Course Enrollment - NYSIIS

www.NYLearnsPH.com

Log-In or Register

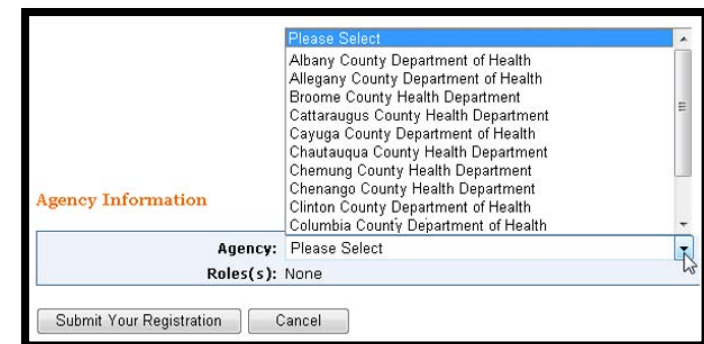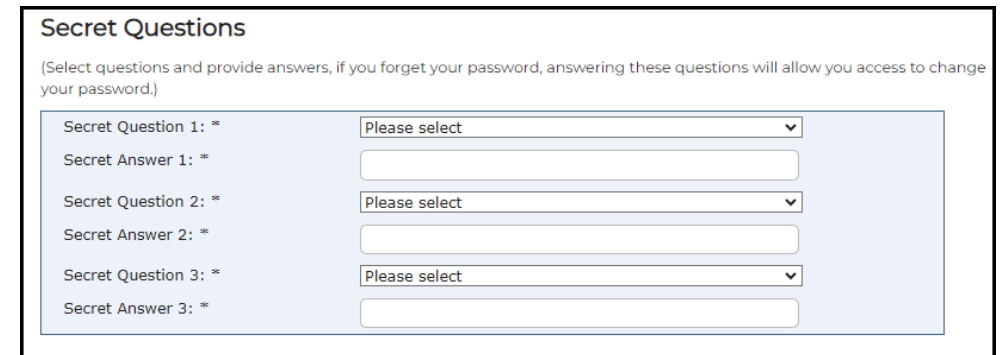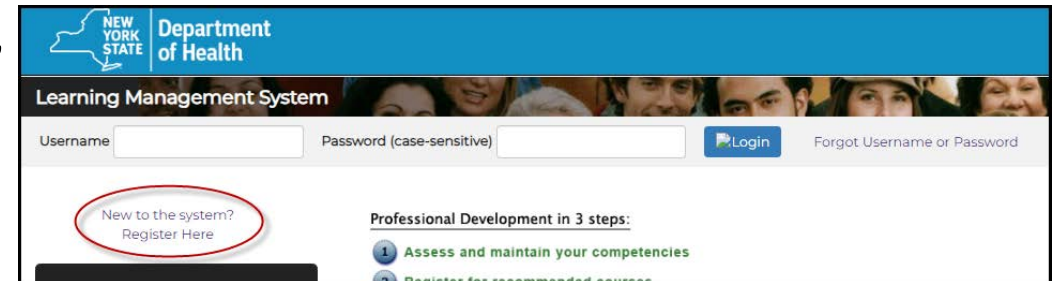- Go to **https://www.NYLearnsPH.com**

- **Returning Users:**
  - Log in with *Username* and *Password* you created when you first registered.
  - Skip to page 4

