Table of Contents

Table of Contents ................................................................................................................................................. 1
Introduction............................................................................................................................................................... 2
  Requirements ......................................................................................................................................................... 2
  Steps....................................................................................................................................................................... 2
Create an Access Code........................................................................................................................................... 3
  Team Access Codes............................................................................................................................................... 3
  Add New Access Code ......................................................................................................................................... 4
Add a new Learner Module..................................................................................................................................... 5
  Create ‘Accord Access Code’ Landing Page .......................................................................................................... 5
  Add Learner Module ............................................................................................................................................. 7
Dynamic Registration – Update Existing Module................................................................................................. 7
  Add an Access Code Field ................................................................................................................................... 7
  Add a Completion Event .................................................................................................................................... 9
Dynamic Registration - Setup and Import (optional) ............................................................................................ 11
  Requirements ....................................................................................................................................................... 11
  Upload the Dynamic Registration XML Template ............................................................................................. 11
  Create the Registration Page .............................................................................................................................. 12
  Add Dynamic Registration Module ................................................................................................................... 13
  Upload the Dynamic Registration XML Template ............................................................................................. 13
  Completion Events ............................................................................................................................................... 13
  Completed Registration Page ............................................................................................................................. 14
  Admin > Site Settings > Registration Page ........................................................................................................ 15
Introduction

This document describes how to setup your portal so that the User Registration form can submit an Access Code to the Accord LMS. The Access Code can grant the registering user any number of Learning Roles, Team memberships and/or child portal memberships.

Requirements

• Administrator is signed in with full LMS Admin and DNN Admin or Host credentials.
• Accord LMS (Administration, Reports and Learner) is already installed, added, configured and functioning on the portal.
• Learning Roles and enrollment to Learning Catalog content is already setup.
• Dynamic Registration module in installed. If it is not, please contact Accord LMS Support.

Steps

• Create an Access Code in the existing Accord LMS Administration module for use in the Dynamic Registration module.
• Add and configure a NEW Accord LMS Learner module to accept and process an Access Code via an HTTP form post submit.
• Add an Access Code text field (could be a drop down) to the Data Springs Dynamic Registration (or add and setup a new module instance) and configure to submit the Access Code to the Accord LMS Learner module via an HTTP form post.

OR

• Create a new instance of the Dynamic Registration module and import the default Accord LMS Registration template.
Create an Access Code

Team Access Codes

- Open the LMS Administration Module
- Click on My Team Tab
- Right click on the Team you want to create the Access Code for to open the Context Menu.
- Select the ‘Team Access Codes’ option.

- This will open a popup window with the Access Code list.
- Select “Add New Access Code”
Add New Access Code

Select the Access Code name and select the Learning Roles, Team Learner and LMS Admin assignments. Host users also have Additional Portal assignment options. You can create as many different Access Codes as you would like.

If you would like to create 'one shot' Access Codes, set a utilization limit or expiration date then please review our Access Code Utilization and Expiration blog article for more information on how to setup and configure these options.
Add a new Learner Module

Create ‘Accord Access Code’ Landing Page
Create a page for an Accord LMS Learner module that will only process the Access Code. The page must be hidden and have public access. This will allow utilization by a newly registered user, who does not yet have any specific access or Learning Roles assigned. You can name and place the page anywhere you want. You can use any name but for our example we will call the page ‘Accord Access Code’.

- Go to Pages -> Add New Page

Welcome to Your Evaluation Portal!

- Select a Page Name
- Do NOT Include in Menu (to keep it hidden)
- Set View Permissions to All Users
- Update or Create the page
Add Learner Module

- Navigate to the new ‘Accord Access Code’ page.
- Open the DNN Add New Module list
- Add a new Accord LMS Learner Module to your page
- Once the Learner module is added, click on the Configuration tab
- From the Available Tabs, only select Access tab to present.
- Expand the Access – Access Code HTTP Submit section and configure as shown below.

Dynamic Registration – Update Existing Module

For a new Learner to utilize the Accord LMS they must first register if not already added to the system by an LMS Admin. Registration forms can be customized to provide an Access Code input textbox and to automatically submit the Access Code for processing when the registration form is submitted.

The Dynamic Registration form is provided by Data Springs. For more information on the configuration of this module, please consult the Dynamic Registration User Guide.

