

Signing in to the new Legal Aid LMS

Use this guide when signing in for the first time to Legal Aid NSW Learning Management System (LMS).

Legal Aid introduced a new Learning Management System (LMS) from July 2025. The new LMS is a modern tool that supports structured learning programs, online and in-person training, and better tracking.

To make it easier and more secure to sign in to new LMS, you will use your Microsoft account (rather than Grants Online account).

This means that you will be using the same secure credentials you already use for your work – no need to remember a separate username or password.

Please remember not to use the Grants online username and password when logging on new LMS.

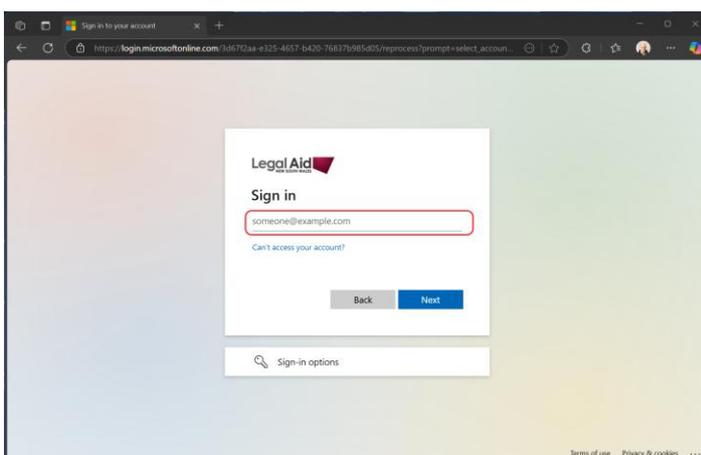
Step by step guide - Signing in to the new LMS for the first time

1. You will receive an email from Legal Aid providing you a link to sign in. [Sign in link for LMS](#).

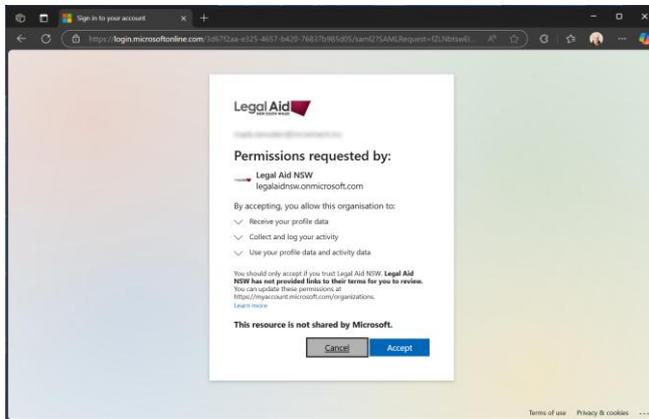
Note: If you have not received an invitation email from Legal Aid, please [Register](#) first and wait for the invitation to be sent to you (Invitation is **not** sent automatically, there may be a short delay before you receive it)

2. The Microsoft login page will be displayed. Use the email address that received the invitation email. Once you select the **Next** button it will prompt with a familiar sign-in process (the process you would use when logging on every day, this varies for different organisations – may be an MFA app authentication, face recognition, SMS message, password – this is not controlled by Legal Aid NSW...).

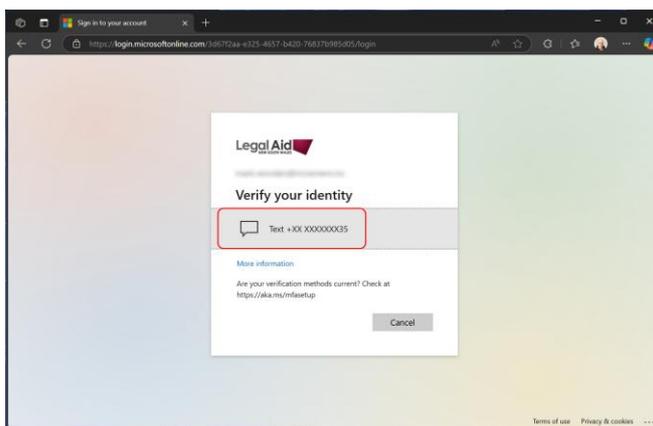
Note: If in some scenarios your organisation may not use Microsoft to authenticate, then you will be prompted to enter an SMS code that will be sent to your mobile number.



- Once you successfully log on using your Microsoft account, you will be asked to provide consent. This is a standard process that gives permission for the LMS system to access your basic Microsoft information to give you access to the new LMS. It allows the system to recognise you and you will do this only ONCE. Click on the **Accept** button.



- You will receive a SMS on your nominated mobile number to authenticate.



- Access to new LMS will be granted. Once you are in LMS you can access support material.

