



1. How do I access MELMS?

For students with an ACE ID and Password, you can access the MELMS Student Center from the ACE Main Menu.

For students without an ACE ID and Password, go to the Mississippi portal web site: <http://www.ms.gov>, click on "Learning in Mississippi" on the left navigation bar. Under the heading: How Do I...click on "find state agency sponsored classes and course descriptions?" Finally, click on **Mississippi Enterprise Learning Management System (MELMS)**.

2. How do I see available classes?

You can review a listing of all upcoming classes when you click the *Available Classes* link. This link allows you to search for any class in MELMS that starts today or sometime in the future.

To search for upcoming classes, you must select a category, then you can narrow your search if you:

- Enter a search word and/or
- Indicate a date range
- Click on the Go button.

3. What is the difference between a state and a non-state employee?

For MELMS purposes, a state employee is hired by a state agency that pays their employees through the SPAHRS. Non-state employees are all other employees, such as people employed by the school systems, universities, city/government employees, and/or the private sector.

4. Which state agencies are offering statewide online class registration through MELMS?

Currently statewide online class registration is being offered by the State Personnel Board (SPB) and the Department of Finance and Administration/Mississippi Management and Reporting System (DFA/MMRS).