- **New Users:**
  - Select "**New to the System? Register Here**"
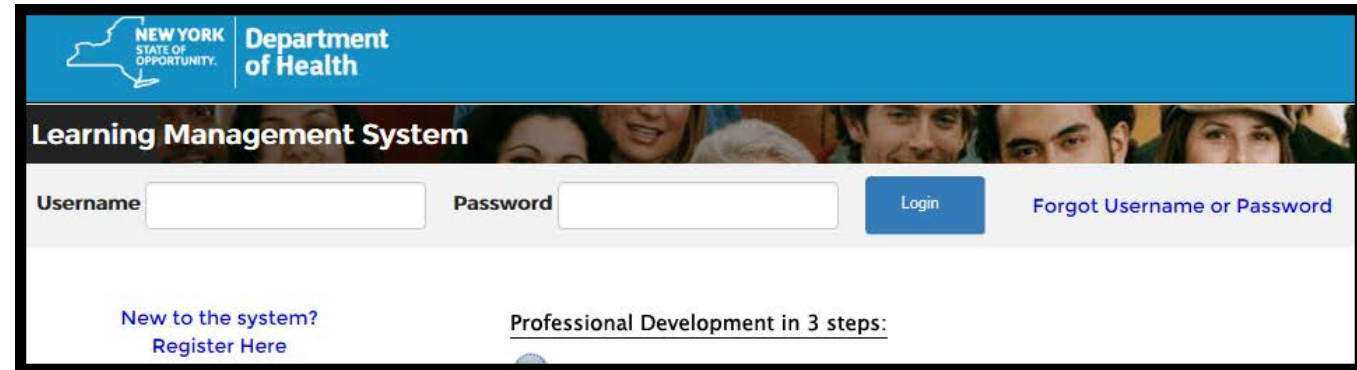 - Go to next page.

New Users: Register for LMS

- Select "***New to the System? Register Here***"

- Complete the registration form
  - Choose your own Username and Password
  - Fill in all required fields (denoted with an asterisk*)

- When selecting Secret Questions:
  - Avoid Favorites (they change) and answers that can be abbreviated (easily forgotten)
  - Answer as best you can provide

- **Optional:** Assign yourself to an ***Agency***
  - Drop down Agency list is found at the bottom of the registration page

- Click ***"Submit Your Registration"***

- *Accept "User Agreement"*

Returning Users: Log In

1. Go to **_https://www.NYLearnsPH.com_**

2. Log in with your **_Username_** and **_Password_**

3. If you have Forgotten your Username or Password

   - Do not create a duplicate account.
   - Click "Forgot Username or Password" and **go to pages 5 & 6** for instructions.
   - If you have trouble, contact LMS Administrators for assistance:
     - Email: edlearn@health.ny.gov or Call: 518-473-4223 and select Abbey Greenbaum from the phone tree.
     - Provide phone number and time you can be reached.

Username Retrieval

- Click "Forgot Username or Password"

- **Username Retrieval**

  - Last Name first
  - Use the email address you used when you registered

- Note: You will need your Username to change your Password.

- Go to next page for Password Change instructions

Password (Change)

- Click "Forgot Username or Password"

- **Password Change** (not retrieval)

  - Enter Username to display the three secret questions

  - Answer and submit, an email will be sent with a link to change your password.

  - If you have trouble answering your secret questions:

    1. Do Not Create a Duplicate Account!
    2. Contact LMS Administration:
       - Email: edlearn@health.ny.gov or call: 518-473-4223
    3. Leave a phone number and time when you can be reached

Search the Course Catalog
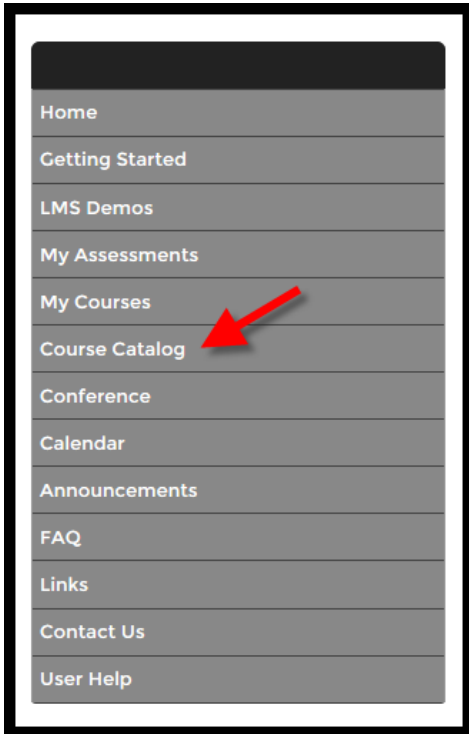
- Select **_Course Catalog_** from the navigation menu on the left side of the screen

