

LMS First Time Login Procedure

Please complete the **verification process** as follows to get access to the **Learning Management System** (LMS) Account. **(Please use a PC for the first time log in)**

Step 1

- Visit <https://lmsnew.nsbm.lk/> & click **"Log in"** Button in the **upper right conner of the website** using the user name & Password given to you.
Eg: User Name – [abcperera](#) Password: [ab978](#)
- Fill the online verification form and please provide your **NSBM email** to the LMS but **not** your **personnel email**.
Eg: abcperera@students.nsbm.lk
- Click **"Update Profile"** Button.
- LMS will send a Verification mail to your email/ outlook account.

Step 2

- Visit <https://www.office.com/> & sign in using NSBM email & Password given to you.
Eg: User Name – abcperera@students.nsbm.lk Password: [ab978](#)
- Click **"Outlook"** icon.
- Outlook will ask you to set up language and GMT time. Set up Language as **"English - UK"** & select GMT as **+5:30 Sri Jayawardenapura**.
- Now your Inbox will appear.
- Click on the email appear as **"LMS"**
- Click on the verification link highlighted in the body of the mail.
- You will be redirected to the LMS.
- LMS will pop up a messege indicating **"Your account has been successfully updated"**
- As the final step click on the **"Update Profile"** Button.

Now Your LMS account has been set. However now you should get enrolled to the course modules using enrollment keys provided by the each lecturer. Please follow the following pathway to get enrolled for courses.

**Navigation / Site Home/ School / Year/ Select the respective category/ Select the module/
Enter enrollment key**

If you have any further quires, please drop an email to lmshelp@nsbm.lk by clearly highlighting your issue.