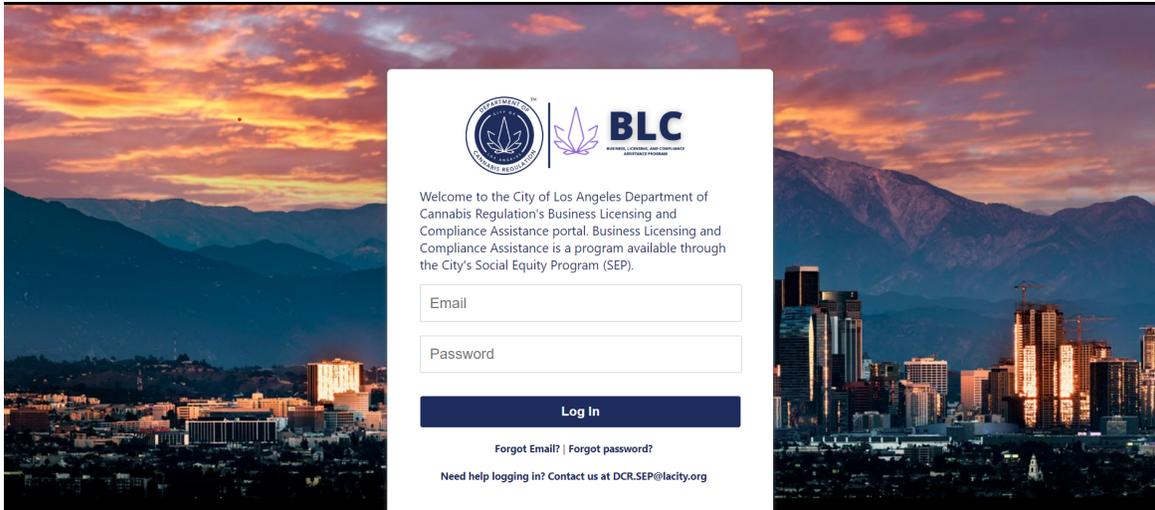


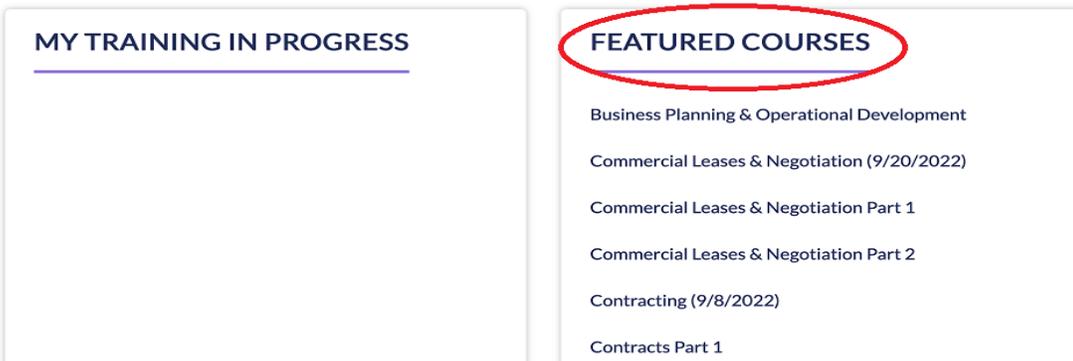
# LMS Instructions

1. Go to the LMS found at the link below::

<https://lacity.csod.com/login/render.aspx?id=departmentofcannabisregulation>



2. Log in using your email address associated with your Accela account. If you have never logged in before, use "Password1" as the password. If you are having trouble logging in, please contact [dcr.sep@lacity.org](mailto:dcr.sep@lacity.org)
3. Once logged in, look for the "Featured Courses" section where all required Courses will be listed.



4. After you select the course you want to complete, press on the “Launch” button

ONLINE CLASS

## Commercial Leases & Negotiation Part 1

Last Updated 09/30/2022 Duration 35 minutes ★★★★★ 3

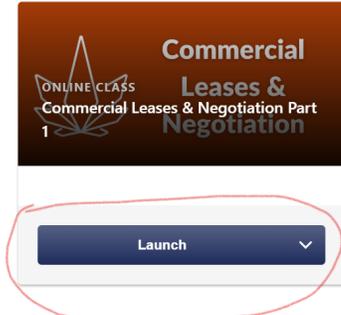
Details

This course is the first of two. In this course, you will learn about: 1.) Industry specific issues; 2.) The process of negotiating a lease; 3.) The offer process

Show More

Ratings and Reviews

4.7  
★★★★★  
3 Reviews



The screenshot shows the course details page. At the top right, there is a course card with the title 'Commercial Leases & Negotiation Part 1' and a 'Launch' button. The 'Launch' button is circled in red. Below the course card, there is a rating section showing a 4.7 average rating from 3 reviews, represented by five stars with the fourth star partially filled.

