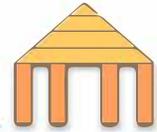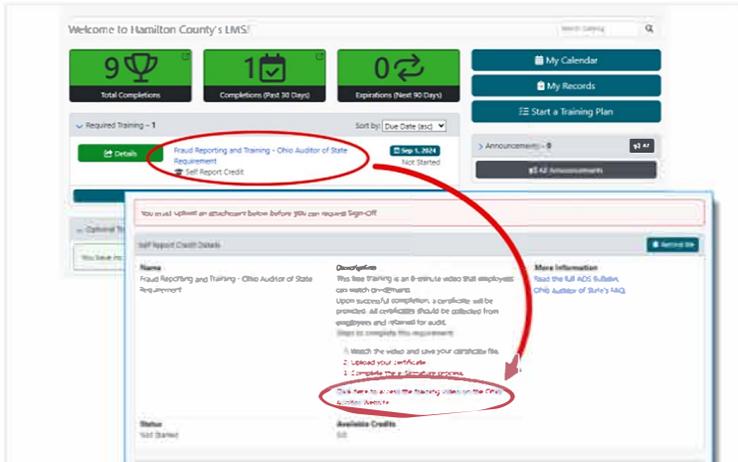# LMS Quick Reference Guide
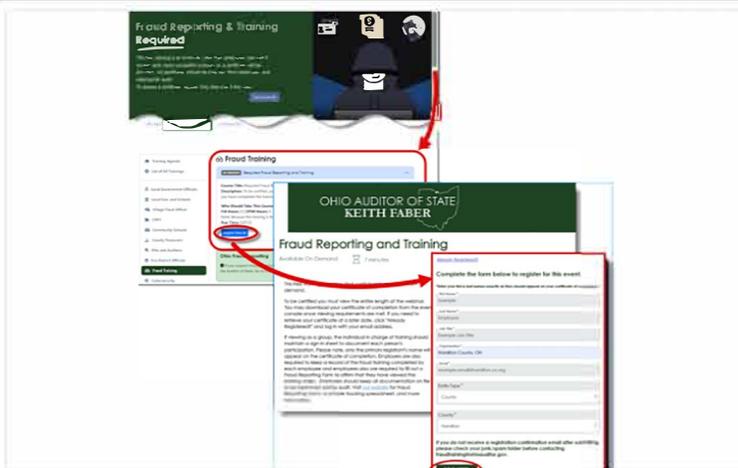
## State Auditor Fraud Reporting & Training Requirement

1

From the Home page, click on the Required training, "Fraud Reporting and Training - Ohio Auditor of State Requirement". Review the details and instructions for the assignment. Click on the link provided to go to the Ohio State Auditor's website.

2

Scroll down to the Fraud Training section on the website and click 'Register Now'. Complete the form using your legal name and for Hamilton County. Click 'Register'.
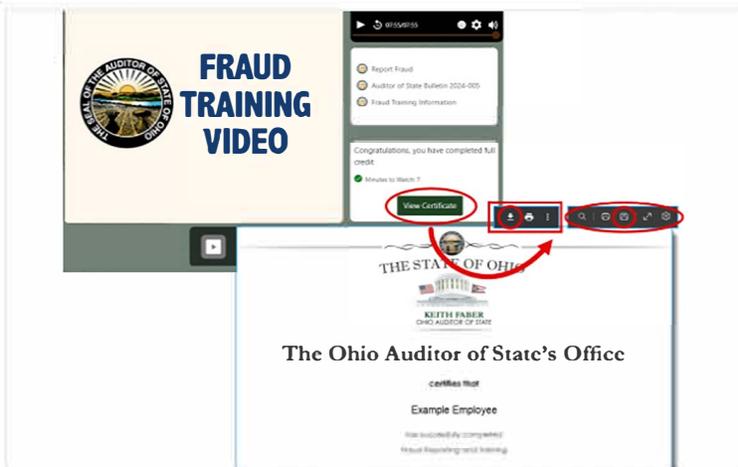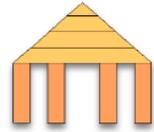

