**Adobe Captivate Prime**

**Learning Management System (LMS) QRG for New Hires**

**How to Sign-In to the Learning Management System (LMS):**

1. Open a browser (Preferred: Edge or Chrome. Modzilla is okay)

* Type on address line: **captivateprime.adobe.com/primetimehawaii**
* Press ENTER



1. Click “Log in“ button

A picture containing diagram

Description automatically generated

1. Sign in screen appears

* Key in your work email address
* Click Continue

Graphical user interface, application

Description automatically generated

1. Select an account Screen appears

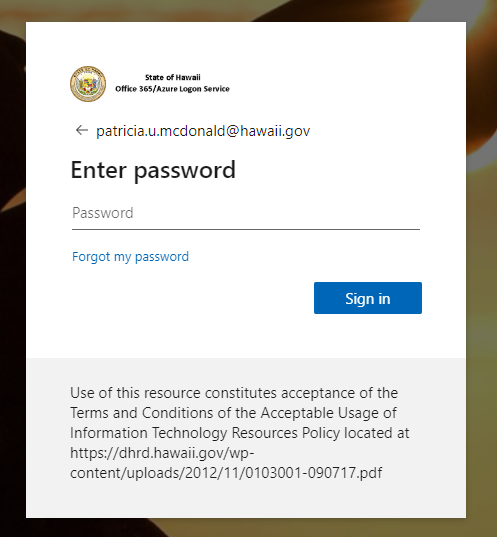
* Click on Company or School Account

A picture containing graphical user interface, text

Description automatically generated

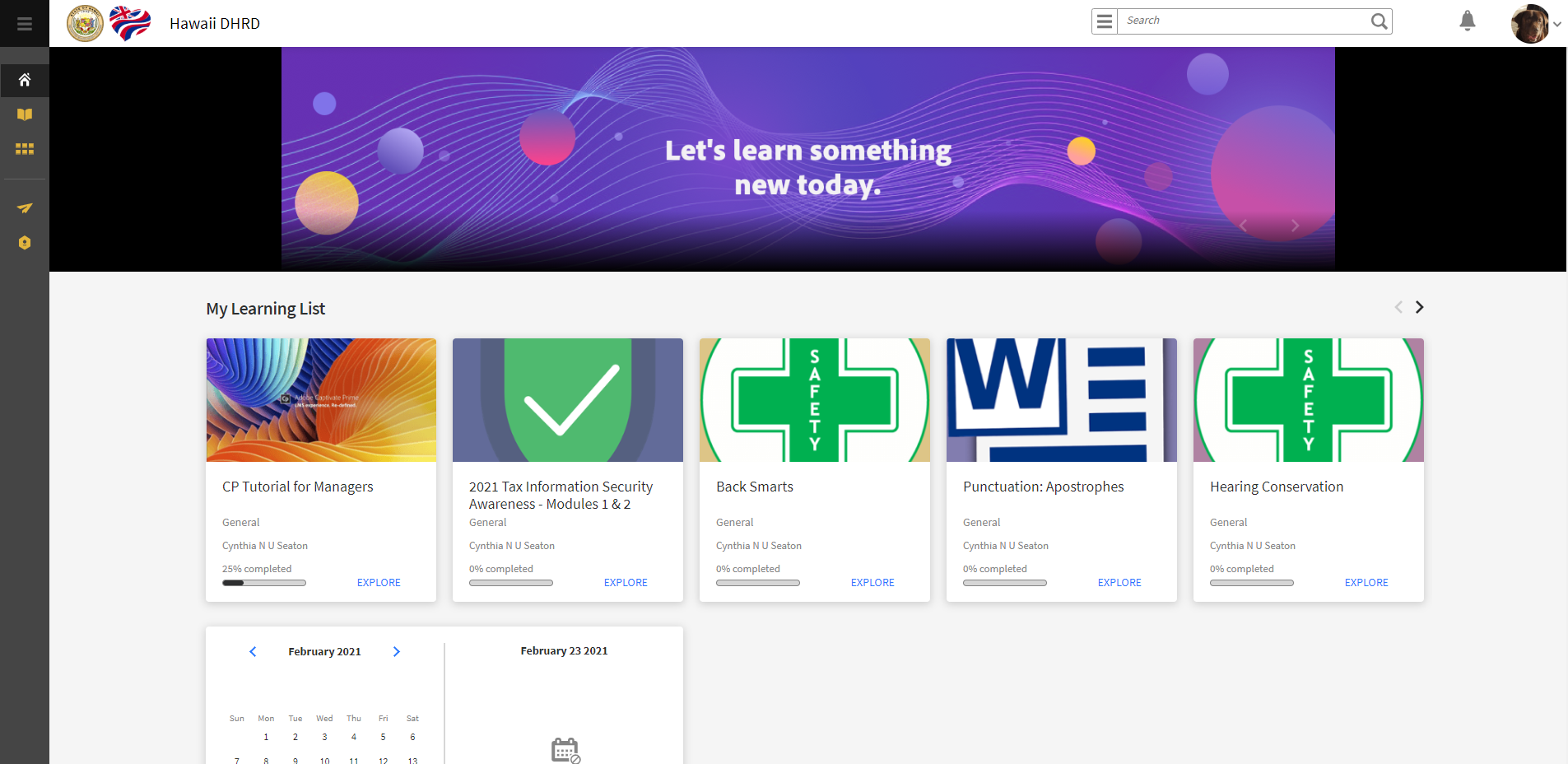
1. Password Entry: You may be prompted to key in your password,

