

CHC OUTREACH AND EDUCATION

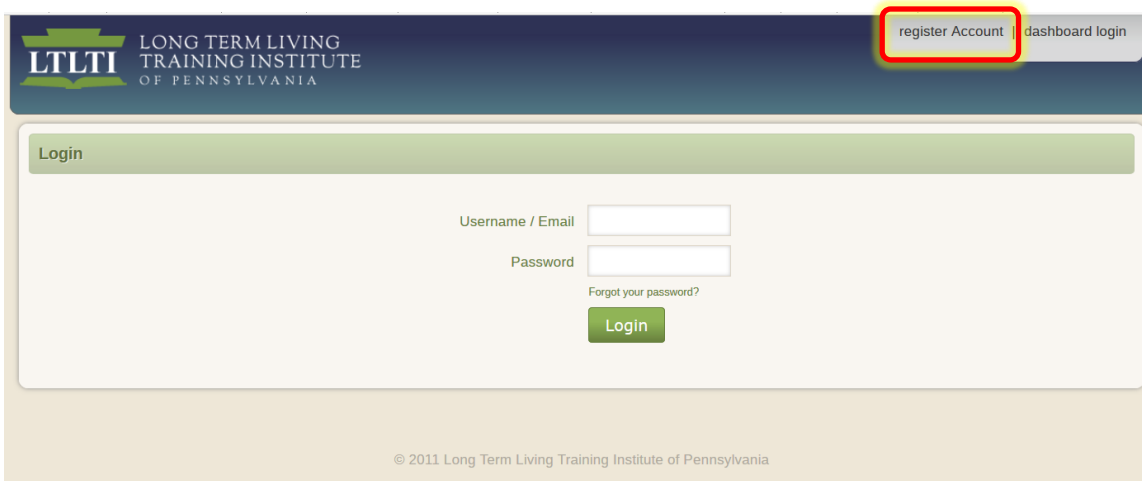
INSTRUCTIONS TO CREATE A LEARNING MANAGEMENT SYSTEM (LMS) ACCOUNT

AND

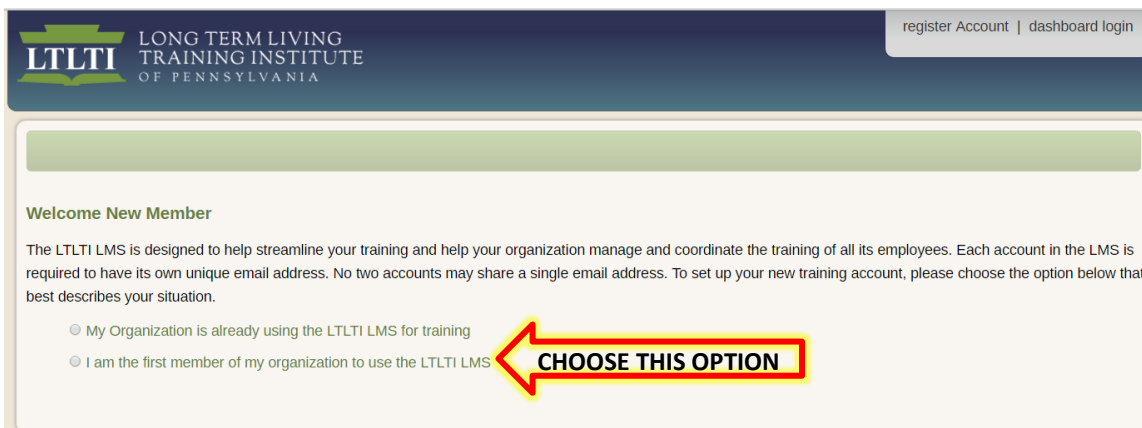
INSTRUCTIONS TO ACCESS THE CHC DIRECT SERVICE PROVIDER TRAINING

Follow the step-by-step instructions below to set up a new training account and to access the CHC Direct Service Provider Training:

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):



