

# 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.

## What DBH Employees need to know about the LMS...

### 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.

**Do not click on "Create Account."** You already have a user name and password according to the following format:

User Name: dbh.firstname.lastname (i.e., dbh.johnsmith)  
Password: last name (i.e., smith)

You may change your user name and password after you log in. Contact the Training Institute at 671-0343 if you have trouble.



### 2. How do I set up my user profile?

You must edit your profile: 1) confirm your e-mail address so the system can communicate with you, and 2) enter your clinical license if you will be applying for continuing education. Go to "My Account" and then the "Certifications/Degrees" tab to enter your "Certification Type" from the drop-down menu. Detailed information about your license such as state and expiration date are optional. Choose "N/A" if you are unlicensed.

A screenshot of the 'MY ACCOUNT' page, 'General' tab. The 'Email' field is highlighted with a red box, and an orange arrow points from it to the caption below. Other fields include Title, First Name (John), Middle Name, Last Name (Smith), Name Suffix, Agency (DBH/MHA), and User Name (dbh.johnsmith). A 'Change Password' link is at the bottom left.

**Confirm e-mail address**

A screenshot of the 'MY ACCOUNT' page, 'Certifications and Degrees' tab. The 'Add' form is shown with the 'Certification Type' dropdown menu highlighted by a red box and an orange arrow pointing to the caption below. Other fields include Certification Date, Expiration Date, License Number, License State (DC), and Comments. 'Save Certification' and 'Cancel' buttons are at the bottom.

**Enter clinical license in order to receive credit for continuing education**

**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.

**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

**Order Classroom Course**

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 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.

**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"

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

Click "Remove" to cancel a previously registered course

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.

Order Classroom Course		
Credits	Unit Price	
3.00	\$0.00	<input type="button" value="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. **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.

<b>Certificates:</b> Addiction Professionals CEH Certificate <a href="#">details</a> APA CE Certificate <a href="#">details</a> DBH Training Institute Certificate <a href="#">details</a> Social Work/Counseling CEU Certificate <a href="#">details</a>
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Credits indicate how many contact hours are 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	<input type="button" value="Add Items to Cart"/>