

Course / Site Access Guide (LMS)

This guide explains how users can access courses or sites in the Sakai Learning Management System (LMS). It is intended for **students, instructors, and staff**.

1. Logging in to the LMS

1. Open your web browser.
2. Go to the official LMS URL. (<https://lms.lums.edu.pk/portal>)
3. Enter your **LUMS username and password**. Click **Login**.



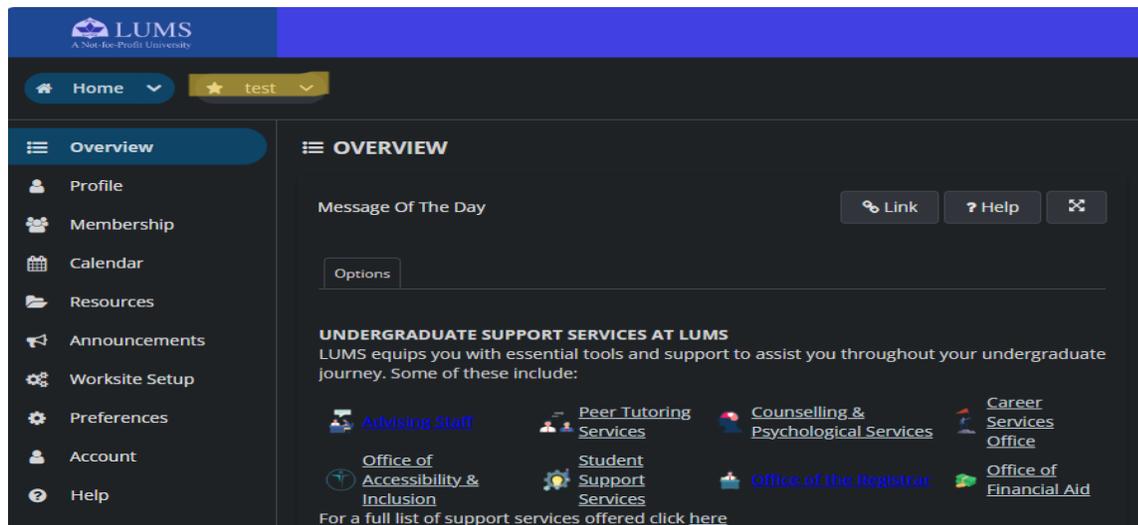
Tip: Use Google Chrome or Mozilla Firefox for the best experience.

2. Accessing Your Courses / Sites

After logging in, you will see your **Dashboard** or **Home page**.

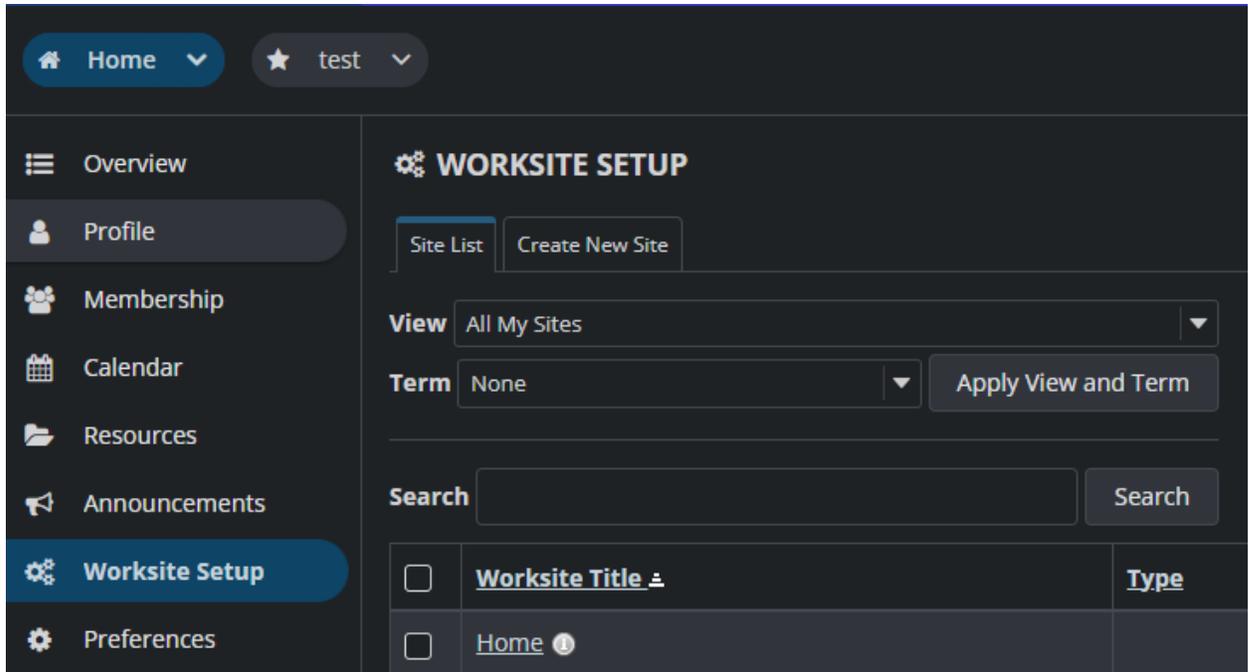
A. From the Dashboard

- Courses/sites you are enrolled in are usually displayed as:
 - Course tiles/cards, Click the **course/site title** to open it.



B. Using the Worksite Setup

Go to **Home->Worksite Setup->Site List** to see all the courses you are enrolled in. Select the required course from the list, you can star it to your favorite tab.



3. Understanding Course Visibility

A course/site may not be visible due to the following reasons:

- The instructor has **not yet published** the course.
- The course **start date** has not been reached.
- You are **not officially enrolled** in the course.
- Your role (student/instructor/TA) has not been assigned yet.

4. Requesting Access to a Course / Site

If you cannot access a required course/site:

- **Confirm Enrollment**

Check your registration with Office of Registrar to ensure you are officially enrolled or assigned.

- **Contact LMS / IT Support**

Email IST Helpdesk (helpdesk@lums.edu.pk) providing the following details:

- Your full name and institutional ID
- Course/site name and code

- Your role (student, instructor, TA, staff)
- Screenshot (if possible).

5. Common Issues and Troubleshooting

Issue	Possible Solution
Course not visible	Check courses start date or publication status
Access denied	Ensure correct role and enrollment
Login issues	Reset password or contact IT support
Page not loading	Clear browser cache or try another browser

6. Best Practices

- Log in regularly to avoid missing announcements.
- Bookmark your LMS login page.
- Keep your browser updated.
- Log out when using shared or public computers.

7. Need Help?

For further assistance, contact:

- **LMS Support** (elearning@lums.edu.pk)
- **IST Helpdesk** (helpdesk@lums.edu.pk)