

Accessing eBooks on MLMS

Self-Paced Training for Instructors & Apprentices

Step 1: Open the UBC Member Portal

1. Open a web browser and go to www.carpenters.org, or open the **UBC Mobile App**.
2. On the website, click the **hamburger menu** (three lines) in the upper-right corner.
 - If using the UBC Mobile App, skip to Step 4.
3. Click **Member Portal** at the bottom of the menu.

Step 2: Log in or Create Your Account

1. If you already have an account, enter your login credentials.
2. If you need to create an account:
 - Click **First Time? Register Here**.
 - Fill out all required fields (*).
 - Check the **I'm not a robot** box.
 - Click **Submit**.
 - Create a password.
 - Enter your email address.
 - Enter your phone number.
 - Click **Submit**.
 - Log in using your UBC# and the password.
 - Check your email for verification.

Once logged in, you'll be redirected to the **UBC Member Portal Dashboard**.

Step 3: Access the Member LMS

1. From the dashboard, click **Member LMS**.
2. A new window will open to your **Member LMS Dashboard**.

Step 4: Open eBooks in MLMS

1. Expand the **My eBooks** section on the dashboard.
 - If you're registered for a class, your eBook will be listed here.
 - You can also find eBooks under the **General** section.
2. Click on the title of the eBook.
 - You must click on the title to open the eBook.
 - Clicking anywhere else will not open the eBook.
3. Click **Enter** to open the book and start reading.

Important Notes

- **Internet speed:**
 - Some steps may take time to load.
 - Please be patient.

- **eBook access:**
 - Only CITF books are available as eBooks.
 - Not all classes will utilize eBooks.
 - eBooks are only available after registering for a class.
 - Requires **Active Status** in the Apprenticeship Program and **Good Standing** with the Union.
 - Avoid getting **CANCELLED** or **SUSPENDED**.
 - Instructor Manuals are not available as eBooks. Physical binders will still be used.

- **Notes in eBooks:**
 - Export your notes regularly to avoid losing them during updates.
 - See **Appendix A** for **Note Taking** and **Exporting**.

Appendix A: Taking and Exporting Notes

Taking Notes

1. Press and hold near text to select it. Two blue dots will appear.
2. Drag the dots to highlight text, then click **Copy**.
3. Click the **Notes** icon in the upper-right corner.
4. Paste the copied text into the notes section and add your own notes if needed.
5. Click **Save** to store your notes.

Exporting Notes

1. Scroll down and click **Notebooks** at the bottom of the page.
 2. Click **Export** and then **Download** in the new window.
 3. Open the downloaded file from the upper-right corner of the screen.
 4. Save or email the PDF file for your records.
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