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

For those of you who are unfamiliar with the term LMS, it's a software program for the administration, documentation, tracking and reporting of training, both in the classroom and online.

Think of the LMS as a "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.
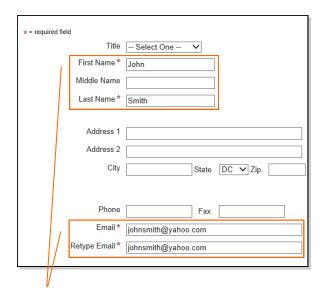
Instructions for non-DBH Employees…

1. **How do I sign on?**
   Go to http://dbhtraininginstitute.elearning.networkofcare.org/
   "Client Log In" is on the upper right corner of the website.
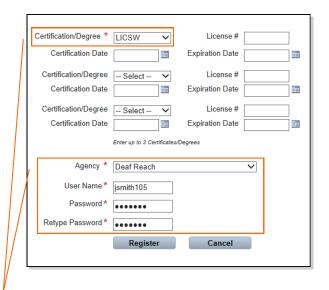   Click on "Create Account"

2. **How do I set up my user profile?**
   Complete required fields below including all clinical licensure in order to receive continuing education. If you do not have clinical licensure, please enter "N/A" in Certification/Degree field.
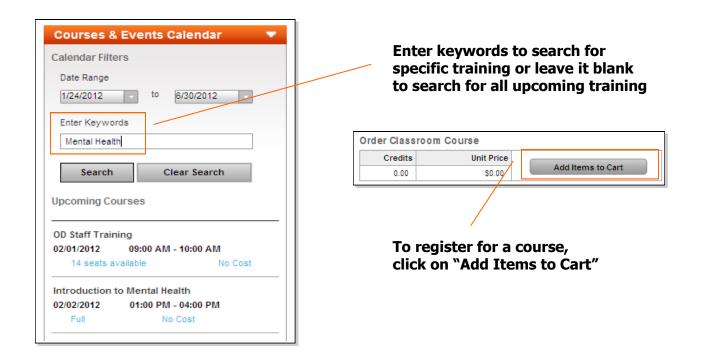

Enter name and e-mail address.

Enter clinical license, agency affiliation and choose user name and password.

3. **How do I register for a course?**
   Click on the "Home Page" tab and you'll see the search engine and list of upcoming courses on the right side of the Home page. Click on the course that interests you, read the course details and then click on "Add Items to Cart" if you want to register. Most courses are free of charge, but you will still be "purchasing" them to your cart.

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

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

4. **How will the LMS manage classroom trainings?**
   You will use the LMS 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.

5. **What about evaluations and certificates?**
   You will not 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.

Click "Remove" to cancel a previously registered course

6. **What if I need to cancel a registration?**
   No phone calls or e-mails are necessary. Just log into the LMS and cancel the event yourself by going to "My Courses" and then clicking on "Remove" or "Unregister"

7. **Will the system contain a history of trainings I have attended in the past?**
   Yes, the system will record a history of your training and certificates.

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. Simply register for the class and 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.

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. **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.

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