WHAT'S NEW 4

FOR TEXAS LOTTERY® RETAILERS

April 2024

LET US HELP YOU

Learning Wizard

- **Getting Started**
- **User Registration**
- **Training Navigation**
- **Training Courses**

SUPPORTING
TEXAS EDUCATION
AND VETERANS

TEXAS LOTTERY

IGT

Getting Started

Learning Wizard (LW) is an easy-to-use, highly interactive, web-based training portal that can be accessed at any time, allowing you or your employees to learn at your own pace and schedule. Courses are designed to provide supplemental training on key areas of your lottery business. A series of lessons makes up each course for that topic. Each lesson and course can be taken in any order and multiple times. LW does not replace classroom training for new retailers. It is an easy way to provide lottery information for new employees and quick reference on specific topics for everyone at your location. LW is accessible using Safari, Chrome, Edge or Firefox.

How to access Learning Wizard

Log in at https://learningwizard.lotteryservices.net/LWRetailer

IMPORTANT! The first person to log in using a retailer's 8-digit Texas Lottery ID will become the LW Administrator for that location. The LW Administrator manages access and views progress of all users assigned to that retailer ID.

Administrator Login & Password Change

1. On the LW home page click the **Log In** link below Training Administration.
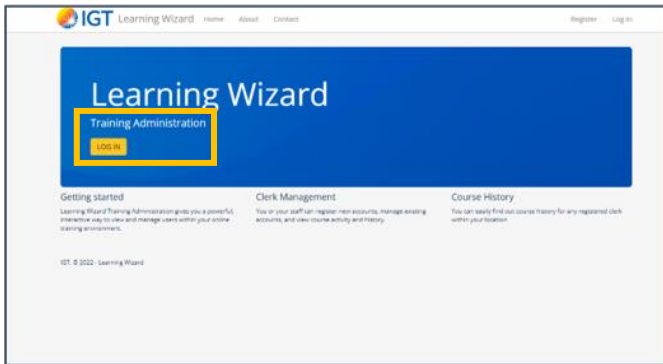
2. Log in using your 8-digit retailer ID and use the introductory password : **"WelcomeToLW"**
   (Ensure the Texas Lottery Logo displays under "Site")

3. **Locations** and **Clerks** tabs allows visibility into each location and ability to set clerk attributes and log ins.

4. Selecting the **Locations** tab allows you to choose specific location, then **Details / Clerks** to view location detail and set clerk attributes.

5. Selecting the **Details** tab will display location details. Click on **Set Clerk Attributes** to view and set clerk passwords or ability to allow for clerk self-registration.

6. On the **Clerks** tab you can select **Register Clerk** and manage clerks assigned to the location. You can further manage and even set or reset clerk passwords.

User Registration

Users must be registered in LW in order to begin taking courses. Users may be registered by their LW Administrator (usually store owner or manager) or they can self-register in just a few easy steps. The following steps will help you self-register and get started with courses.

1. Go to LW directly by typing the link below in your web browser:
https://learningwizard.lotteryservices.net/txs

2. For Independent locations; enter your 8-digit retailer number in the **Username** field and enter your introductory password: **WelcomeToLW**.
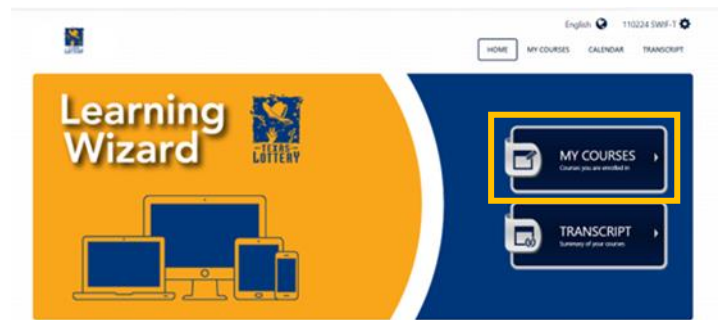*(Users within a chain are registered by the Chain Administrator)*

3. Once logged in you will be taken to the LW Homepage and have access to course selection through **My Courses** and training history through **Transcript**.
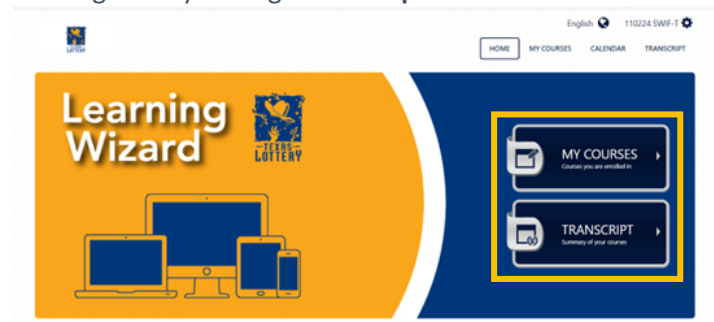
4. Select **My Courses** to view courses you are enrolled in or are actively available to launch.

