

**EMPLOYEE DEVELOPMENT,
GROWTH, AND EDUCATION**

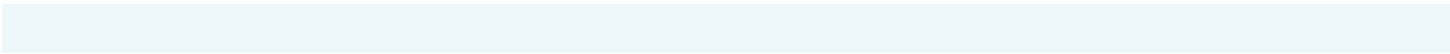
LEARNING MANAGEMENT SYSTEM (LMS) USER GUIDE

June 2026

EMPLOYEE DEVELOPMENT,

EDGE

GROWTH, AND EDUCATION



A Comprehensive Guide to Navigating EDGE

Brought to you by: California State University, Sacramento &

California Department of Developmental Services

V1.2

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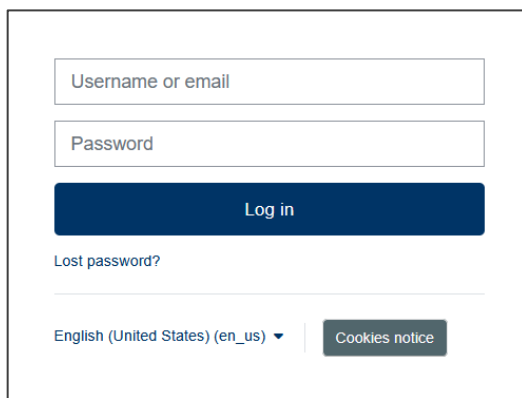
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SECTION 1: LOGGING IN TO EDGE

To access EDGE, click the login link (found here: [EDGE Login](#)), and enter your login credentials:

A login form with a white background and a thin grey border. It contains two input fields: 'Username or email' and 'Password'. Below these is a dark blue 'Log in' button. Under the button is a link 'Lost password?'. At the bottom left is a language dropdown menu showing 'English (United States) (en_us)' with a downward arrow. At the bottom right is a grey 'Cookies notice' button.

Please Note: You must have first submitted a request form to gain access to the system. If you have not received an email with temporary login credentials, please contact cce-dds-support@csus.edu.

SECTION 2: HOW TO CHANGE YOUR PASSWORD

In the event that you would like to change your password, please follow the steps provided below:

- Click your name / profile picture located in the top right corner of the screen.
 - Please note: The profile picture will default to one's initials if a photo has yet to be selected.
- Select **Preferences** from the dropdown options.
- Click **Change password** found beneath User Account.
- Type your old password, your new password, and then retype your new password in the corresponding fields.
 - Please note: Your password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Current password

New password

New password (again)

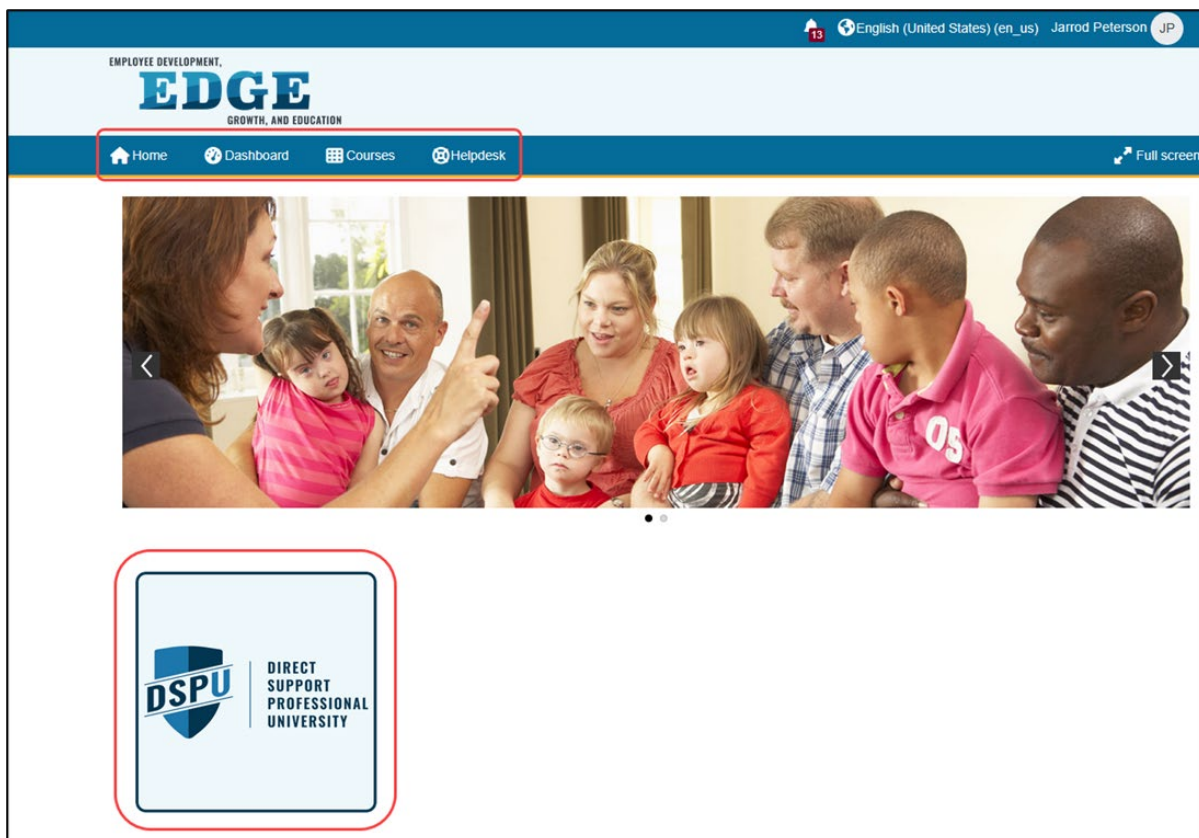
Save changes Cancel

Required

- Once completed, click **Save changes** for the changes to take effect.

