

**Faux Brand:** *MyMuse LMS*

**Product:** A learning management system (LMS) used by museums and cultural institutions to train volunteers, docents, and staff.

**Document Type:** User Guide / Help Center Article

**Audience:** New museum staff or volunteers accessing MyMuse LMS for the first time.

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**Title:**

How to Access and Complete Your First Training Module in MyMuse

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**Overview**

Welcome to MyMuse, your all-in-one platform for learning, growth, and storytelling. This guide will help you log in, access your dashboard, and complete your first training module. Whether you're a docent, front-desk guide, or program assistant, you'll be ready to go in less than 10 minutes.

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**Step 1: Log into the LMS**

1. Visit [mymuselearning.org](http://mymuselearning.org).
2. Click **Log In** in the top-right corner.
3. Enter your organization email and the temporary password provided in your welcome email.
4. Click **Sign In**.

**Tip:** Forgot your password? Click "*Forgot Password*" and follow the reset instructions sent to your email.

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**Step 2: Navigate to Your Dashboard**

Once logged in, you'll land on your personalized dashboard. Here you can:

- View assigned courses and due dates
- Resume in-progress modules

- Track your progress
  - Download your certificates
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### **Step 3: Start Your First Module**

1. Under “Assigned Courses,” click the title of your first module (e.g., *Museum Orientation: Core Values & Safety*).
  2. Read the introduction and click **Begin Module**.
  3. Complete each section and quiz before moving to the next.
  4. Click **Mark as Complete** after each section.
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### **Step 4: Confirm Completion**

When finished, a pop-up will confirm your module is complete. You can now:

- Download your Certificate of Completion
- Leave feedback on the module
- Begin the next course in your assigned sequence

**Note:** Some modules require supervisor sign-off. Your dashboard will reflect this with a yellow icon.

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### **Need Help?**

Contact the MyMuse support team at [support@mymuselearning.org](mailto:support@mymuselearning.org) or check the Help Center for video tutorials and FAQs.