

The Transportation Learning Network (TLN) consists of Departments of Transportation (DOT) in Montana, North Dakota, South Dakota, and Wyoming; local technical assistance (LTAP) programs in these states; and member universities of the Mountain Plains Consortium (MPC).

## Creating a Learning Management System (LMS) Account

1. Go to <http://tln.learnflex.net>
2. Select the “New Account” button
3. Enter First Name, Last Name, and Job Title
4. Select Organization from the drop down list
5. Enter a Password of your choice; confirm the password



**NOTE:** Password must be at least 8 characters in length and must contain at least one numeric character.

6. Select a Security Question and Answer. This will be important if you would ever forget your password.
7. Enter email address



**NOTE:** An email address is not required, however we ask you to include one to receive information on your account and session notifications. This can be your work or personal address, an administrative assistant, county auditor or supervisor.

8. Click the “Next” button
9. Enter Company, Address and City
10. Select State from the drop down list
11. Enter Work Phone (this could be a work cell phone number)
12. Click the “Next” button
13. Select State and Site from the drop down lists
14. Click the “Next” button
15. Verify the information is correct.
16. A message will be sent to the email address provided upon approved activation. It may take up to 72 hours to activate the account.