Enter the password you used on your initial sign on to your computer system

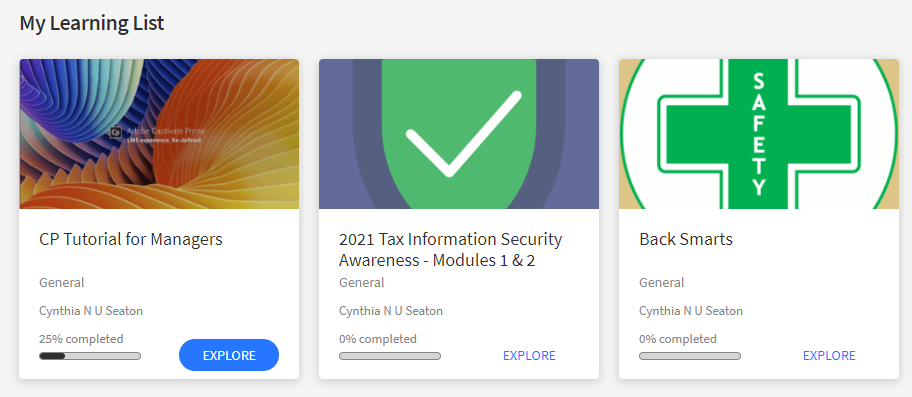


**Learner Dashboard**

Example of an individual Learner’s Dashboard:

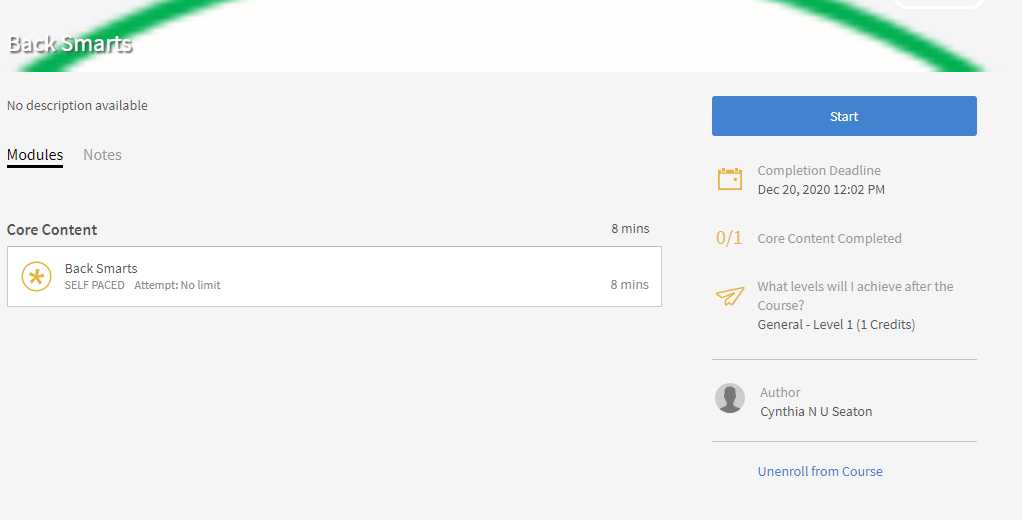


Learnings that have been assigned to you appear in the row titled MY LEARNING LIST. Each course you are required to take has its own tile:



To learn more about the course/s required, click on EXPLORE.

Most of the courses required are “self-paced,” meaning they are “on-demand.” These will automatically launch by clicking the START button when you’re ready to take a course.



To learn more about your dashboard or some of the other features available in the LMS, please access the OPEN CATALOG and search for “learners.” A number of self-paced trainings are available there. Your departmental Human Resources staff can also help you.





Type in “learner” in search bar to see available courses:

