Record Learning Management System (LMS) and Establish Support User for Biometric Compliance Reviews (BCR)

Course Providers need to 1) maintain a record of the learning management system (LMS) being used to offer NMLS Approved education and 2) establish a Support User who will receive and respond to biometric compliance reviews (BCR).

Review and Update LMS in Education Management System (EMS)

1. Log into the Education Management System.
2. Click Manage Course Provider at the bottom of the actions list on EMS homepage.
3. Click Update Course Provider in the top right corner of the screen.
4. Enter the following information into the **LMS** field under Organization Information:
   - Name of application, version
   - Proprietary - managed by provider

Note: The BioSig-ID field is managed by NMLS, this is how you are represented in the BioSig-ID application.

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**Establish Support User for BCR**

1. Log into the [Education Management System](#).
2. Click **Manage Course Provider** at the bottom of Actions on home page of EMS
3. Click **Support Users**

![Support Users](image_url)

- Support users with green check mark under BioSig-ID Notifications will receive BCR emails.

- The support user designated as Admin can manage support users, including selecting notifications. Use the [Manage Support Users](#) for assistance.