How to create an LMS account...

E-mail address (Username) Password	Services (DHSES) Learning Management System. DHSES LMS is designed to facilitate the scheduling of courses and retention of recorr DHSES. This website will give you access to the current available trainings and each authorized users to register for Courses administered by NYS DHSES.	ds by	Resources Image: Available Training Image: WebForms
Reset your password	To request a new Portal account, click here New User Account Access Request or clic the WebForms on the upper right side corner under the Resources band and select "	k on New	Technical Support For technical support, questions, or
Sign in	Request Webform, the Training Academy that you will be asked to choose is the prin training office where you most often attend trainings).	nary	comments on this site, please contac via e-mail: LMS@dhses.ny.gov
sign in WebForms	Request Webform, the Training Academy that you will be asked to choose is the prin training office where you most often attend trainings).	nary	comments on this site, please contac via e-mail: LMS@dhses.ny.gov
Sign in WebForms WebForm •	Request Webform, the Training Academy that you will be asked to choose is the prin training office where you most often attend trainings).	nary	comments on this site, please contact via e-mail: LMS@dhses.ny.gov
Sign in WebForm • New User Account Acco	Description SS Request SS Reque	ary a New User A	comments on this site, please contact via e-mail: LMS@dhses.ny.gov

	New User Account	t Access Red	quest We	bform			
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	All red asterisk(*) fields are r	nandatory to be fi	lled.				
TEP 3	* Please choose your Training Academy with in DHSES	Select an option				v 😮	
S	Person Information						
	Name (First Middle Last, Suffix)	* First	Middle	* Last			Select an opt Suffix
	***Note : Primary email addre	ss will be your User	name to access	s the DHSE	S LMS Portal.	7	
	* Primary Email Address					•	

NOTE: You will receive information about your new account in two to three business days.



Scan to go to LMS home page

How to navigate the main tabs in LMS...

LEA	RNING MANAGEMENT	SYSTEM				Jewell, Mackenzie A. 🚽
Ho	me Dashboard	DHSES Available Trainings	Registration WebForms			
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			JohnSmith@gmail.co	om		
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DI	HSES AVAIL	ABLE TRAINING - N	Not currently in use.			
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	Q Browse					
	 Or Sign Up f 	or Training				
	Enrollment	Requests			Tilters	Request Enrollment
			oming and current events. Completed trainin	g is shown only when the registration	on period extends beyond the cours	
	By default, requests	s for enrollment are shown for upco	8			e end date.
	By default, requests	tor enrollment are shown for upor	Student / NYID	Submitted	Request Status	e end date.





Scan to go to LMS home page

How to print your certificate in LMS...

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How to print your training record...

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How to register for training in LMS...

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Jewell, Mackenzie A. 👻

STEP 1

LEAR

Home

IG MANAGEMENT SYSTEM

Dashboard DHSES Available Trainings

Registration

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NOTE: To cancel a request email LMS@dhses.ny.gov.

How to search for training in LMS...

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How to update an LMS account...

Sign in	Services (DHSES) Learning Management System.	Resources
E-mail address (Username) Password Reset your password Sign in	DHSES LMS is designed to facilitate the scheduling of courses and retention of records by DHSES. This website will give you access to the current available trainings and could authorized users to register for Courses administered by NYS DHSES. New DHSES LMS Users To request a new Portal account, click here New User Account Access Request or click on the WebForms on the upper right side corner under the Resources band and select "New User Account Access Request." (NOTE: When filling out the New User Account Access Request Webform, the Training Academy that you will be asked to choose is the primary	 Available Training WebForms Technical Support For technical support, questions, or comments on this site, please contact
	training office where you most often attend trainings).	via e-mail: LMS@dhses.ny.gov

WebForms

STEP 2

WebForm 🔺	Description
New User Account Access Request	Please fill this webform to request a New User Account Access Request.
Update User Personal Information	Please fill this webform to request Update User Personal Information.

	Update User Perso	nal Information WebForm								
	Please be sure that all your contact information is correct on this Request to update your personal profile information WebForm. Failure to complete the required fields with correct and verifiable data may impact the consideration of the change requested by you to your personal profile information. DHSES needs to be sure that DHSES LMS Administrators are able to reach you for any required follow-up. All red asterisk(*) fields are mandatory to be filled.									
3	Primary Organizat	ion								
STEP	* Please choose your Training Academy with in DHSES	Select an option								
	Personal Informat	ion								
	Name (First Middle Last, Suffix)	* First Middle * Last Suffix								
	* Date of Birth									

NOTE: You will receive information about your new account in two to three business days.



Scan to go to LMS home page

How to upload items to your registration in LMS...



How to view your training record...

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NOTE: All columns on your training record are sortable, click the column header to sort.

How to view/update your registration in LMS...

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STATUS MEANINGS

STEP

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IANAGEMENT SYSTEM

DHSES Available Trainings

Registration

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F	REGISTRANT PREREQUISITES			
CUMEN	Document: Training Authorization Letter (TAL)	The following fulfills this requirement: Response Provided Documents Supplied Documents		
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O		Description	File Name	_
2		Jewell TAL	File Name Training Authorization Letter 04_22.pdf	_
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		Description Jewell TAL TAL Add a document	File Name Training Authorization Letter 04_22.pdf Jewell TAL.pdf	

Pending (Registered) – Your registration is being reviewed.
 Enrolled – All prerequisites have been met and you may attend the class.
 Waitlisted – The class is currently full an you have been placed on a waitlist.
 Canceled – You have requested that your registration request be canceled.
 Denied – You do not meet the prerequisites for this class, and you are not eligible to attend.

NOTE: To cancel a request email LMS@dhses.ny.gov.