

# CHC OUTREACH AND EDUCATION

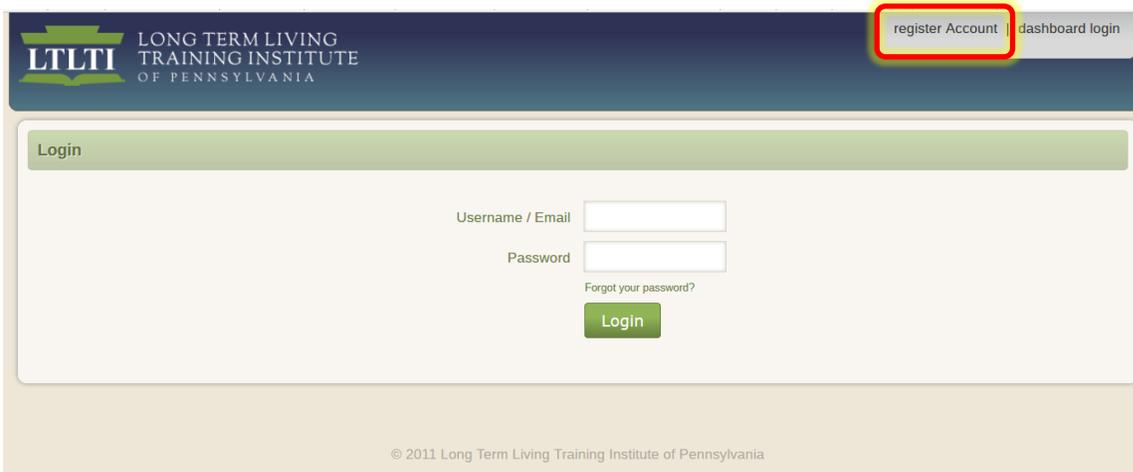
## INSTRUCTIONS TO CREATE A LEARNING MANAGEMENT SYSTEM (LMS) ACCOUNT

AND

## INSTRUCTIONS TO ACCESS CHC SERVICE COORDINATION TRAINING

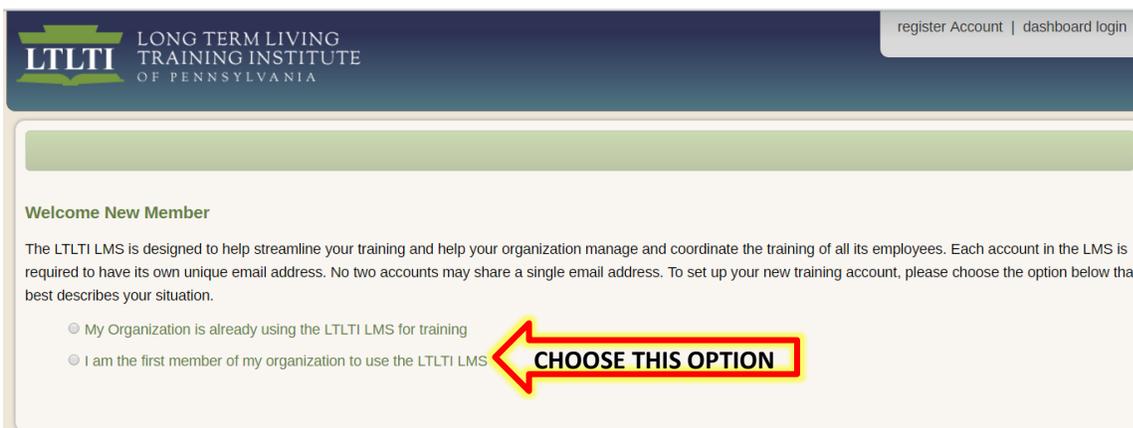
**Follow the step-by-step instructions below to set up a new training account:**

1. Click the link below to access the learning management system (LMS):  
<http://www.ltltrainingpa.org/lms/index.php?option=auth&task=login>
2. Next, click **register Account**, located in the upper right corner (*see screenshot below*):



The screenshot shows the LTLTI LMS login page. At the top, the LTLTI logo and name are on the left, and the navigation bar contains 'register Account' (highlighted with a red box) and 'dashboard login'. Below the navigation bar is a 'Login' section with input fields for 'Username / Email' and 'Password', a 'Forgot your password?' link, and a green 'Login' button. The footer contains the copyright notice: '© 2011 Long Term Living Training Institute of Pennsylvania'.

