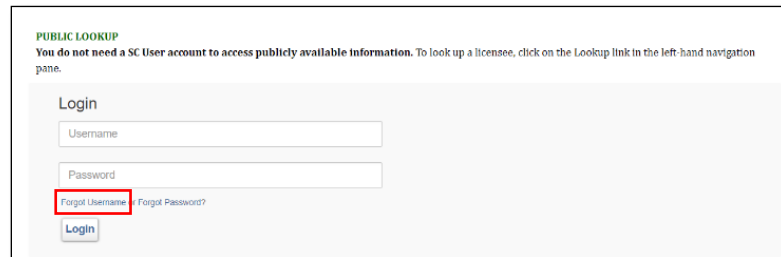


Claiming/creating your new ImageTrend account:
Webpage: <https://westvirginia.imagetrendlicense.com/lms/public>

FIRST Search for a WV User Profile. *Duplicate profiles will be deleted*****

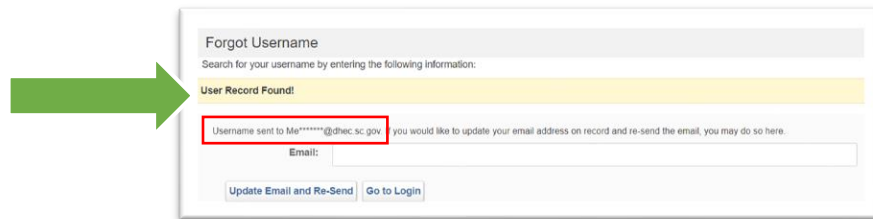
1. Go to the bottom of the page and select the “**Forgot Username**” Link.



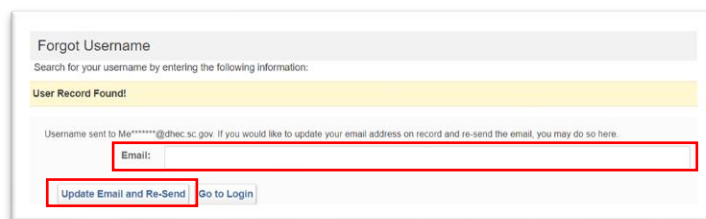
2. Enter your DOB, Last Name and Full SSN to search your profile.
3. Then click “**Lookup.**”



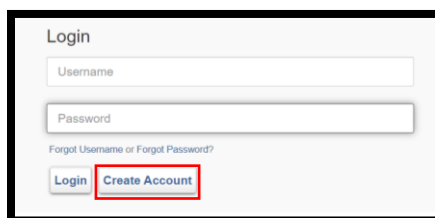
4. An alert will state “**User Record Found!**” Your access will be sent to the current email on file [Go to step 5].



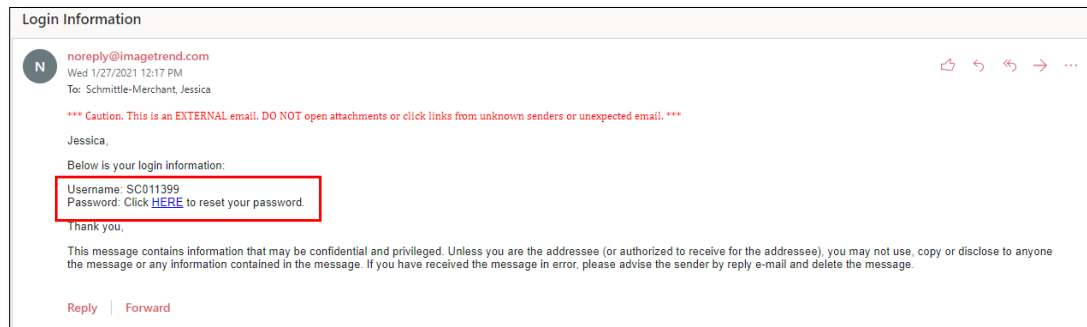
- a. If a “**User Record Found**” but the Department has an outdated email account, enter your preferred email address and select “**Update Email and ReSend.**”



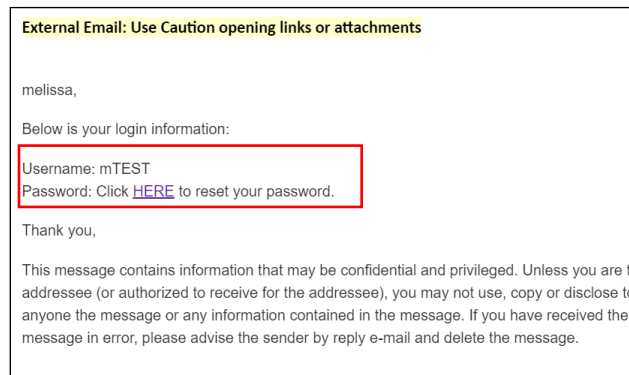
- b. If a User Record is not found, please “**Create Account**” and complete the required demographics.



5. Go to the email account your username was sent to. ***If you do not see an email from “noreply@imagnetrend.com” please check your spam and/or junk folders.***
6. You will receive an email from “noreply@imagnetrend.com” with the subject line “Login Information” Click the [HERE](#) to open the next window.



- a. **Create Account Users:** Upon completion, check your email to complete setting up your profile. Your username will autogenerate as your First initial and Last name (number if needed) example: CSmith1



7. Please reset your password. You must generate a password that meets the requirements listed.

Reset Password

Password Requirements:

- Password must be at least 8 characters long.
- Password must contain at least 1 numeric character.
- Password must contain at least 1 uppercase character.
- Password must contain at least 1 of these special characters: (!@#\$%^&'()*).
- Password cannot match username.
- Password cannot match any of your last 10 passwords.

Username: SC011399

*New Password:

*Re-Enter Password:

[Submit](#)

8. Successful login will appear as:

