

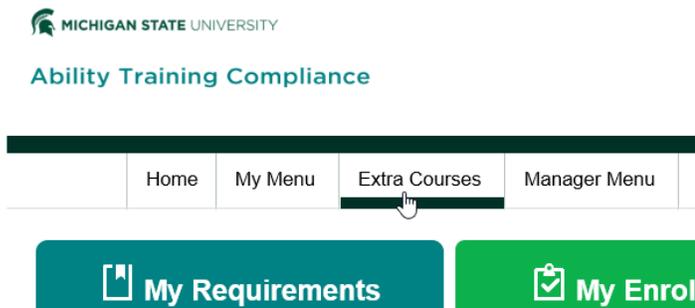
## Using the Ability LMS on the Office of Regulatory Affairs Website

This training is mandatory for all users to be granted I-9 Verifier access to the electronic I-9 system. Click the ORA's training link - <http://ora.msu.edu/train/index.html>

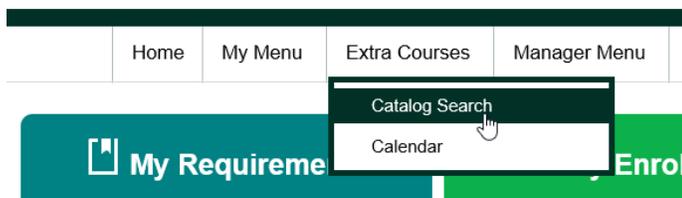
Click the **Login** button. Enter your **MSU NetID and Password**.



From the main dashboard, click on the **Extra Courses** tab to search for the training.



Select **Catalog Search**.



Type "I-9" in the keyword search field, then click the **search icon**.

The I-9 Compliance Training tile should appear. **Click** on this tile.

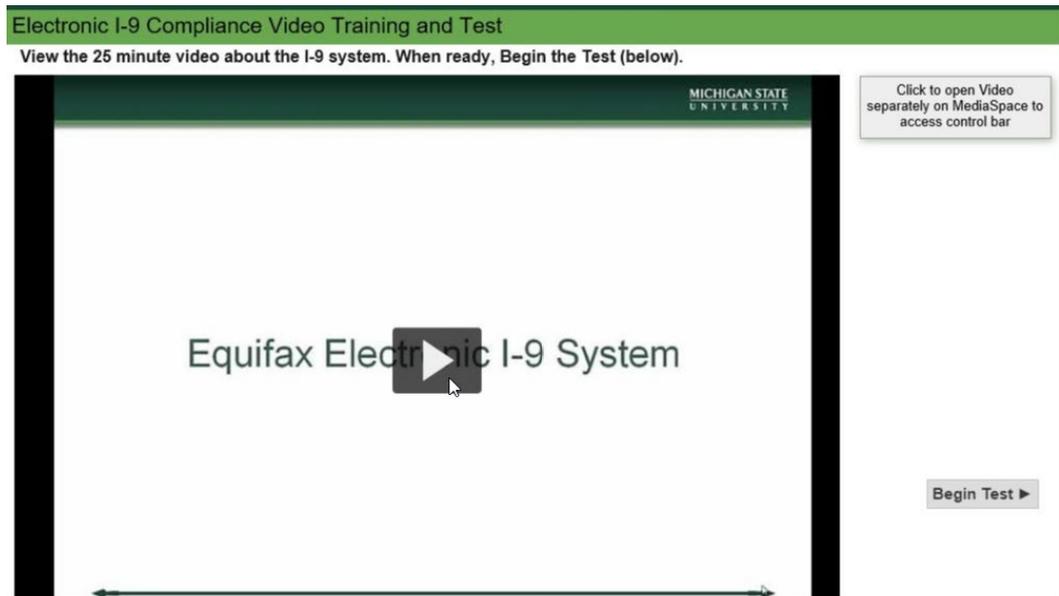
### Ability Training Compliance

Once you reach the I-9 Compliance Training course overview, click on the **start** button to launch the training.

A separate window will pop-up. Click on **Launch the Course**.



Click on the **play** button to start the training video



After the video is complete, you may complete the test by clicking on the **Begin Test button** as seen above.

You have 3 attempts to pass the 15 question I-9 Compliance Test with a score of 80% or better. You may print or email your certificate to give to the Security Administrator. If you are unable to print the certificate, please try another web browser.