3. The following screen will appear, giving you two (2) options to register an account – Select the 2<sup>nd</sup> option (*see arrow below*):



The screenshot shows the LTLTI LMS registration page. At the top, the LTLTI logo and name are on the left, and the navigation bar contains 'register Account' and 'dashboard login'. Below the navigation bar is a 'Welcome New Member' section with a paragraph of text and two radio button options. The second option, 'I am the first member of my organization to use the LTLTI LMS', is highlighted with a red box and a yellow arrow pointing to it with the text 'CHOOSE THIS OPTION'. The first option is 'My Organization is already using the LTLTI LMS for training'.

4. Next, for website security purposes, you will be required to complete a **CAPTCHA** and click the green **NEXT** button. Example of a CAPTCHA:



New Email Address:

The email address you provided will be your username. You will need this to log into the LTLTI Portal.

Password:

Re Enter Your Password:

For maximum security we suggest that you make your password at least 8 characters long and have it contain both letters and numbers.

First Name:

Last Name:

Position Title:

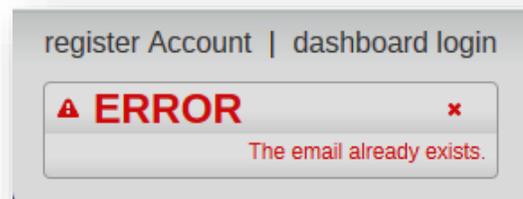
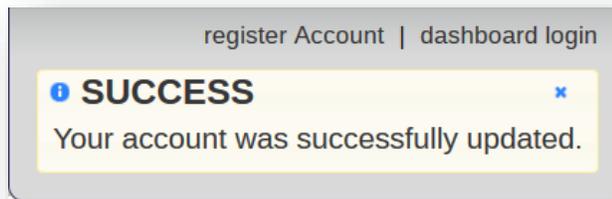
Organization / Access: You are registering as a User of Long Term Living Training Institute (LTLTI) under Default ADMIN Acct LTLTI.

**Your Training Areas**

Please select all training areas that apply to you. Please note that some areas may require additional authorization before you may access them.

Area Agencies on Aging (AAAs)     Executive and Administrative

5. The next screen that appears, is an account profile form (see screenshot at left).
6. Complete the form by filling in all six (6) text boxes and then scroll down to the **Your Training Areas** section and select the **CHC Outreach and Education** box.
  - **NOTE:** Be sure to write down the Password that you choose, as you will need it to login
7. When done completing the form, click the green **NEXT** button, located in the bottom left corner of the form.
8. If a **SUCCESS** pop-up window appears in the upper-right corner of the screen, this is confirmation that your training account was successfully created (see example below-left).



- If an **ERROR** pop-up window appears in the upper-right corner of the screen, stating **The email already exists** (see example above-right), this indicates that you *already* have an established LMS training account; therefore, you should log in using your email address.
9. If you do not know your password, you may reset it by clicking on the link that reads **‘Forgot your password?’**, which is located directly beneath the **Password** field on the login screen (see screenshot below).

LONG TERM LIVING TRAINING INSTITUTE OF PENNSYLVANIA

register Account | dashboard login

Login

Username / Email

Password

[Forgot your password?](#)

Login

10. Click the green LOGIN button, located at the center/bottom of the screen and you will be taken directly to the LMS login page (see screenshot at the top of next page).

register Account | dashboard login

LTLTI LONG TERM LIVING TRAINING INSTITUTE OF PENNSYLVANIA

Login

Username / Email

Password

[Forgot your password?](#)

**LOGIN HERE**

11. On the login page (see screenshot above), enter the login credentials that you chose as your **Username** and **Password** when you created your training account during step #6, and click the green **Login** button.
- **NOTE:** Your **Username** is your email address
12. After logging into your training account, you will be taken directly to the *Dashboard* page (see screenshot below).
13. Click on the **Course Catalog** button (outlined below):

dashboard home | admin portal | manage account | logout

Logged in as Margot Troutman (213 more alerts)

Program Completed

Welcome Margot Troutman

Dashboard Catalog Archive Calendar Certificates Reports Tutorial Help

**Course Catalog** Resource Archive Event Calendar Manage Account My Certificates

My Alerts View Reports Tutorial Help

**My Content**

You currently have no outstanding content to track.

**Notice:** The LTLTI training portal is compatible with most web browsers; however, it is important that your web browser is updated to the most recent version. Don't know what web browser you're using or what version? Click here -> <https://whatbrowser.org/>

14. Once you've accessed the **Course Catalog**, click the button that reads: **SIGN UP FOR ADDITIONAL TRAINING AREAS** (see screenshot below)



15. Scroll down to the bottom of the page and select **CHC Outreach and Education**
16. Click the **SAVE** button:



17. Next, click on the **CHC Outreach and Education** folder, and select the appropriate training course that you are required to complete before you are permitted to conduct Outreach and Education tasks and make 'meaningful contacts' with consumers and/or their family members.