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



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

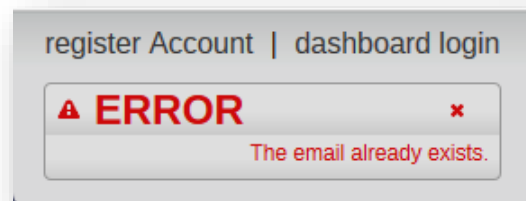
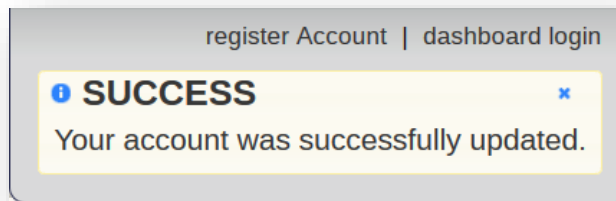
5. The next screen that appears, is an account profile form (*see screenshot at left*).

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

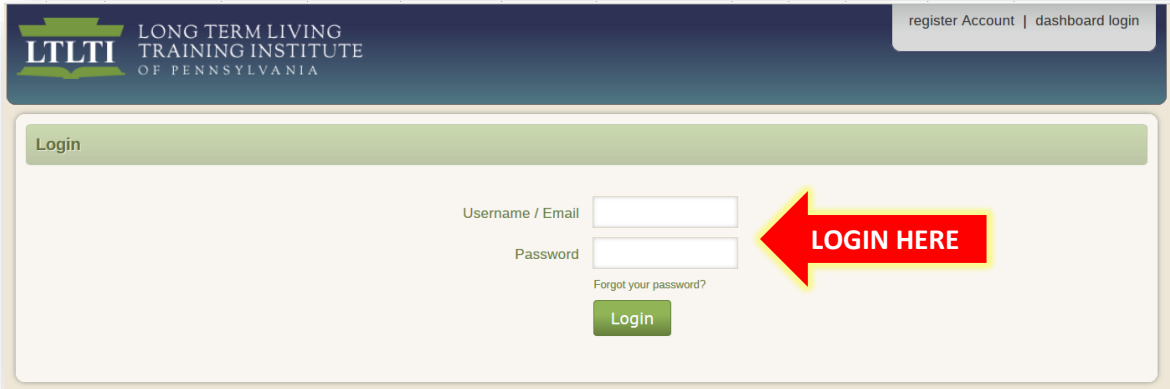
Username / Email

Password

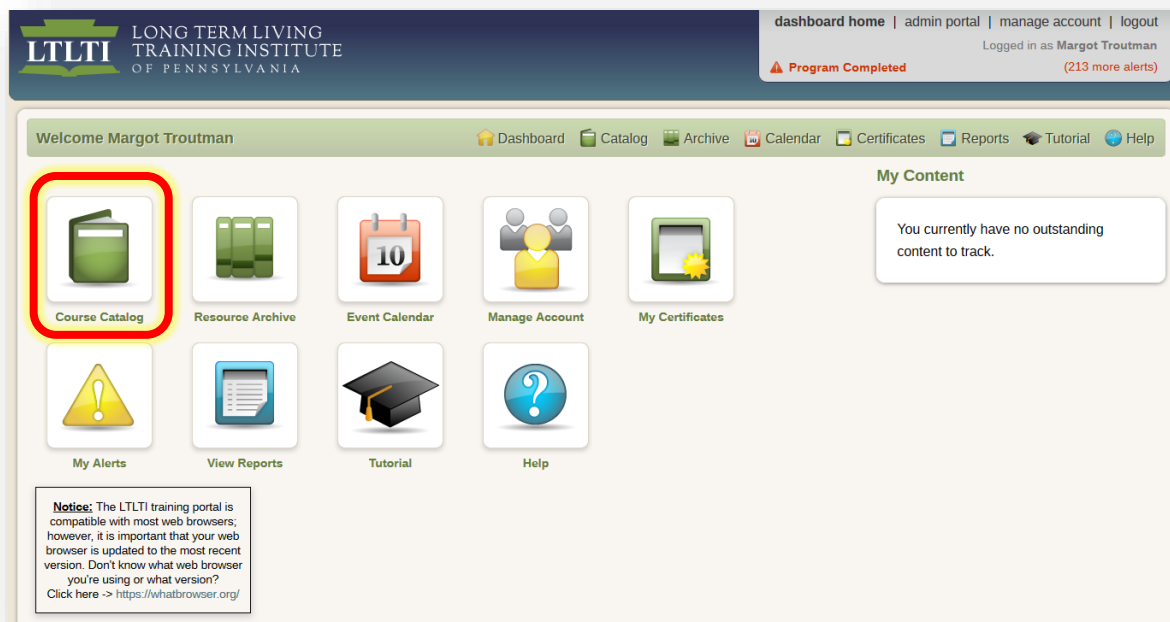
[Forgot your password?](#)

