

Job Aid: CAPS LMS Login

INTRODUCTION

This Job Aid will provide instructions for accessing CAPS LMS, the Child and Adult Protective Services Learning Management System, via Single Sign On (SSO) or through the Login Page.

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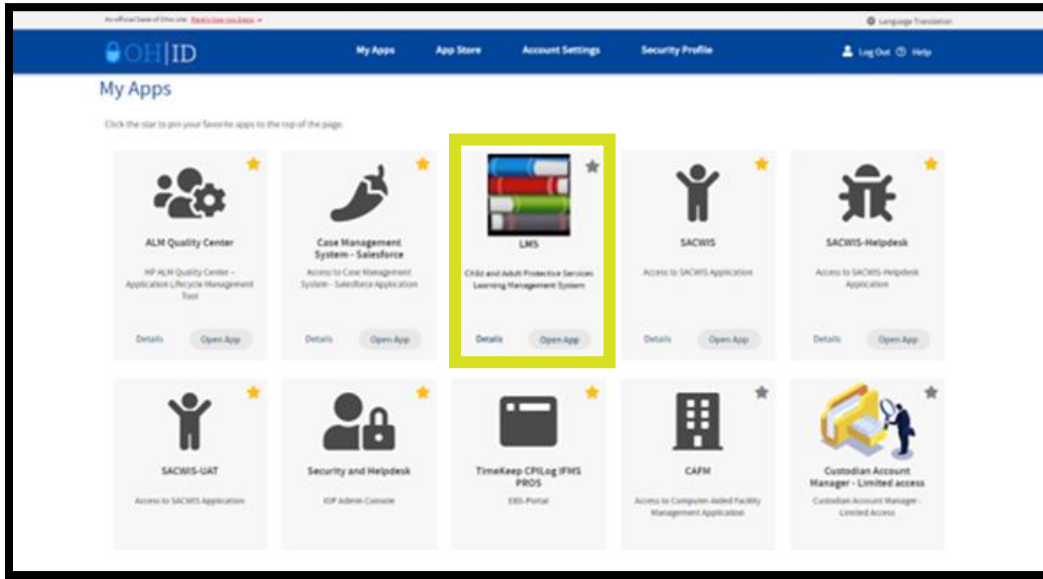
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SINGLE SIGN ON (SSO)

The intended audience for this login type is any individual that has been provisioned with an OH ID which is an 8 digit number starting with a “1” or “5”.

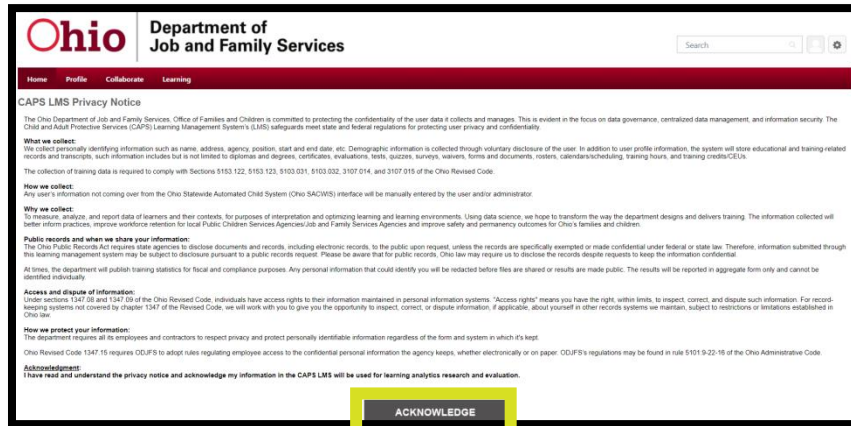
SSO users will see a Tile for **Access to CAPS LMS**, once they have successfully logged in to <https://ohid.ohio.gov/wps/portal/gov/ohid/login>, similar to the example below.