SECTION 3: NAVIGATING EDGE

There are several different ways to navigate the LMS, namely the navigation bar located at the top of the screen, and the tiles located at the bottom.



The following table describes the navigation options located on the **Home** page:

#	Item	Description
1.	Top Navigation Bar	• Home – returns all users, regardless of where they are in the system, back to the home page. • Dashboard – provides access to the Learner’s Dashboard, a central hub for accessing course completion overviews, recently accessed items, and the latest programmatic and system-related announcements. • Courses – lists all currently enrolled courses. • Helpdesk – provides resources and contact information for assistance with the LMS or course content.
2.	Program Tiles	Program tiles – allow users to enroll in specific programs, such as DSPU. Like that of the <i>Courses</i> page, course content can be accessed through the program tile upon enrolling.

SECTION 4: HOW TO ENROLL IN A COURSE

The process for how to successfully enroll in a course has been outlined below:

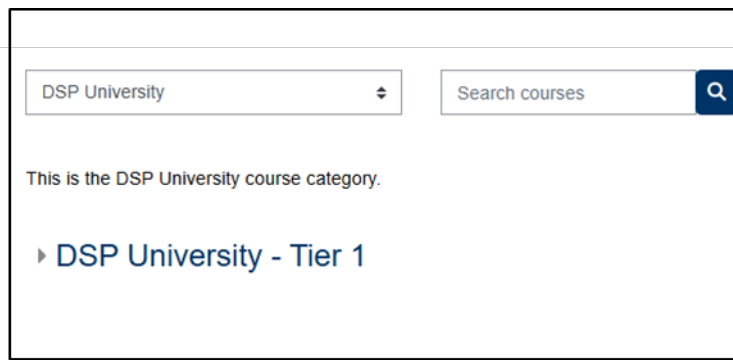
1. Click on the **Home** button in the navigation bar.



2. Click on the **Program Tile** that interests you (DSPU used for demonstration purposes).



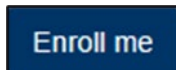
3. If applicable, select the tier you would like to enroll in (if not, proceed to step 4).



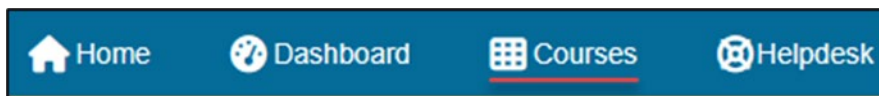
4. Select the course of your preferred language.



5. Click **Enroll me** to enroll in the course.



6. To review your enrolled courses, navigate to the home page and click the **Courses** button located in the navigation bar.

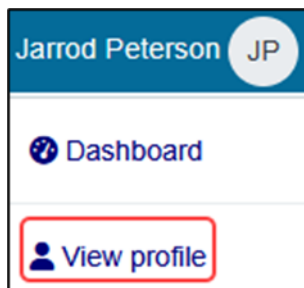


- a. To change how these courses are displayed, click the blue button found to the far-right of the search bar and select from one of the dropdown options.

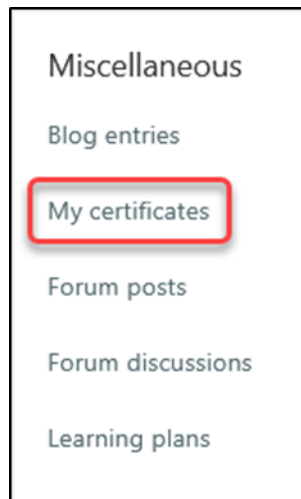


SECTION 5: HOW TO DOWNLOAD COMPLETION RECORDS

1. Click your name / profile picture (displayed as one's initials when a photo has yet to be selected) in the top right corner of the screen and select **View Profile** from the dropdown options.



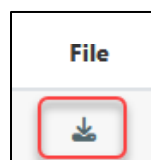
2. Select **My certificates** found beneath **Miscellaneous**.



3. From the My certificates page, select your preferred file format and click the **Download** button to download a copy of your transcripts.



4. To download an individual certificate from this page, locate the **File** column and click the small download icon associated with the course in question.



SECTION 6: THE LEARNER'S DASHBOARD

The dashboard acts as a central hub for all users and provides access to course completion overviews, recently accessed items, and the latest programmatic and system-related announcements. To open the dashboard, click the **Dashboard** button found to the left of the **Courses** button on the homepage.