Login

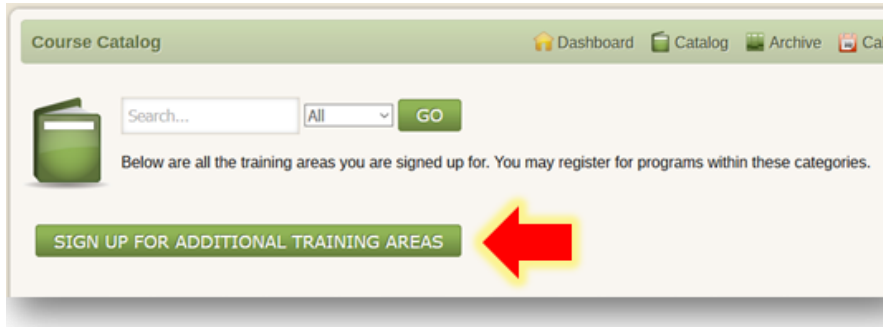
10. Click the green LOGIN button, located at the center/bottom of the screen and you will be taken directly to the LMS login page (*see screenshot at the top of next page*).



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*):



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

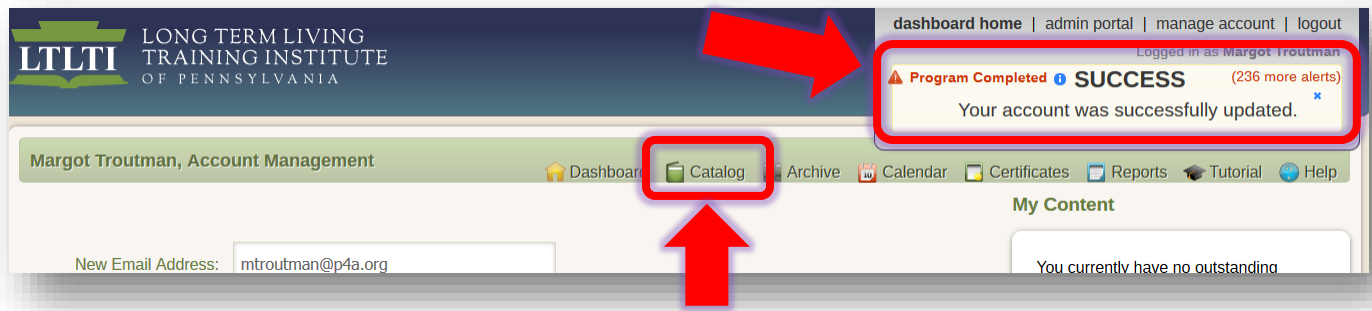


15. Scroll down to the bottom of the page and select **CHC Outreach and Education**

16. Click the **SAVE** button:



17. After clicking the **SAVE** button, the following **pop up window** will appear in the upper right-hand corner of your screen, confirming the update:



18. Next, click on the **Catalog** button (shown above), and then *locate* and *click* on the folder titled: **CHC Outreach and Education**.
19. The **CHC – Direct Service Provider Training** is housed within the *CHC Outreach and Education* folder. Drill down on each hyperlink until you reach the training course page. The TRAINING MODULE and supporting REFERENCE DOCUMENTS are located at the bottom of the course page. Please be sure to read through the course description/instructions before beginning the TRAINING MODULE.