



Official Information Health Care
Professionals Can Trust

To order a hardcopy product:

1. Go to the LM/POS homepage at <https://learner.mnlms.com>
2. Enter your login ID and password and click on "Log In."
3. Click on "Training Catalog."
4. Enter the keywords of what you want to order in the "Search for" box and click on "search."
5. Click on the title of the item you want to order. NOTE: The content type for hardcopy items is "product."
6. Click on "Add to Cart."
7. Click on the shopping cart icon in the upper-right corner of the screen.
8. If you want more copies, change the number and click on "Update Quantity."
9. Click on "Checkout."
10. Enter your shipping information, phone number and justification for your order and click on "Continue to Payment Method."
11. Since our products are free, you will automatically skip past the payment information and go to "Review Order." Review your order, click to accept the terms and conditions, and then click on "Buy Now."