NOTICE OF DATA COLLECTION

The notice of data collection provides a downloadable copy of the notice that you acknowledged upon logging into the system for the first time.

To view/download the notice, click on the link:

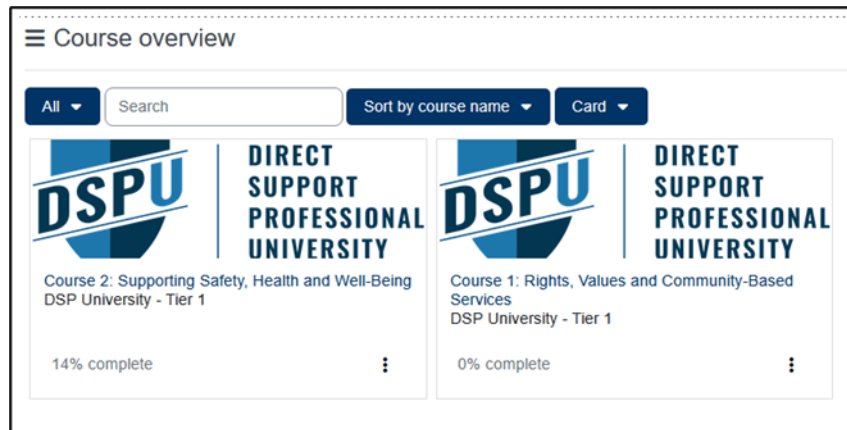
Notice of Data Collection

The full text of the Notice of Data Collection can be viewed here:

[Notice of Data Collection \(PDF\)](#)

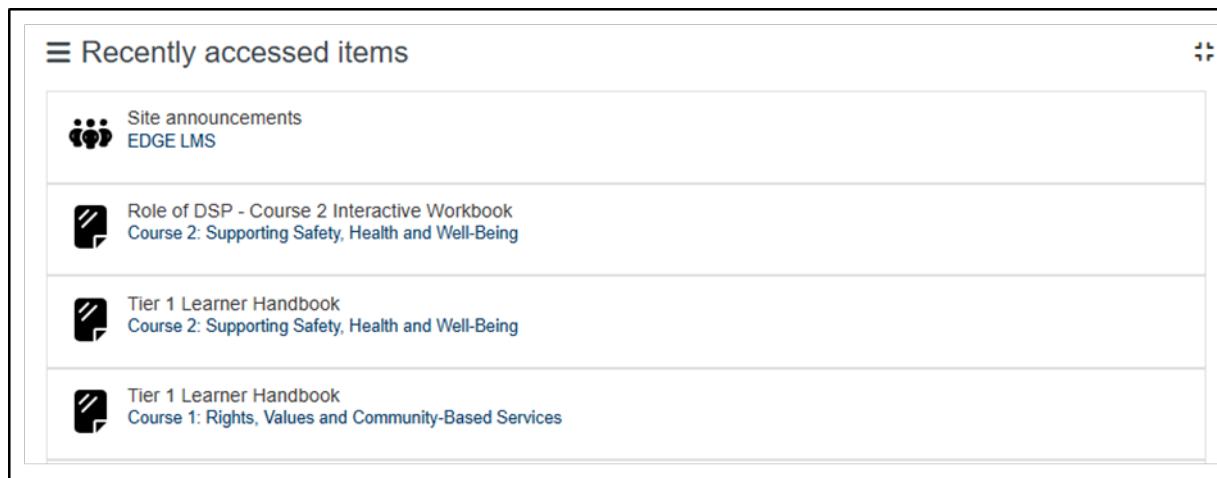
COURSE OVERVIEW

The Course Overview provides users with a centralized, customizable view of all their enrolled courses.



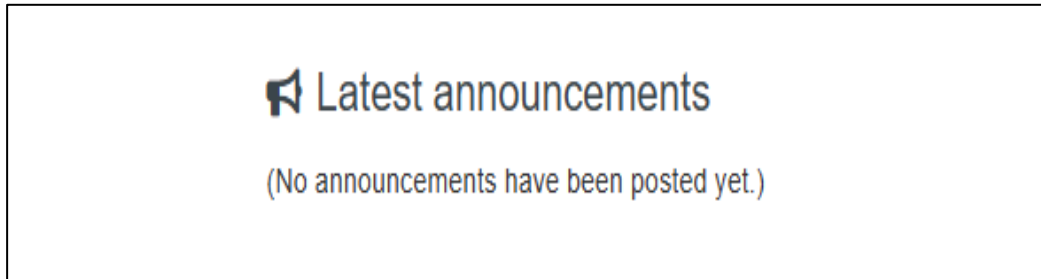
RECENTLY ACCESSED ITEMS

Recently accessed items offer a quick and simple way to return to a recently visited page.



LATEST ANNOUNCEMENTS

The Latest Announcements area displays recent posts from the course's "Announcements" forum, allowing students to see critical updates on their dashboard or course page.



SECTION 7: QUESTIONS?

- For technical troubleshooting including requests for assistance with login and navigation of the system please contact: cce-dds-support@csus.edu

