Wolters Kluwer Learning Management

How to create an account, enroll in a course, and launch the course

Professional and Client Services
Introduction

This small guide will guide you through the Wolters Kluwer Learning Management System. The steps and screenshots below will walk you through the process of:

- Creating a new account
- Enrolling and Launching a video course

Creating a New Account

**Step 1**

Browse to the Wolters Kluwer Learning Management System

**Step 2**

From the Login Page, click the blue link “new account” to request a new account. Each of your learners should request an individual account for tracking purposes.
Step 3

Complete the necessary data entry fields, paying close attention to the required fields marked with an asterisk (*). Note, you will need account number for a new account set up.

Request Account

Please enter the following information to create an account.

Note: * Required Fields.

+ Username: 
In the Username alphanumeric characters including dot, hyphen, plus sign, underscore and @ can be used (no spaces).

*Password: 
*Confirm: 
All passwords (except auto-generated passwords) must follow these rules:
• At least 8 characters in length, with a maximum of 64 characters.
• At least 1 numbers

*First Name: 
*Last Name: 
*Email Address: 
*Confirm Email Address: 
+City: 
*Postal Code Type:  ☐ US ZIP  ☐ Foreign Postal Code  ☐ APO
*Postal Code: 
*Office Telephone: 
Ext: 

CCH Account Number: 
*Company Name: 
Ptax Account Number: 
*Word Verification: Type the characters you see in the picture below.
Enrolling & Launching the Course

**Step 1**
You should be automatically directed to the course. Click enroll.
**Step 2**

Download any materials and launch the course.
Note: When launching the course it will use a pop up, so make sure you enable pop-up windows in your web browser.

**Step 3**

When you are done with the training video, use the link to take the “Training Video Completion” exam to archive the course. The course will still be available for review anytime from your learning history.