- Select the **LMS Tile**

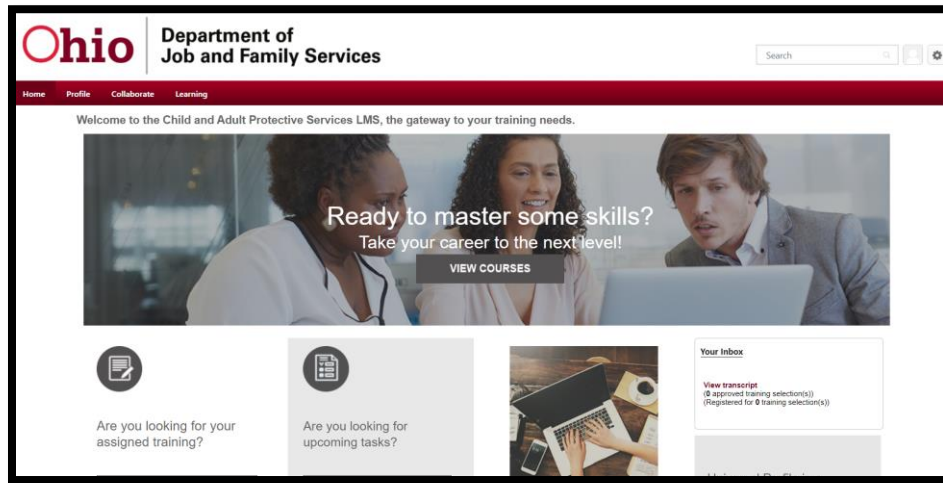


Review the Privacy Notice. **Note:** users may see multi-factor authentication (MFA) before the below acknowledgement displays.

- Select the **Acknowledge** button



Land on the **CAPS LMS Welcome Page**.

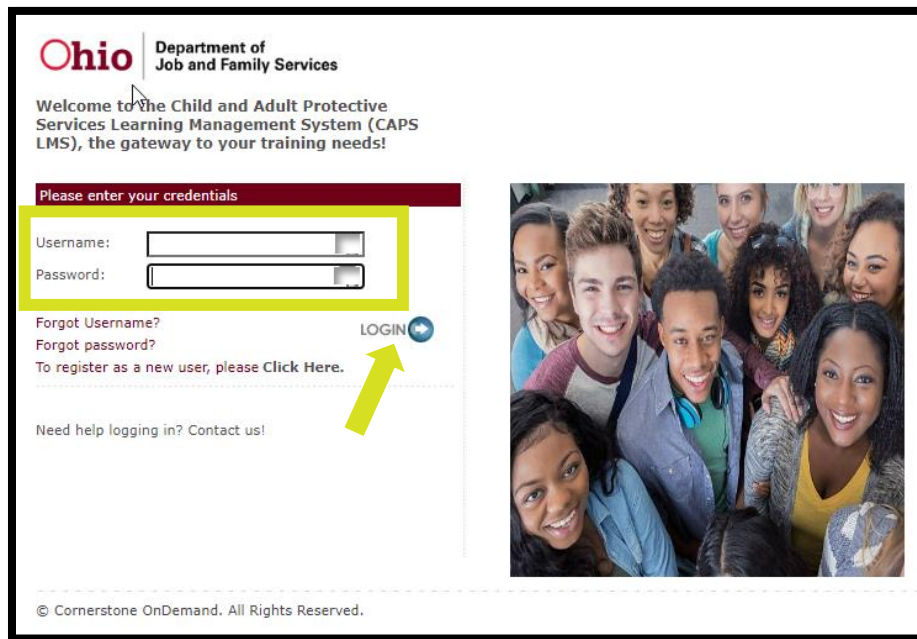


LOGIN ACCESS

The intended audience for this login type is any individual that is not staff employed by a public or private agency that has been provisioned with an OH ID that begins with a "1" or "5".

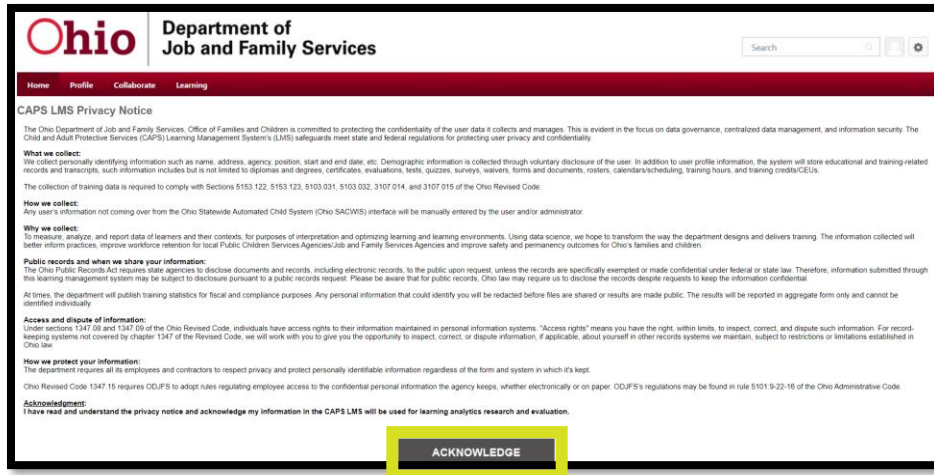
Users without Single Sign On access will use the following steps to login to the CAPS LMS: [CAPS LMS \(csod.com\)](https://csod.com).

- Enter **Username** (i.e., Email Address)
- Enter **Password**
- Select the **Login** icon



Review the Privacy Notice.

- Select the **Acknowledge** button



Land on the **CAPS LMS Welcome Page**.

