

Welcome to the DMH Training Institute Learning Management System (LMS)

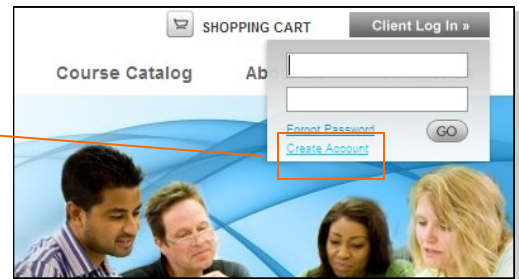
The DMH Training Institute is excited to announce the launch of our Learning Management System (LMS). For those of you unfamiliar with the term, an LMS is a software program for the administration, documentation, tracking and reporting of training, both classroom and online.

Think of the LMS as the "one-stop-shop" for registration of both classroom and online courses and your own personal history of training attendance and certificates, which can be printed at your discretion. The LMS also contains hundreds of courses available for you to take online, many of which are pre-approved for continuing education.

Instructions for Non-DMH Employees...

1. How do I sign on?

Go to <http://dmhtraininginstitute.elearning.networkofcare.org/> "Client Log In" is on the upper right corner of the website. Click on "Create Account"



2. What account information is required?

Required account information includes name, e-mail address, licensure, organization and user name:

Name:

This is how your name will appear on certificates.

Email Address: You will receive all training related information through this e-mail address, such as location changes, etc.

Licensure: If you are a licensed clinician, you must enter your license information in order to receive credit for continuing education. At a minimum, indicate license type and state of issue.

A screenshot of the 'NEW USER' registration form. The form includes several fields: Title (dropdown), First Name (text, value: John), Last Name (text, value: Smith), Address 1, Address 2, City, State (dropdown, value: AFA), Zip, Phone, Fax, Email (text, value: johnsmith@yahoo.com), Retype Email (text, value: johnsmith@yahoo.com), and Organization/Company Name. A red box highlights the First Name, Last Name, and Email fields. An orange line points from the 'Name:' section to the First Name field.

A screenshot of the 'NEW USER' registration form showing the licensure section. It includes two sets of fields: Certifications/Degrees (dropdown, value: LICSW), Certification Date (calendar icon), License Number (text), and License State (dropdown, value: DC). Below this is another set of fields: a dropdown menu (value: -- Select One --), Certification Date (calendar icon), License Number (text), and License State (dropdown, value: -- Select One --). A red box highlights the first set of fields. An orange line points from the 'Licensure:' section to the first dropdown menu.

Organization: Choose your place of employment from the drop-down menu. If you do not see it on the list, click on "other" so you can type it in yourself.

Organization *

User Name * john.smith1423

Password *

Retype Password *

Register Cancel

3. How do I register for a course?

Click on the "Home Page" tab and you'll see the search engine on the right side of the Home page. It lists all upcoming classroom trainings. You can also search for a topic or keyword. Click on the course that interests you and then on the top right of the page where it says "Order Classroom Course." Then click on "Add Items to Cart." Even if the course is free of charge, you will "purchasing" it to your cart.

Courses & Events Calendar

Calendar Filters

Date Range: 1/24/2012 to 6/30/2012

Enter Keywords: Mental Health

Search Clear Search

Upcoming Courses

OD Staff Training
02/01/2012 09:00 AM - 10:00 AM
14 seats available No Cost

Introduction to Mental Health
02/02/2012 01:00 PM - 04:00 PM
Full No Cost

Enter keywords to search for specific training or leave it blank to search for all upcoming training

Credits	Unit Price
0.00	\$0.00

Add Items to Cart

To register for a course, click on "Add Items to Cart"

4. How will the LMS impact classroom trainings?

Beginning in April, you will use the LMS website to register for all courses. The system will send you automatic reminders after you have registered and you can always log back into the system if you've forgotten what classes you've chosen. Certificates and evaluations will also change (see next question).

5. What about evaluations and certificates?

You will no longer complete written evaluations or receive certificates at the event. Once the classroom event is over, you will receive an automatic e-mail from the LMS stating that it is time to complete your online course evaluation and post-test (if applicable). Once this is complete, the LMS will generate your certificate.

6. What if I need to cancel a registration?

No phone calls or e-mails necessary. Just log into the LMS and cancel the event yourself by going to "My Courses" and then clicking on "Remove"

Course Name	Attendance Status	Due Date	Date - Time - Venue	
OD Staff Training	Registered		02/01/2012 - 9:00AM - 10:00AM - DMH Main Office	Update Unregister Remove Details

Click "Remove" to cancel a previously registered course

7. Will the system contain a history of trainings I have attended in the past?

Yes, all training attended after April 2012 will be visible in the LMS. Training attended prior to that date will not be visible.

8. I tried to register for a class but it was full. How do I get on the waiting list?

When classes reach capacity, the LMS will automatically start a waiting list. To be placed on the list, simply register for the class. You will receive an automated e-mail indicating that you've been placed on the waiting list. Once a seat opens, you will receive another e-mail confirming your attendance.

Order Classroom Course

Credits	Unit Price	
3.00	\$0.00	Add Items to Cart

This class is full. You can still register to be placed on the waiting list.

The LMS will tell you when a course is full. To be placed on the waiting list, click on "Add Items to Cart"

9. What if I forget what I'm scheduled to attend?

You will receive a confirmation e-mail after you register for an event and an additional reminder e-mail as the event approaches. You are also able to view all registered courses simply by logging into the LMS and clicking on the "My Courses" link on the left side of the home page.

10. The system is telling me that I need to take a particular course. Why is that?

Either your supervisor has assigned a course to you or you are coming due for recertification for a particular topic.

11. How do I know if a course is approved for continuing education?

When you click on the training to read the details of the event, scroll to the bottom to see which certificates will be awarded:

Licensing boards that have approved the event for continuing education will be listed here.

Certificates:

- APA CE Certificate [details](#)
- DMH Training Institute Certificate [details](#)
- Social Work/Counseling CEU Certificate [details](#)

Credits indicate how many contact hours are being awarded. If the number is 0, the event has not been approved for continuing education.

Order Classroom Course

Credits	Unit Price	
6.50	\$0.00	Add Items to Cart