How to access the Kronos Demonstration and Practice lessons within the LMS.

First you must login to the Learning Management System (LMS).

1. Using your web browser, go to www.dbhdduniversity.com
2. Enter your User ID and password – by default, both of these are the same as your 8 digit employee ID#.
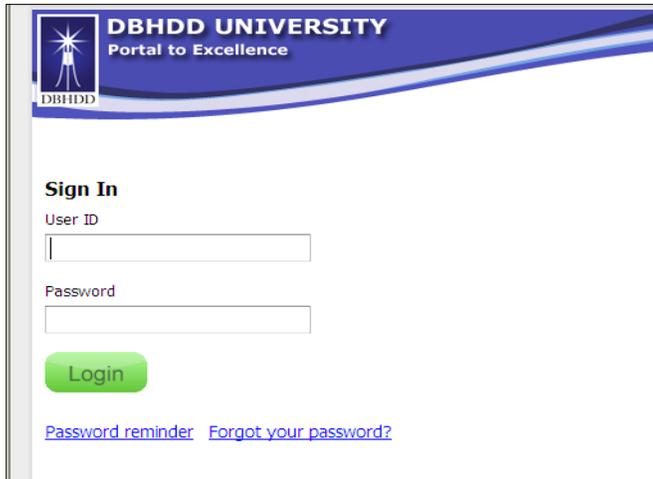
3. You will be taken to your student homepage. Any current system notifications will be displayed here on the System Highlight page. You can choose not to receive this notification in the future by checking "Skip this page next time I login" or you can choose to simply "Continue".
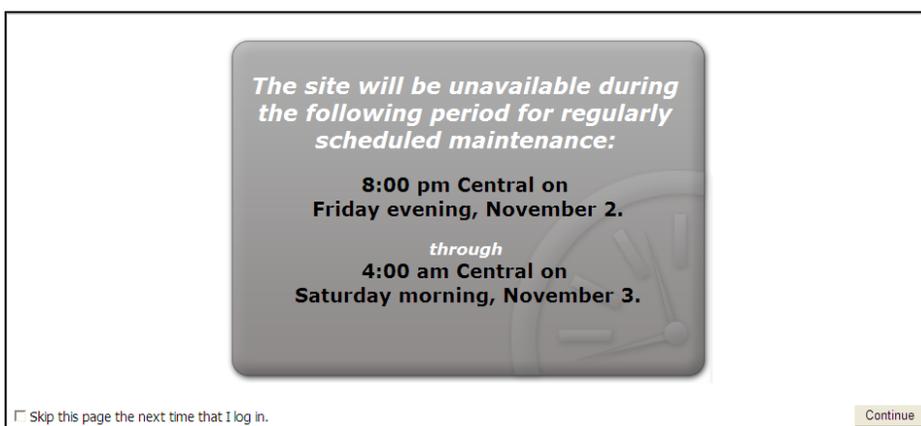
After continuing past the System Highlight page, you will be at your "My Learning" page.

a) Courses visible under the Assigned Learning section are required for you to complete.
b) Courses visible under the Elective Learning section are elective courses that you have previously chosen to accept through the Course Catalog.
c) Upcoming Classes displays the dates/times and locations of Instructor Led courses you have been registered in.
d) The Choose a Class section displays available instructor led classes that you can register for to satisfy any instructor led courses you have been assigned or chosen as an elective.
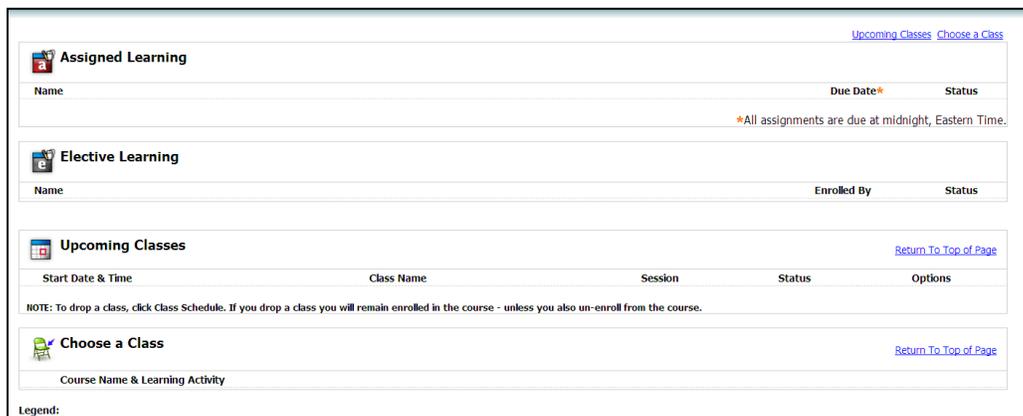
Two options are available for finding your desired Kronos course.