Training Navigation

After logging in, and selecting the **My Courses** page, you can begin taking courses.

All available training courses are listed and sorted by **Name / Enroll Date / Start Date / Due Date / Completion Date / Status.** You can also filter by completion status by toggling **Show Completed Courses** button on the top right of the screen.
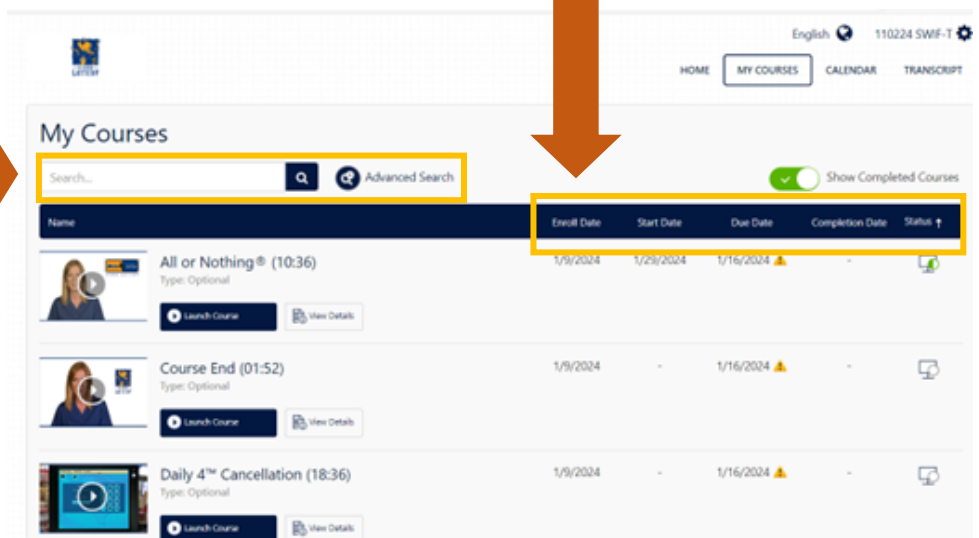
Course Selection:

Training courses can be found using keywords entered in the **Search** tab on the top Left of the screen.

Launch Course – begin selected course video and training.

View Details – view user's training status, detailed course description and course outline.

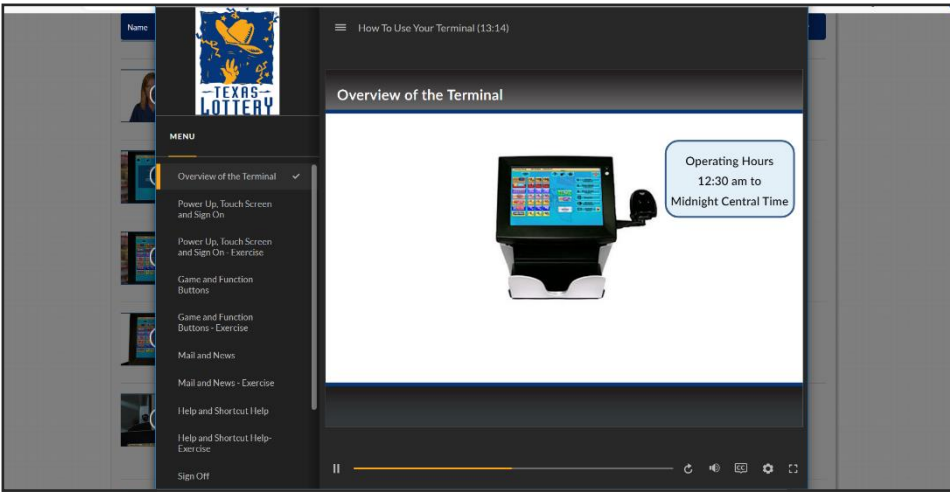**Page Progression –** Scroll to the bottom to advance.

How to Take Courses

To take a course in LW click the course name listed on the **My Courses** page and then click the **Launch Course** button.

LW will launch the first lesson in the course *OR* the last lesson not completed in the course. Users can click on any lesson in the course whether it has been completed or not.

(Be sure to enable your browser to allow pop-ups)

Although courses are designed to build knowledge with each lesson taken in the order they are listed, users have the flexibility to access the information in any course in any order. To launch a different lesson, simply click on the lesson in the course menu. You can minimize or exit any current course to go back to the list of courses on the **My Courses** page.

NOTES:

_____

_____

_____

_____

_____

_____

_____

_____