## 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): <u>http://www.ltltrainingpa.org/lms/index.php?option=auth&task=login</u>
- 2. Next, click register Account, located in the upper right corner (see screenshot below):

LONG TERM LIVING TRAINING INSTITUTE OF PENNSYLVANIA	register Account   dashboard login
Login Username / Email Password	Forgot your password?
© 2011 Long Term Living Trai	ning 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*):

LTLTI LONG TERM LIVING TRAINING INSTITUTE OF PENNSYLVANIA	register Account   dashboard login
Welcome New Member	
	ation manage and coordinate the training of all its employees. Each account in the LMS is gle email address. To set up your new training account, please choose the option below that
My Organization is already using the LTLTI LMS for training	
I am the first member of my organization to use the LTLTI LMS	HOOSE THIS OPTION

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:	
New Email Address:	
	The email address you provided will be your
	username. You will need this to log into the LTLTI Portal.
	4
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.
	and have it contain our retters and numbers.
First Name:	
Last Name:	
Position Title:	
	<b></b>
Organization / Access:	You are registering as a User of Long Term Living Training
stitute (LTLTI) under Default AD	MIN Acet LTLTI.
Your Tra	ining Areas
	ining Areas
Please sei	
Please sei	ect an training areas that apply to you. Please note that s may require additional authorization before you may
Please set some area access the	ect an training areas that apply to you. Please note that s may require additional authorization before you may
Please set some area access the	ect al training afeas that apply to you. Please note that s may require additional authorization before you may m.
Please set some area access the	ect as training aleas that apply to you. Please note that s may require additional authorization before you may m. gencies on Aging Executive and Administrative
Please set some area access the	ect as training aleas that apply to you. Please note that s may require additional authorization before you may m. gencies on Aging Executive and Administrative
Please set some area access the	ect as training aleas that apply to you. Please note that s may require additional authorization before you may m. gencies on Aging Executive and Administrative

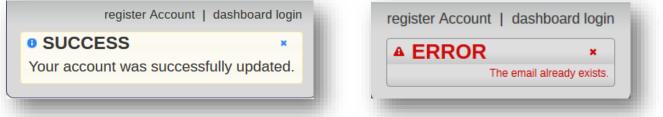
5. The next screen that appears, is an account profile form (*see screenshot at left*).

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.

<u>NOTE</u>: 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*).

LTLTI TRAINING INSTITUTE OF PENNSYLVANIA	register Account   dashboard login
Login	
	your password?

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*).

LONG TERM LIVING TRAINING INSTITUTE OF PENNSYLVANIA		register Account   dashboard login
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.
  - <u>NOTE</u>: 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*):

LONG TERM LIVING TRAINING INSTITUTE OF PENNSYLVANIA		dashboard home   admin portal   manage account   logout         Logged in as Margot Troutman         ▲ Program Completed       (213 more alerts)
Welcome Margot Troutman	😭 Dashboard 🛛 🗧 Catalog 🚆 Archive 🛛 🖸	Calendar 🔁 Certificates 📮 Reports 🗇 Tutorial 🌍 Help
Image: constraint of the point of the poi	Image AccountImage Image Imag	My Content You currently have no outstanding content to track.

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:

-	CHC Outreach and Education CHC Outreach and Education	
	SAVE UNDO	

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:

LTLTI LONG TERM LIVING TRAINING INSTITUTE of pennsylvania	dashboard home   admin portal   manage account   logout Logged in as Margot Troutman ▲ Program Completed ● SUCCESS (236 more alerts) Your account was successfully updated.
Margot Troutman, Account Management	Archive 🛱 Calendar 📑 Certificates 📑 Reports 🐨 Tutorial 🌍 Help
New Email Address: mtroutman@p4a.org	You currently have no outstanding

- 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.