  - Search for NYSIIS courses using the **_Keyword_** search
    - Type NYSIIS to pull up the full list of available NYSIIS trainings.
  - Results will be returned by Category regardless of use of filters.
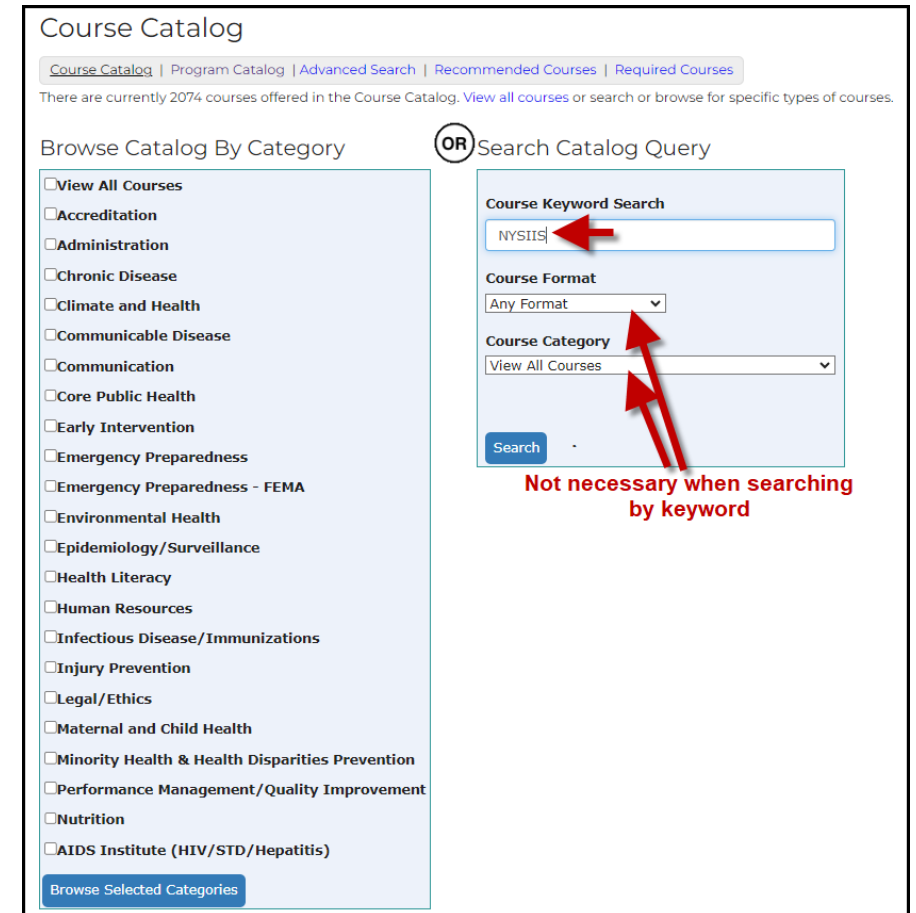
Enroll from the Course Catalog

- Click on the blue hyperlinked *Course Name*

- On the next page, click on the *Enroll* button for the section that best suits your needs

Once you have clicked the *Enroll* button, you will receive a course registration confirmation message

Home Page

- Anytime you log in to the LMS you will be brought to your Home Page
- Your *My Current Courses* table can be seen on the right side of the Home Page
- *My Courses* can also be accessed through the main navigation menu on the left

My Courses

You can access tools to manage your learning by clicking on **My Courses** in the navigation menu.

- **My Courses** is where you access your learning transcript, including current and completed courses, current and completed programs, etc.

- From **Current Courses** (default tab) you can **Launch** *(or Unenroll from)* courses, view **Section Details,** use the **Messaging** tool, and complete **Quizzes/Activities.**

- From **Completed Courses** you can **Launch Courses** (for refresher), **View Certificates,** and **Rate Courses.**

- From **Current Programs** you can view certificate programs that you have enrolled in.

If you have questions or issues accessing the LMS, or if you need assistance enrolling in any of the programs, please contact the NYSDOH – Office of Public Health Practice

Workforce Development Staff at

edlearn@health.ny.gov

or call Abbey Greenbaum or Tom Reizes at 518-473-4223.