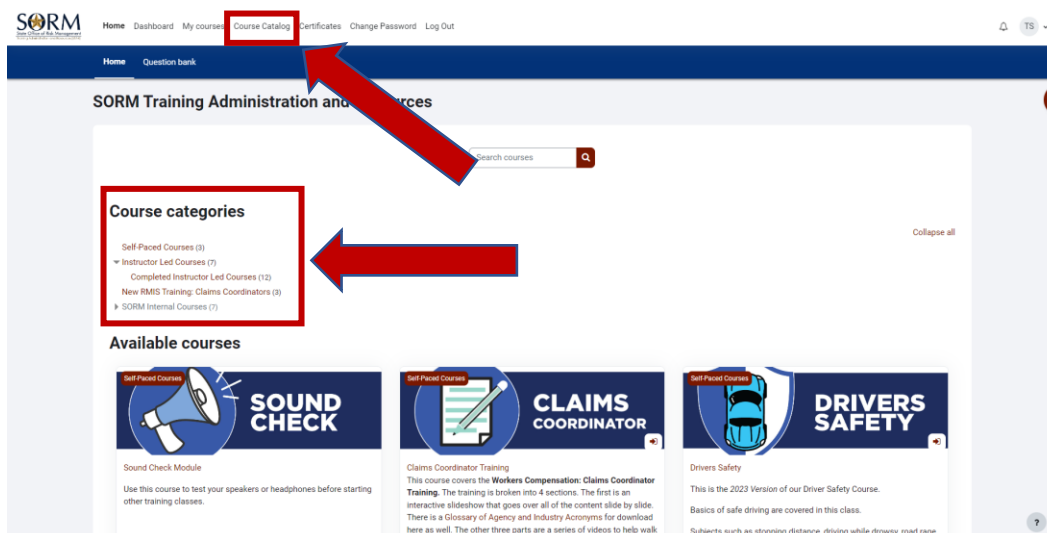


- You can now log into the [STAR LMS](#) using the credentials you just created. If you experience any issues with creating your new account, you will find the correct contact information on the login page of the STAR LMS.

