



# 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: <https://www.hcsis.state.pa.us/hcsis-ssd/>

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.

Tasks	Description
View your curriculum	<p>After you select the <a href="#">My Curriculum</a> link, all the job aids and the courses for your assigned LMS roles are displayed. The screen displays the following:</p> <ul style="list-style-type: none"> <li>• Type of course: Instructor led (ILT), Web-based (WBT), Job Aid (JA)</li> <li>• Course name</li> <li>• Completed date</li> <li>• Register link</li> </ul>
Register for a course offering	<p>Select the <a href="#">Register</a> link on <a href="#">My Curriculum</a>. You can self-register for an instructor-led course offering. The screen shows all the available offerings for the course. Some courses may be closed because no seats are available or because the course registration is closed. If a HCSIS class or SC Process class is closed, then send an email to <a href="mailto:lmssupport@tiu11.org">lmssupport@tiu11.org</a>. If a Certified Investigator class is closed please call LRA (512) 323-2199.</p> <ul style="list-style-type: none"> <li>• Clicking on a location name in the table will open a page providing room and site information.</li> <li>• An open course offering will have an <a href="#">Enroll</a> link in the 'Action' column. You may self-register by clicking on this link. After clicking on this link, you will be led back to the course page.</li> </ul>
View your schedule	<p>After you select the <a href="#">My Schedule</a> link, all of the instructor-led and web-based courses that you are registered for are displayed. On this page, you can view the details of the course schedule, launch a web-based training course or complete a course evaluation.</p>
Launch a Web based training course	<p>Register for the web-based course from the My Curriculum page. Then From the <a href="#">My Schedule</a> page, you can launch a Web-based training course. Click "Go" to access the course.</p>
Evaluate a course	<p>From the <a href="#">My Schedule</a> page you may answer evaluation questions for a course. Please complete for all courses. Your feedback is valuable to the training team.</p>
Update your profile	<p>After you select the <a href="#">My Profile</a> link, use this page to update your demographic information.</p> <p><i>Keeping your e-mail address current is very important so that you may receive current information such as User ID and Password reminders and class cancellations.</i></p>
Information for Certified Investigators / Register for the Certified Investigator Exam	<p>Register for Certified Investigator training classes through the LMS. Select the <a href="#">My Curriculum</a> link from the main page of the LMS. The following screen allows you to self-register for the Pennsylvania Certified Investigators Exam as well.</p>
Register for the Supports Coordination or the Supports Coordinator Supervisor statewide trainings that are held regionally	<p>Supports Coordinators and Supervisors can register for Supports Coordination Training by following the steps to register for a course offering.</p>

**What if I think the information I see in the LMS is incorrect? (courses available, completion dates, etc.)**

1. Contact your local HCSIS Administrator (See [LMS Support](#)); or
2. Call the HCSIS Help Desk at 1-866-444-1264.

**JOB AID REFERENCE**

For more detailed information about any of the topics above, including screen shots and step by step instructions, please see the LMS User Job Aid on any page of the LMS under [LMS Support](#) and click on the [LMS User Job Aid](#) link.