3

The training video will display* and should automatically start playing. Watch the 8-minute video and click 'View Certificate' to display your certificate.
In the top right, click the save icon (🖫 for Edge) or the download icon (⬇ for Chrome) and select a location to save the file to your device.
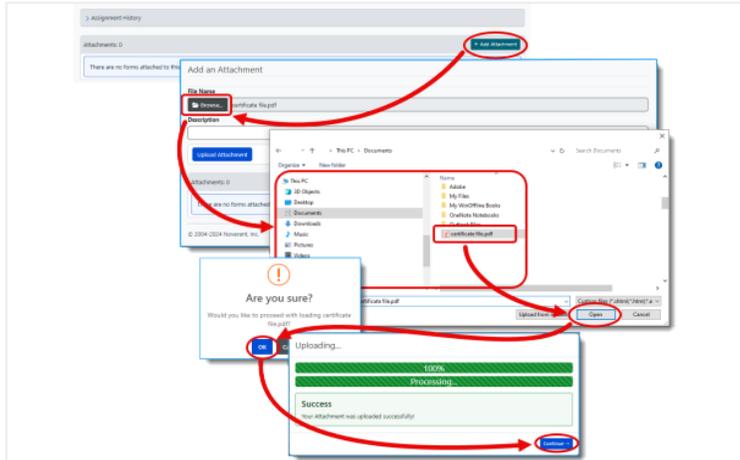
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* Depending on your browser and/or security settings, you may need to enable permissions for the website's video player. Contact your IT's help desk for assistance if your device cannot play the video.
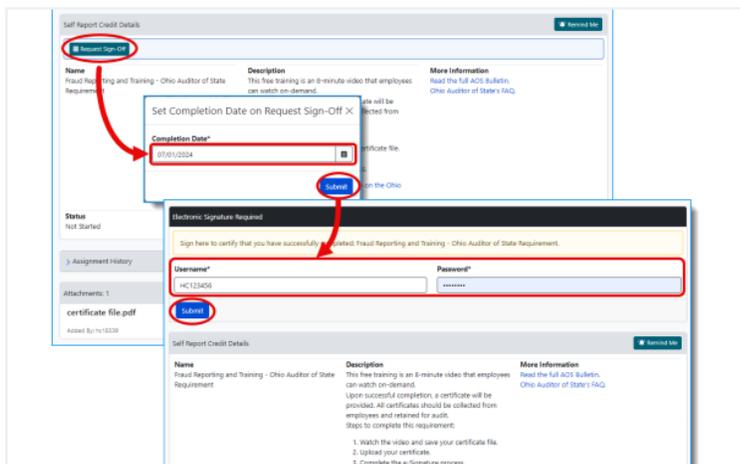
## State Auditor Fraud Reporting & Training Requirement

4

Return to the LMS window. Click 'Add Attachment' in the bottom right.
On the Add an Attachment page, click 'Browse' and locate your saved certificate file on your device. Select the file and click 'Open'.
Confirm the upload by clicking 'OK', then 'Continue'.

5

Once the attachment is uploaded, click 'Request Sign-Off' at the top of the page.
Enter the date you completed the training and click 'Submit'*.
The LMS will require your login information to verify the completion. Enter your username and password and click 'Submit'.
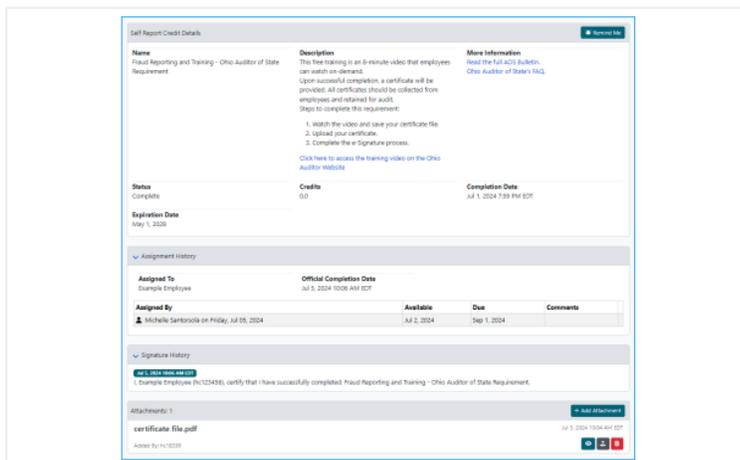
6

Your training requirement will now show a status of Complete.
You may review your e-Signature history and certificate attachment at any time from your transcript ('My Records' on the Home page).
Note: This training will be reassigned every four years and can be completed 90 days before the due date.

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* The date of completion will default to the current date. Be sure to enter the date you completed the training video and received your certificate.