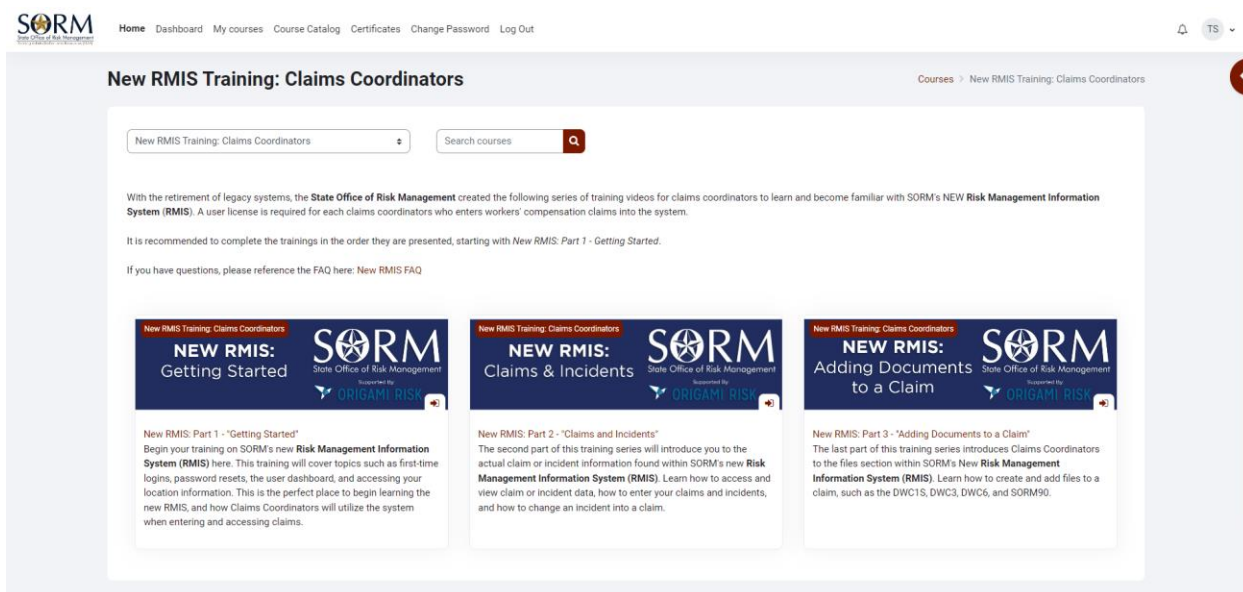


## How to Create a New STAR LMS Account

- To enroll in your first course, look through the **Course Categories** section in the middle of your dashboard page, or click **Course Catalog** at the top of your screen. Then select the category that contains the courses you'd like to enroll in. *\*We will use the New RMIS Training for this example\**

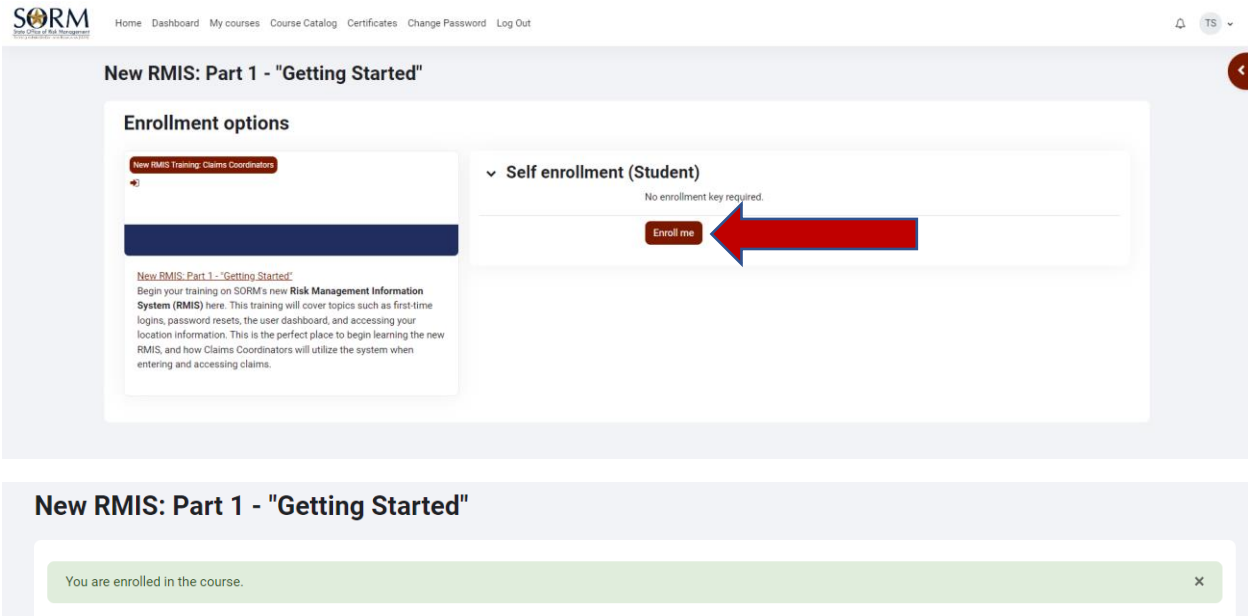


- You will now see a list of available courses under that category. To enroll in a course, click on the course you'd like to begin with.



## How to Create a New STAR LMS Account

7. Once the course opens, click the Enroll me button in the middle of your screen to enroll in that course. You will see a notification at the top of the course that states *"You are enrolled in this course"*. Repeat this step for each course you'd like to enroll in.



**Enrollment options**

**New RMIS Training: Claims Coordinators**

**Self enrollment (Student)**

No enrollment key required.

Enroll me

**New RMIS: Part 1 - "Getting Started"**

Begin your training on SORM's new **Risk Management Information System (RMIS)** here. This training will cover topics such as first-time logins, password resets, the user dashboard, and accessing your location information. This is the perfect place to begin learning the new RMIS, and how Claims Coordinators will utilize the system when entering and accessing claims.

You are enrolled in the course.