

## How to log on AUX LMS the first time –

1. Open a web browser, Microsoft Explorer, for example, on your computer, then go to: <https://auxlearning.uscg.mil/>, you get to a US Department of Defense Warning Statement, read, then click on “Agree”.
2. You get to AUX LMS Home screen. Your AUX LMS user name is your primary e-mail recorded in AUXDATA. (If you don’t remember it, ask some one who has access to AuxDirectory/AuxOfficer to look it up for you, if you got no e-mail, see Additional Information below).
3. Enter your e-mail address in “Username” box, then click on “I forgot my password”. A window pops up, asking for Username, enter your e-mail again, then click the “Submit” button.
4. Check your e-mail for a message from osc-dg-ms-sa-admin@uscg.mil containing a password.
5. Go back to AUX LMS Home screen, step 1 above. Enter your Username: e-mail, as before; enter password you just received, click “Login” button. You get to AUXLMS catalog.
6. Click on “MY ACCOUNT”, near the top, then in My Account page that comes up, click on “My Profile”, under Menu. In the page that comes up, look for New Password, near the middle, enter a password you can remember, enter it again in the next box to confirm. Click on “Save changes”.
7. You get confirmation changes have been made. Click on “Course Catalog” near the top, click on “Auxiliary”, then “Auxiliary Mandated Training”. You’ll get a page listing the mandated training. Follow directions to take a course.

## Additional information -

- *Problem getting password*, step 3, you share an e-mail account with another Auxiliarist – your spouse, for example. One of you needs to get their own account. Most internet service providers let you set up multiple accounts without charge. Or you can get a free account through Gmail, Hotmail, and the like. The new e-mail needs to be submitted on an ANSC 7028 form to your IS officer for AUXDATA entry.
- *Problem getting password*, step 2 and 3, you don’t have an e-mail account. Get a shipmate who knows about these things to help get an account. You can get a free account from Gmail, Hotmail, and the like. Or you can use an e-mail belonging to a member of your family, who’s not an Auxiliarist. Submit e-mail address on an ANSC 7028 form to your IS officer for AUXDATA entry.
- ***Don’t understand any of this, get a shipmate familiar with computers and internet to help get started. Once you get this part down, the rest is easier.***