

LMS FOR FELLOWS: EXISTING ACCOUNTS

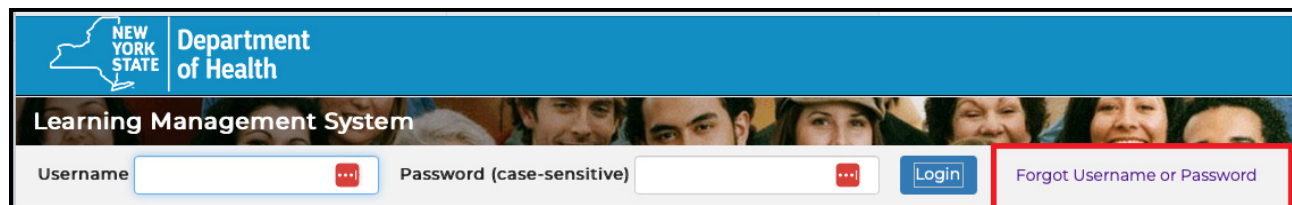
NYLearnsPH LMS <https://www.nylearnsph.com>

Welcome to the LMS!

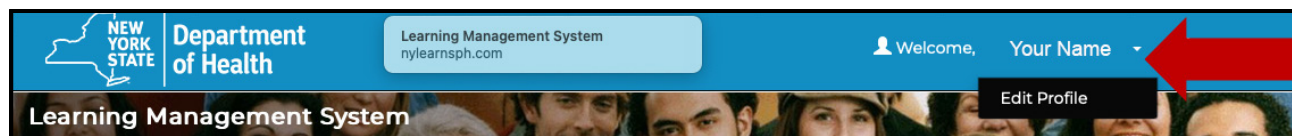
We hope you enjoy using the New York Learns Public Health (NYLearnsPH.com) Learning Management System (LMS). This guide will show you how to access your existing LMS account, update your profile information if needed and access the NYSPHC Educational Series courses.

Here's how to get started:

Step 1: Start by navigating to the [NYLearnsPH Log in Page](#) (shown below) and **log in using your username and password**. If you have forgotten your username or password, click on the Forgot Username or Password link to recover your account information.



Step 2: Next, go to upper right of the LMS homepage where you will see your name. **Click on your name and then Edit Profile**.



Step 3: **Scroll down** the page to the section of information you wish to update. **Click into the field to make your edits/updates**. Note that password changes should be made using the forgotten password tool.

- When selecting **Secret Questions**:
 - Avoid favorites (they change).
 - Avoid abbreviations (easily forgotten).
 - Confirm you are answering the question you selected.
 - Provide the best answer(s) you can or consider a different question(s).
 - Provide the simplest answer that will be easily remembered.

- Check to confirm your **Agency: NYS Public Health Corps**, from the drop-down list found at the bottom of the registration page. Next, confirm your **Agency Unit is set to the region** you work in, for example Mohawk Valley.
- Click on **Save**.

Access Educational Series Courses

The Educational Series courses can be accessed on the LMS homepage under **My Current Courses**, or by clicking on **My Courses** in the navigation menu on the left. Click on **Home** in the navigation menu to return to the homepage at any time.

The screenshot shows the LMS homepage. At the top left is the New York State Department of Health logo. The main header says 'Learning Management System'. On the left is a 'User Menu' with 'My Courses' highlighted. In the center, there's a 'Professional Development in 3 steps' section with three numbered steps: 1. Assess and maintain your competencies, 2. Register for recommended courses, and 3. Get trained. Below these steps are 'Start Assessment' and 'Help / More Info' buttons. On the right, the 'My Current Courses' section is highlighted with a red box, showing two course entries: 'LMS-Admin102 LMS Training Administrator Orientation' and 'NYSPHC-EdSeries-00# NYSPHC Educational Series - DEMO - Includes Live Section'. Red arrows point from the 'My Courses' menu item to the 'My Current Courses' section and from the 'Professional Development' steps to the 'My Current Courses' section.

My Courses:

- **My Courses** is where users can access a learning transcript which includes current and completed courses and programs.
- You can navigate around **My Courses** by selecting any of the tabs across the top including **Pending, Current** and **Completed Courses, Current** and **Completed Programs, and LMS Activity Report**.
- From **My Courses – Current Courses** you can view **Section Details**, use the **Messaging** tool, **Launch** online courses, complete online Quizzes/Activities (e.g., Evaluations) or **Un-enroll** from a course.

The screenshot shows the 'My Courses' page. At the top left is the 'User Menu' with 'My Courses' highlighted. The main heading is 'My Courses'. Below the heading is a paragraph of text: 'Be sure to register for your [Required Courses](#) and [Recommended Courses](#). You may also view [Course Catalog](#) for a full list of courses, or view the [Program Catalog](#) for a list of available programs and their corresponding courses.' Below this text are several tabs: 'Pending Courses', 'Current Courses', 'Unenrolled/Incomplete Courses', 'Completed Courses', 'Current Programs', 'Completed Programs', and 'LMS Activity Report'. The 'Current Courses' tab is selected and highlighted with a red arrow. Below the tabs is a 'Course Keyword Search' field with a 'Search' button. Below the search field is a table with three columns: 'Course Name', 'Section', and 'Activities/Quizzes'. The table contains two rows of course data. The first row is for 'LMS-Admin102 LMS Training Administrator Orientation' with a date of '05/2023' and an 'Unenroll' button. The second row is for 'NYSPHC-EdSeries-00# NYSPHC Educational Series - DEMO - Includes Live Section' with a date of '9/20/2023' and a 'Certify Completion - due' button. Red arrows point from the 'Current Courses' tab to the 'Unenroll' button and from the '9/20/2023' date to the 'Certify Completion - due' button. A red box highlights the 'Certify Completion - due' button.

Course Name	Section	Activities/Quizzes
LMS-Admin102 LMS Training Administrator Orientation LMS Training Admin - PHC WebEx Unenroll	05/2023	
NYSPHC-EdSeries-00# NYSPHC Educational Series - DEMO - Includes Live Section Live Event - LMS/ED Series Workgroup Demo Online with Attendance Unenroll	9/20/2023 Details Messaging	Certify Completion - due

Congrats! You have successfully accessed the Educational Series on the LMS.

Be on the lookout for more courses coming your way.



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.

Name	Contact Information
LMS Support	518-473-4223 (Press 3 for Abbey) edlearn@health.ny.gov Online LMS Help Resources for Fellows

