

# ACCESSING THE LMS: COMPLETING REGISTRATION

NYLearnsPH LMS <https://www.nylearnsph.com>

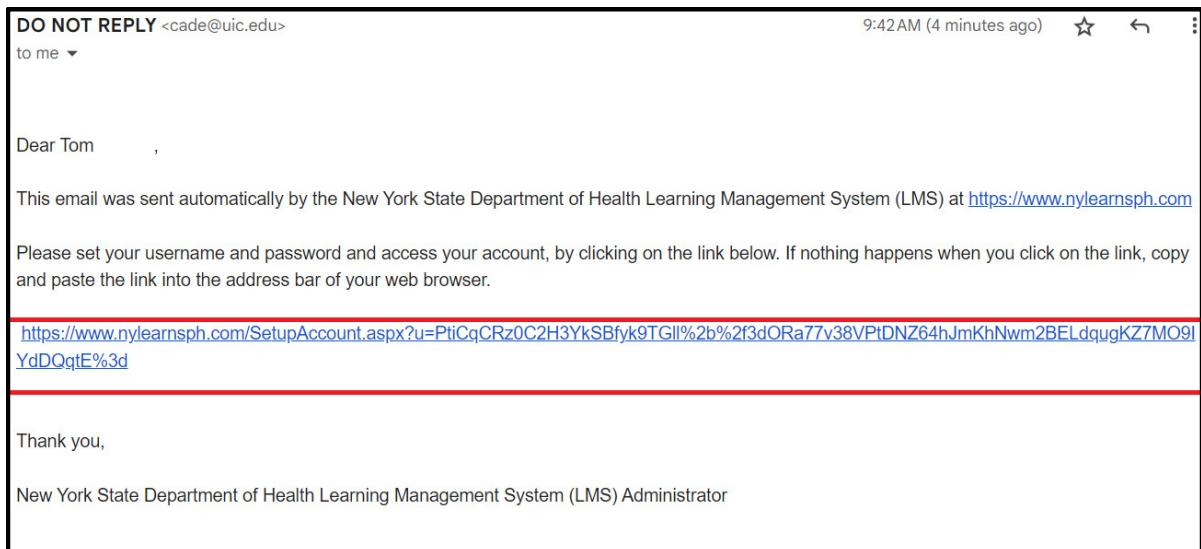
## Welcome to the LMS!

The New York Learns Public Health (NYLearnsPH.com) Learning Management System (LMS) is where you can access educational series content and other professional development training. This guide is for Fellows who do not yet have an LMS account.

### Here's how to get started:

**Step 1: Open the email account** you have associated with the NYSPHC program. Look for an email from **DO NOT REPLY <cade@uic.edu>** with the subject, **“New York State Department of Health Learning Management System (LMS) Account.”**

**Step 2: Click on the personalized link** and follow to a web browser to complete your LMS registration.



**Step 3:** Once you are on the registration page, you will be asked to **create a username and password** that you will remember and meets the password guidelines. Note: You can change the username and do not need to use the pre-populated username.

New to the system?  
Register Here

## Setup Your Account

Email : Youremail@

Please enter your new username and password below.

Please enter a password between 6 to 20 characters which contain at least one numeric digit, one uppercase and one lowercase letter.

Username  
tomrei

Password

Re-enter New Password

Submit Changes

**Step 4:** Confirm your account information at the top of the page.

## Edit Profile

\* All asterisked fields are required.

Username: \* abcdef

First Name: \* FirstName

Middle Name:

Last Name: \* LastName

Email: \* Youremail@

**Step 5:** Next, **choose three secret questions and answers** that will be used to verify your identity if you ever forget your password for the LMS. Below are best practices for secret questions:

- Choose questions and answers that you will remember and won't change over time.
- Avoid favorites and questions that can be answered with abbreviations.
- Double check that your answers match up with the corresponding questions you have selected.

## Secret Questions

(Select questions and provide answers, if you forget your password, answering these questions will allow you access to change your password.)

Secret Question 1: \* Name of first school?

Secret Answer 1: \* Answer 1

Secret Question 2: \* First name of your Mother's Father?

Secret Answer 2: \* Answer 2

Secret Question 3: \* First name of your Mother's Mother?

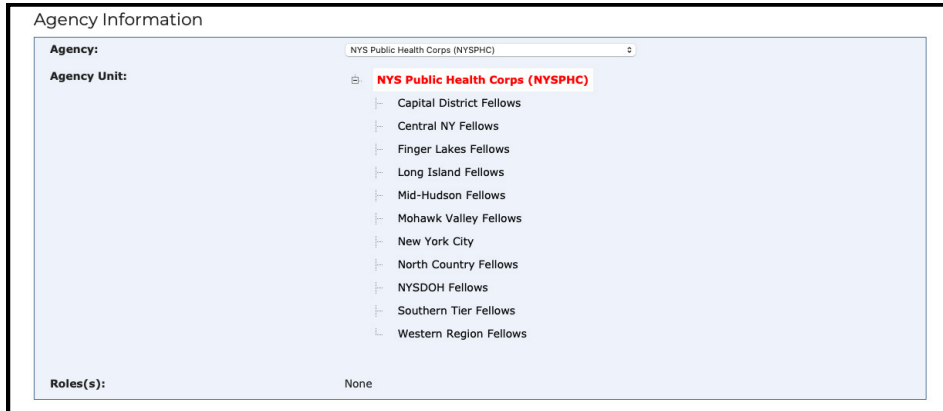
Secret Answer 3: \* Answer 3

**Step 6:** Next, you will fill out the Work Information and Other Information sections. Here, you will fill out information like the organization you work for (e.g. NYSDOH, Onondaga County Health Department), your work location, occupation, and experience and education level. Under Other Information, most of the questions are not required such as birth year, gender, ethnicity, race, etc.

**Step 7:** The last section is Agency Information which has been pre-populated for you. **Please confirm** that you are affiliated with the **NYSPHC Agency** and with the appropriate **Agency Unit**

based on the region you work in.

**Note:** Fellows with an email that has "@health.ny.gov" as the domain should be affiliated with the NYSDOH Fellows Unit.



The screenshot shows a form titled "Agency Information". It has two main sections: "Agency:" and "Agency Unit:". The "Agency:" dropdown is set to "NYS Public Health Corps (NYSPHC)". The "Agency Unit:" dropdown is expanded, showing a list of options: "NYS Public Health Corps (NYSPHC)", "Capital District Fellows", "Central NY Fellows", "Finger Lakes Fellows", "Long Island Fellows", "Mid-Hudson Fellows", "Mohawk Valley Fellows", "New York City", "North Country Fellows", "NYSDOH Fellows", "Southern Tier Fellows", and "Western Region Fellows". At the bottom, the "Roles(s):" field is set to "None".

**Step 8:** When you reach the end of the registration form and have completed all required questions, **click the "Submit Your Registration" button** at the bottom of the page.

## Congrats! You have completed your LMS registration.

Be on the lookout for confirmation emails to the email address you provided.



## Contact Us

For questions about your LMS registration or login and password, please contact the LMS support contacts listed below. For all other questions about content in the LMS, contact your regional FPC or Senior Fellows, or view the help resources on the Fellow Training & Resources website.

### Contact Information

#### LMS Support

518-473-4223 (Press 3 for Abbey)

edlearn@health.ny.gov

[Online LMS Help Resources for Fellows](#)