



# LMS TIP SHEET

## What is the LMS?

The Learning Management System (LMS) contains a variety of information regarding HCSIS, Supports Coordination, and Certified Investigator Training including instructional web-based courses and job aids. The Home Page contains the following links:

- My Curriculum - allows you to register for courses and view your course completion dates based on your role (Note: LMS role is designated separately from your HCSIS role)
- My Schedule - displays the courses you are enrolled in, and allows you to view and launch web-based training
- My Profile - update your password and contact information, view the roles assigned to you in the LMS
- HCSIS Information – general information about HCSIS (tools, tips, new release info, reports, etc.)
- LMS Support - appears on every page and contains job aids for using the LMS, troubleshooting ideas for web-based training, and who to contact with questions
- Today's News - contains important information about training such as a cancellation of a session

*Note: The My Profile link is very important because it should contain your email address, which is necessary in order for you to receive email communications from the LMS including:*

- *Cancellation of a training session*
- *Notification seven days before you are scheduled to attend a training session*
- *Confirmation that you registered for a particular training course*
- *Test results and recertification requirement notices*

## Why should I use the LMS?

The LMS is the **best source** for retrieving the latest information about HCSIS. If you need training, this is where you want to go! The LMS allows you to:

- ★ View all the HCSIS training material to refresh your memory on how to perform functions in HCSIS
- ★ View the details of the changes made to HCSIS
- ★ View the Release Communication documents
- ★ Register for a certified investigator class and print your certificate
- ★ Register for trainings such as: Supports Coordinator statewide trainings, Supports Coordinator Supervisor statewide trainings, and Certified Investigator training

It's **easy and efficient to use!** All you have to do is click on the links (defined above) to navigate to the area of interest.

## How do I get to the LMS?

Use the following link: [www.hcsis.state.pa.us/hcsis-ad](http://www.hcsis.state.pa.us/hcsis-ad)

1. Click on the **Learning Management System** link
2. Enter your User ID and Password for the LMS
3. View a list of the job aids and training courses associated with your assigned roles. Click the **My Curriculum** link in the left column of the page
4. View the latest HCSIS update communications Click the **HCSIS Information** link in the center of the page

## TIPS

Tasks	Description
I forgot my password	Use the Logon screen to log into the LMS (see steps 1-3 above) If you have forgotten your password, contact your local HCSIS admin or call the HCSIS Help Desk at 1-866-444-1264 to have one emailed to you.
Navigate the LMS	After you log into the LMS, the main page of the Learning Management System is displayed. On the left side is a toolbar with links to your curriculum (courses and job aids), your schedule, and your profile. This toolbar is available from any page in the LMS.