As you know, ongoing professional and personal development has always been an important initiative at UNM’s Employee & Organizational Development Department. We have partnered with Development Dimensions International, Inc. (DDI) to provide you with world-class web-based training (WBT) courses to help you adapt to changing skill requirements and be more successful in your career. After you email EOD with the title of the web-based training course you would like to complete (per Overview tab in Learning Central for this course), you will have access to the Learning Portal System (LPS), a new online system where you can complete web-based courses designed to develop your professional workplace skills.

The URL and instructions to access the course are provided below. If you have any questions or technical issues with the online training, please contact EOD at 505-277-1555 or eod@unm.edu.

Desktop Configurations

Internet Browser:
The LPS can be accessed using one of these browsers: Microsoft® Internet Explorer®, Apple® Safari®, or Mozilla® Firefox®.

Pop-Up Blockers:
The content loads in a pop-up window when launching the course. Please temporarily disable third-party, security pop-up blockers so that the content loads successfully. Please contact the internal help desk if you require assistance with disabling pop-up blocking.

Logging into the LPS
Use the following information to log in:
URL: http://lps.ddiworld.com
User Name/Password: TBD (will be sent to you by EOD upon receipt of your email, per Overview tab in Learning Central for this course)

Important Course-Completion Tips
- If you have questions regarding course navigation or functionality, please select the “?” link from the Menu at the bottom of each course page to access the WBT Help file.
- You can bookmark and save your progress in the course by selecting the Exit link (X) at the top of the course page when you end a session or finish the course.
- Your course status will be marked “Complete” upon successful completion of the Mastery Check unit and by selecting Exit to end the session.

Application Resources
- The Application Resources page and Applying Your Knowledge unit provide tools such as the Job Aid and Discussion Planner that you can use to apply your new skills and knowledge in the workplace. You may share the Manager’s Guide with your manager so that he or she understands the course content and is able to provide the coaching and support you’ll need to apply your new skills.
- The Applying Your Knowledge unit also includes a page with the QR code and URL for DDI® AnyTime, which you can access anytime from your smartphone, tablet, or laptop. DDI AnyTime content reinforces specifically what you learned in the WBT course by providing 24/7, just-in-time access to Quick Tips, Pitfalls, and the Job Aid. You don’t need to log on to the WBT course to access DDI AnyTime; just scan the QR code or copy the URL into your browser. No user name or password is required for DDI AnyTime.