The steps below assume that the module has already been added to a page and configured on your portal. If you need to install and add the Dynamic Registration form on your portal, please refer to the Dynamic Registration - Setup and Import section below.

Add an Access Code Field

- Edit the Registration form
- Open the Manage Questions panel
- Add a new Access Code textbox as shown in the image below Note: this could be and Drop Down if you prefer
• You can name the Question and Short Name to any value you want.  
  Note: the Short Name will be used in other configuration settings described below

• Go to the bottom of the page and select "Question Validation"

  Enable SQL Validation
  Validation SQL Query: exec Interzoic_LMS_AccesssCodeIsValid 492, "$(AccessC)", "AccessC"

  Note: if you use a different Short Name than our example, be sure to replace both usages in the SQL string above.
• Validation Error Message:
  ```javascript
  $('#dnn_ctr453_DynamicRegistration_lblAlreadyExists').html($('#dnn_ctr453_DynamicRegistration_lblAlreadyExists').html().replace('"\"','""));
  </script>
  <div id="dnn_ctr453_ctl01_dnnSkinMessage" class="dnnFormMessage
dnnFormWarning">
    <span id="dnn_ctr453_ctl01_lblMessage">Your registration is not complete, please review the field validation and check and verify your username.</span>
  </div></ul><li>Invalid Access Code</li></ul>

**Add a Completion Event**

- Open the Completion Event panel
- Select “New Event” from the Drop Down

![Dynamic Registration Control Panel](image)

**Note:** The new Completion Event MUST be before any other Event with Redirection. Otherwise the page will redirect before you post the form information.
Add the Event Name
- Add the correct Sort Order
- Select the Event Type (HTTP Form Post)
- HTTP Post URL:
  Note: This is the ‘Accord Access Code’ landing page. You must use an absolute URL.
- HTTP Post:
  UserID=$(UserID)&CODE=$(AccessC)
Note: if you use a different Short Name than our example, be sure to replace in the string above.

Dynamic Registration - Setup and Import (optional)

This information is provided for clients that would like to add their own Dynamic Registration form and import the default Accord LMS Registration template which includes an Access Code submission field. For more information on the configuration of this module, please consult the Dynamic Registration User Guide.

Requirements

- The Dynamic Registration module has been installed on your portal. If you need help with this please contact Accord LMS Support.
- The Dynamic Registration Template (XML) has been acquired from the Additional Resources section of the Accord LMS Documentation page.

Upload the Dynamic Registration XML Template

- Open the DNN Admin -> File Management UI
- Select the destination Folder. In this example we will use the “Templates” folder.
- Click at the Upload button at the right side of the File Manager. This will open the Upload Files dialog box.
- Drag the Dynamic Registration XML template into the window, the file upload will begin.
- When completed, Close the window

Create the Registration Page
- Open the DNN Admin > Page Management UI and create a new page. In our example we will call the page User Registration.
- This is going to be the Registration page so it needs to have View permissions for All Users.
Add Dynamic Registration Module

- Navigate to the new ‘User Registration’ page.
- Open the DNN Add New Module list
- Add the Data Springs Dynamic Registration Module to your page

Upload the Dynamic Registration XML Template

- Select Import Content from the Dynamic Registration module settings, as shown below.

![Image of Import Content settings]

- This will open the dialog box shown below.

![Image of Import File settings]

- Select the Templates folder.
- Select the XML Template you just uploaded.
- Click Import

Your Dynamic Registration module will now have the proper inputs, layout and most of the proper configuration.

Completion Events

Update the Completion Events configuration to your site specifics.
• Select the Completion Events control panel.
• Change the URL for the “Access Code Form Post” Event to a URL on your site.
• Change the “Email From” address for new Registrant notifications.
• Change the Landing page after a successful Registration to a URL on your site.

**Completed Registration Page**

When a user registers and enters an Access Code they will be granted the Roles and Learning Elements that have been assigned to that Team. Illustrated below is a Learner that will be a member of the New Sales Team. Notice the Access Code field provided at the bottom of the form below. Access Codes can be manually entered as shown, or can be values placed into a dropdown list. This access code will grant the Learner access to the New Sales Team.
Admin > Site Settings > Registration Page

Select your new Registration page as the site default Registration Page.

- Go to Admin -> Site Settings.
- Click at the Advanced Settings Tab.
- Select your new Registration page as the site default Registration Page.

![Registration Page Settings](image-url)