How to Register for Kronos Exempt Online Modules in the LMS

1. Go to https://webapp.mis.vanderbilt.edu/absorb-sso/login.action
2. Log in with VUNet ID and ePassword

3. In the blue box entitled “Find a Course” search for “Kronos Exempt”.

4. Click on “Catalog” in the Results column on the left side. The “Catalog” will display courses that have not yet been completed. “Courses” shows previously completed learning.

5. Click on the arrow on the left side of the search results field to expand the description (circled in green). Click on the blue Enroll box on the right side to enroll in the online training module (circled in red).

6. Click “Open” to open the online training module (circled in red).

7. Click “Launch” to view the online training module (circled in red).