For either option, you must click the Catalog Tab

After clicking the Catalog Tab, the course catalog will display.
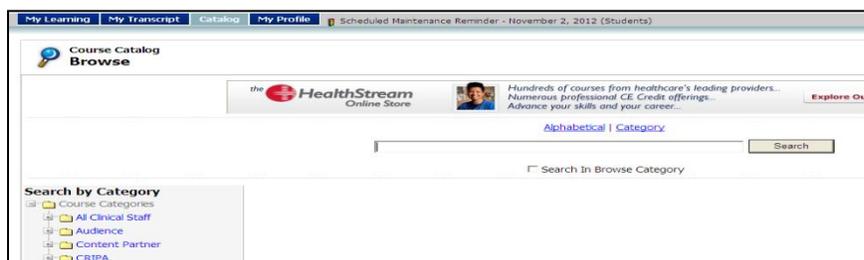
First Option: Browse the Category Display:

1. All of the Kronos courses are sorted into the Kronos for Managers and Kronos for Employees categories, click the appropriate folder to visually search for your desired course.
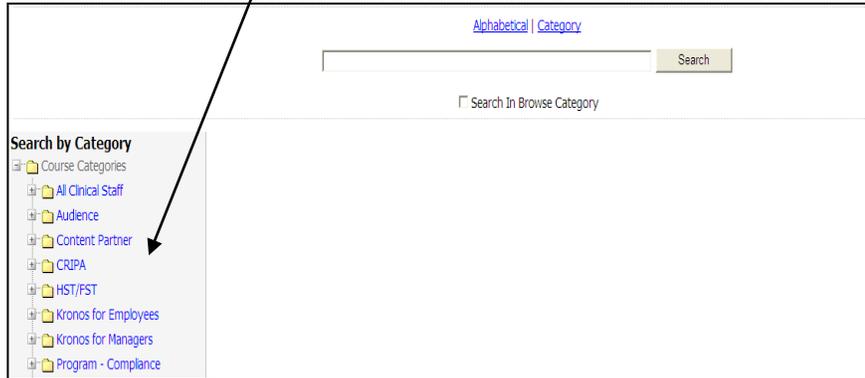
After clicking the folder, the courses included within that category are displayed.
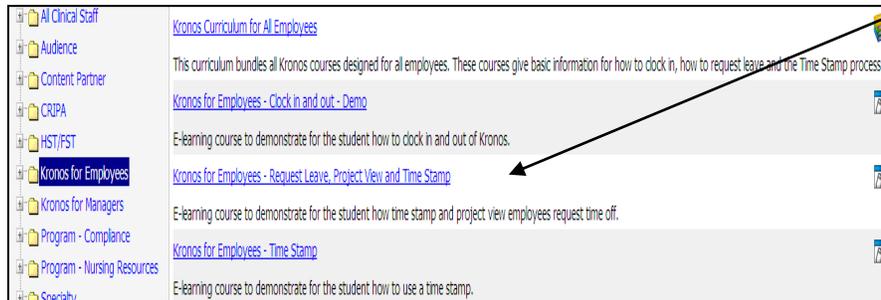
Second Option: Search for a course.

1. Enter your search term, in this case Kronos – to display all courses with Kronos either in the course name or description.
2. Click Search

A list of all courses with Kronos in the title name or description will be displayed
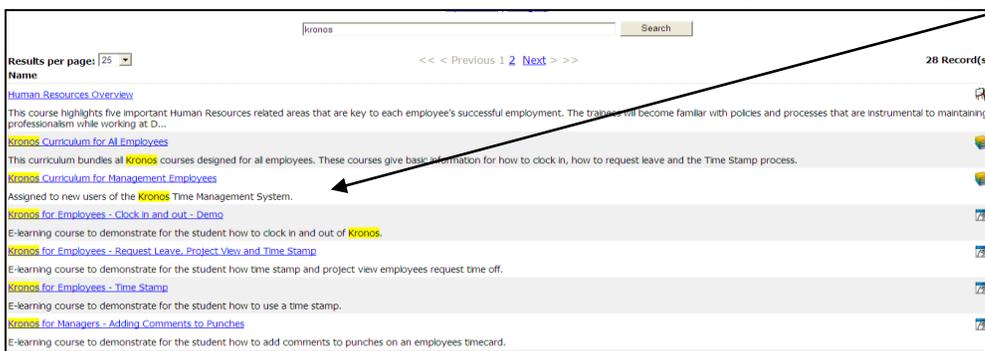
Enrolling in your desired Kronos course:

1. After you find your course using either of the methods above, click the name of the course.

2. This will take you to the enrollment page. Click Enroll in this Course.

After enrolling in the course, the following will be displayed.

From the page above you can:

a) Complete both Learning Activities to finish the course. Please note that most of the Kronos courses include a Demo and a Practice activity. The activities are sequential; you must complete the Demo before continuing to the Practice.
b) You can un-enroll from the course.
c) Or you can Exit the course.

- After starting any on-line activity, you have the option of leaving and returning to the same spot in the activity.
- You can un-enroll from the entire course at anytime via the un-enroll link.

Do not enroll twice in the same course. If you wish to review a completed course, you can go to the My Transcript tab and click any previous completion.