

# Enrolling & Completing NYSDOH-COVID-19-POD on the NYLearnsPH.com LMS

## Enroll

### 1. Log-In or Register

- **Returning Users:** Go to [NYLearnsPH.com](https://www.nylearnsph.com) and **Log In**
- **First time Users:** [Click Here to Register for the LMS](#)

### 2. Locating the Course

- [Click here for NYSDOH-COVID-19-POD course description page](#) -or-
- Search *Course Catalog* (6th tile down in LMS navigation menu) →

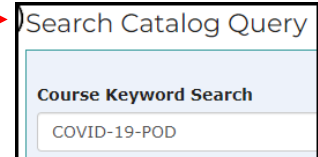
### 3. Enroll in Course

- On course description page: Click the orange **Enroll** button.
- This will add the course to:
  - *My Current Courses* (found in the upper right corner of your *Home* page) -and-
  - *My Courses* (5th tile down in LMS menu) in the *Current Courses* (default) tab

**Forgot your Username or Password? Click Here!**

Run into problems? Please do not create a duplicate account.

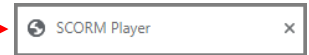
**Contact Us:** 518-474-1678 or [eDLearn@health.ny.gov](mailto:eDLearn@health.ny.gov)



## Complete & Receive Credit

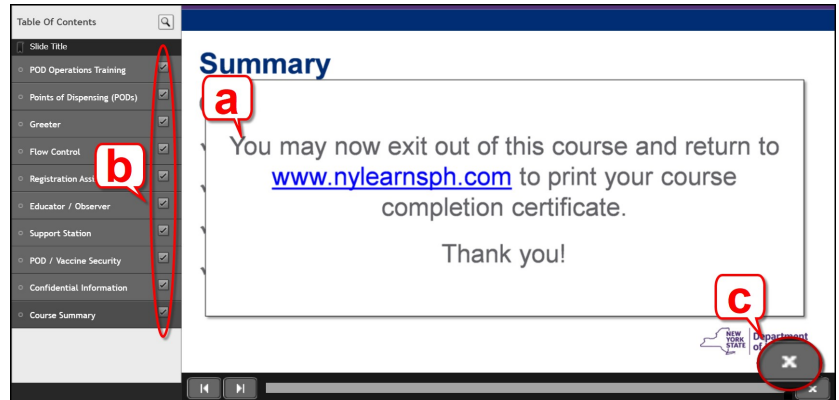
### 4. Launch Course

- Click orange **Launch Course** button
- The course will open in a new browser tab labeled “SCORM player” →
- Advance through slides using navigation buttons at the bottom-center of the player



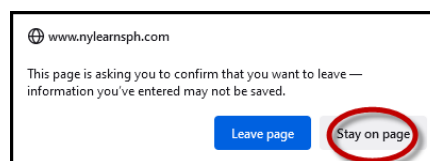
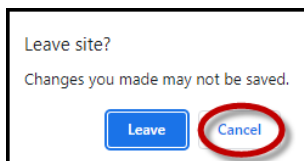
### 5. Key Steps to Ensure Course Completion

- Advance to the end of the course, you will see a “*You may now exit...*” message.
- Confirm there is a checkmark  next to each chapter in the “Table of Contents.” (Note: If any Chapter lacks a checkmark, select to ensure you have reviewed the content).
- Click the white  in the bottom right of the player.

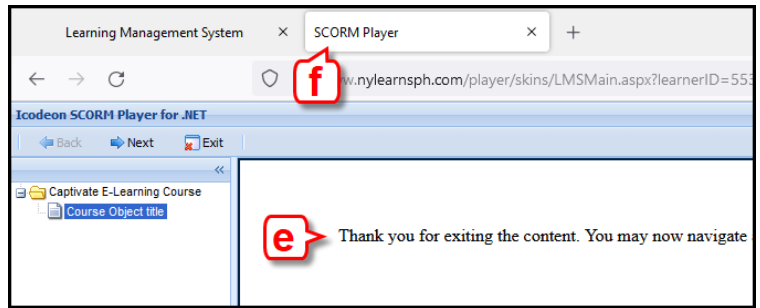


**Tablet Users:** “Zoom-in” to tap the white “X”. This will close/complete the course. **Skip to step f.**

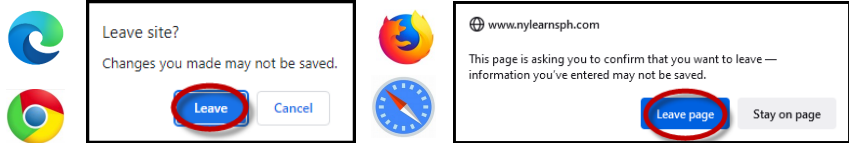
- Desktop/Laptop Users:** A browser-specific pop-up will ask if you want to “Leave site?”
  - Select “**Cancel**” or “**Stay on Page**”.



- e. A new “Thank you...” message will be displayed in the slide viewing area.
- f. **Close browser tab labeled “SCORM Player”**
  - The “SCORM Player” tab can be found at the top of your browser, above the address bar.



- g. Another browser-specific pop-up will ask if you want to “Leave site?”
  - Select “**Leave**” or “**Leave Page**”.
  - This will close the player and post course completion to LMS.

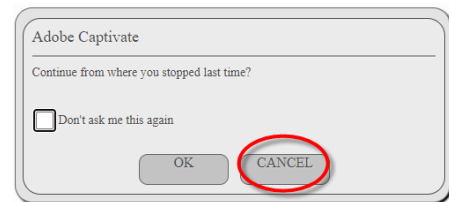


- h. You will be returned to the LMS browser tab, **click the refresh button**
  - Usually found to the left of the address bar on Edge/Chrome/Firefox; to the right on Safari.

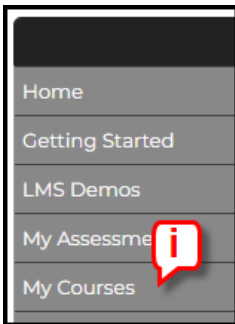
## The POD course should no longer appear in Current Courses areas

### If ***NYSDOH-COVID-19-POD*** still appears in *My Courses*:

1. Re-launch the course.
2. If you see a pop-up from Adobe—click “**CANCEL**”
3. Begin with the first chapter in the table of contents
4. Repeat step 5 on page 1.



## View Your Certificate & Rate Course



- Go to ***My Courses*** (5th tile down in Menu on left)
- Select ***Completed Courses*** folder tab
- Click ***View Certificate*** in column of the same name.



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