5. After you have completed your course you should see the screen below. Make sure you select the “View My Certificate” option.

DCR Test

Bio

Transcript

Actions

Snapshot

### Training Completion

Congratulations, **DCR Test!**

You have completed **Commercial Leases & Negotiation Part 1** on **10/11/2022**.

Don't forget to rate this course below.

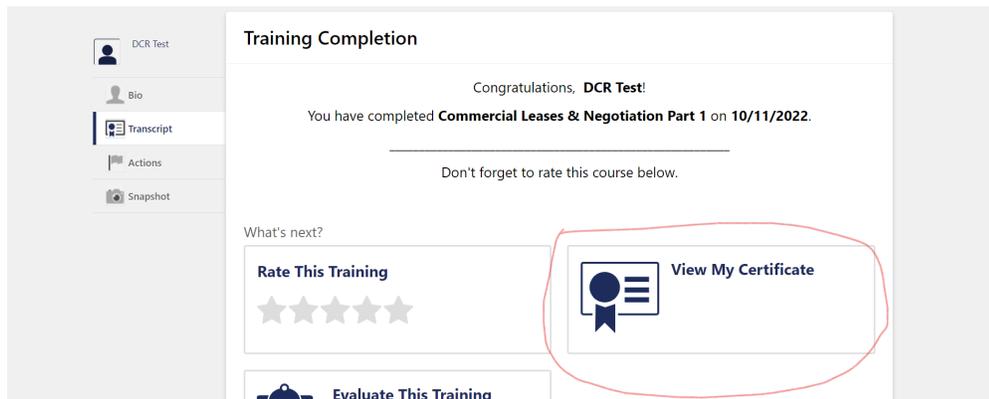
What's next?

Rate This Training

★★★★★

View My Certificate

Evaluate This Training

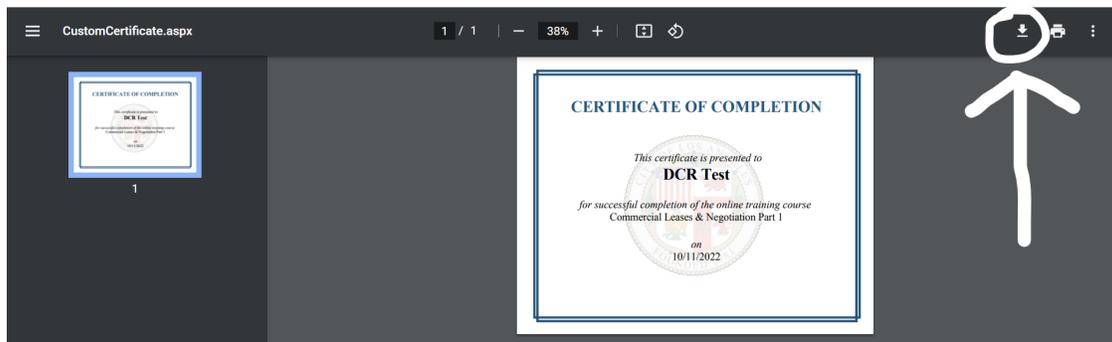


The screenshot shows the 'Training Completion' screen. On the left is a sidebar with navigation options: DCR Test, Bio, Transcript, Actions, and Snapshot. The main content area displays a congratulatory message for 'DCR Test' for completing 'Commercial Leases & Negotiation Part 1' on '10/11/2022'. Below the message are three options: 'Rate This Training' with a five-star rating, 'View My Certificate' (circled in red), and 'Evaluate This Training'.

6. After you click “View My Certificate” a new window will open that displays your certificate. In this window you will be able to download, print, etc. Make sure you press the download button to download the certificate. Once downloaded, you will be able to upload your certificate as part of your application on [elevateimpactla.com](http://elevateimpactla.com)

CustomCertificate.aspx

1 / 1 | 38% +



The screenshot shows a browser window displaying a certificate of completion. The certificate is titled 'CERTIFICATE OF COMPLETION' and is presented to 'DCR Test' for the successful completion of the online training course 'Commercial Leases & Negotiation Part 1' on '10/11/2022'. The browser toolbar at the top shows a download button circled in white, with a white arrow pointing to it.