



LIMOSS Academy

Quick Start Guide

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- Documentation is constantly under review to ensure the latest information is provided. Users are advised to visit <https://limoss.london> to access the latest version of this document.
- Commercial agreements applicable to this service refer to LIMOSS SSO, LIMOSS SDE and LIMOSS API Gateway under the term “Common Services”.

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Description	A guide to the basics of using the LIMOSS Academy LMS

Accessing LIMOSS Academy

If you are an existing LIMOSS SSO user, you can sign into LIMOSS Academy using your SSO credentials at <https://academy.limoss.london>

If you would like to request a LIMOSS SSO account, please submit a user registration form [via our website](#).

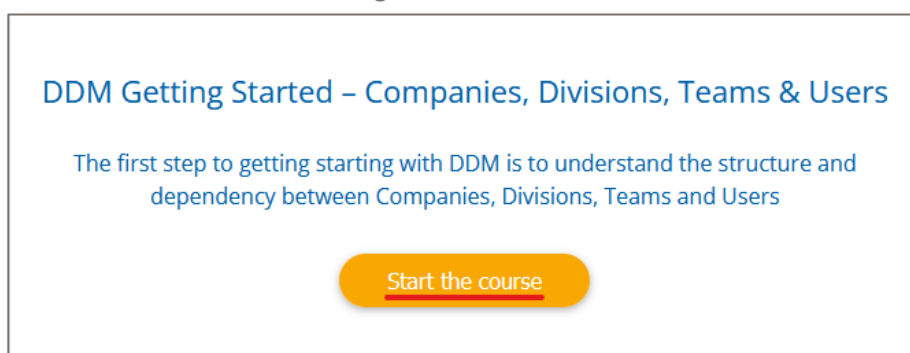
Using LIMOSS Academy

Once you have logged into LIMOSS Academy via SSO, you can register for courses, view lessons, and evaluate the learning materials available:

1. From the top menu bar, hover over '**Courses**', and choose the Market Service you'd like to learn about. In this example, we'll choose **DDM**:



2. You'll be presented with a selection of courses for the Market Service you've chosen. You can search for specific courses using the '**Find a Course**' search bar. Here, we'll choose '**DDM Getting Started**'. Click on '**Start the course**' to begin:



3. Within the course you've selected, you'll see lessons that are available for the course, as well as your progress on any lessons you've started previously. To start a new lesson, click '**Start lesson**'.
4. Once you've completed a lesson (e.g. by watching a video), click '**Mark lesson complete**'.

5. Once the lesson is completed, you'll be offered the opportunity to evaluate the lesson. If you choose not to evaluate the lesson now, you can still do so later via your **'My Account'** page, as explained in the next step.
6. At any time, you can click the **'My Account'** button in the top right of the screen to see an overview of your enrolled courses and lessons, and (if desired) submit evaluation for completed courses and lessons:

Your Courses			
			<input type="button" value="Expand all"/> <input type="button" value="Collapse all"/>
-	DDM Getting Started - Companies, Divisions, Teams & Users	100% complete	<input type="button" value="Evaluate this course"/>
	DDM Getting Started - Companies, Divisions, Teams & Users	✓	<input type="button" value="Evaluate this lesson"/>
+	DDM Contract Creation	0% complete	<input type="button" value="Resume this course"/>
+	DDM - Bordereaux	0% complete	<input type="button" value="Resume this course"/>
+	DCOM -> DDM Integration	0% complete	<input type="button" value="Resume this course"/>

Support

If you encounter any issues using LIMOSS Academy, or if you have any queries relating to our courses, please contact LIMOSS Service Desk via our [self-service portal](#), or by e-mailing servicedesk@limoss.london. Our support hours are 08:00 – 18:00 UK Time, Mon-Fri, excluding UK Public Holidays.