

# Course Enrollment - NYSIIS

[www.NYlearnsPH.com](http://www.NYlearnsPH.com)

# Log-In or Register

- Go to <https://www.NYlearnsPH.com>



The screenshot shows the top section of the NYlearnsPH.com website. At the top left is the New York State Department of Health logo. Below this is a banner for the 'Learning Management System' featuring a collage of diverse people's faces. Underneath the banner is a login form with two input fields: 'Username' and 'Password (case-sensitive)'. To the right of the password field is a blue 'Login' button and a link for 'Forgot Username or Password'. Below the login form, there are two options: 'New to the system? Register Here' and 'Professional Development in 3 steps:' followed by a numbered list starting with '1. Assess and maintain your competencies'.

- **Returning Users:**

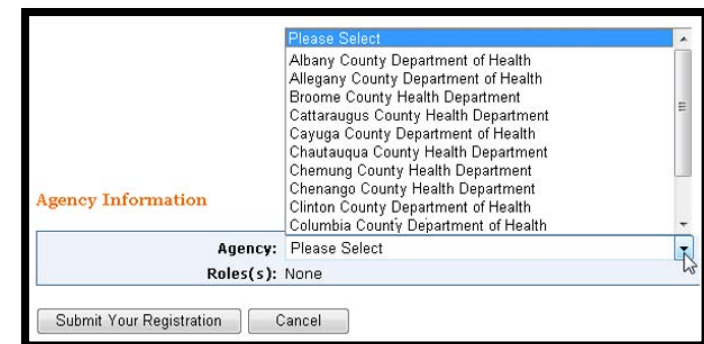
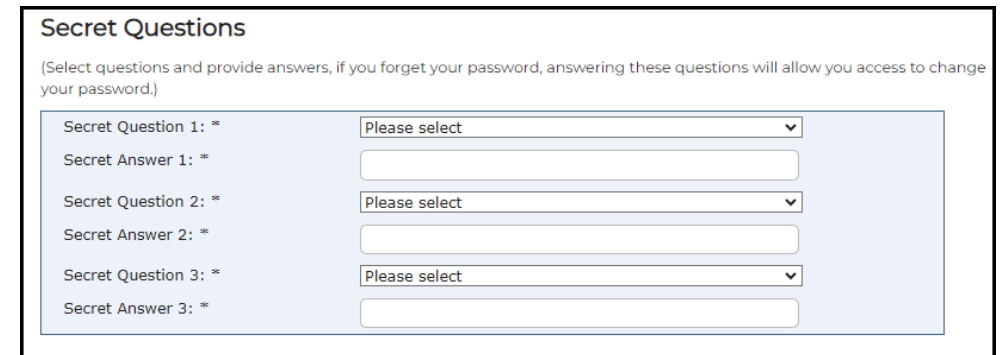
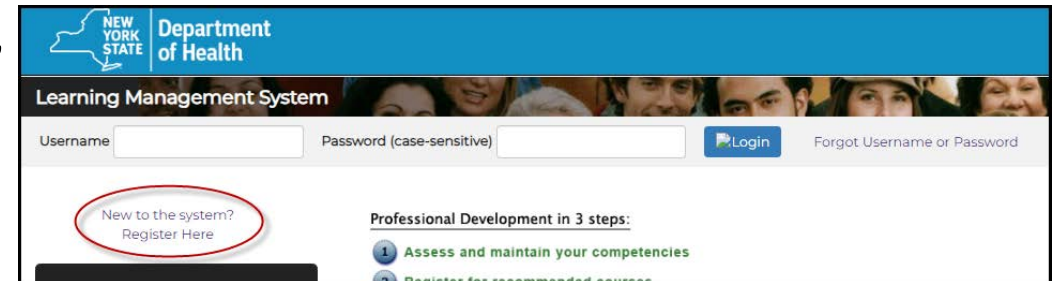
- Log in with *Username* and *Password* you created when you first registered.
- Skip to page 4

- **New Users:**

- Select “[New to the System? Register Here](#)”
- Go to next page.

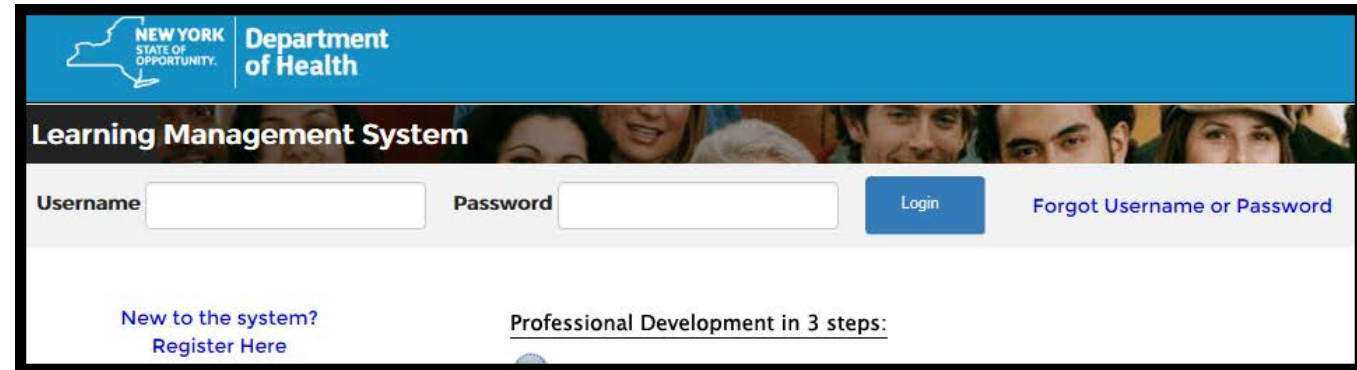
# New Users: Register for LMS

- 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](mailto: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



Username Retrieval

If you do not remember your username, it can be retrieved by entering your first name, last name, and email address.

Last Name:

First Name:

Email:

[Retrieve Username](#)

# 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](mailto:edlearn@health.ny.gov) or call: 518-473-4223
    3. Leave a phone number and time when you can be reached



Password Retrieval

Please enter your username and answer your 3 secret questions. Instructions on how to change your password will be emailed to the email address you have provided in your LMS profile.

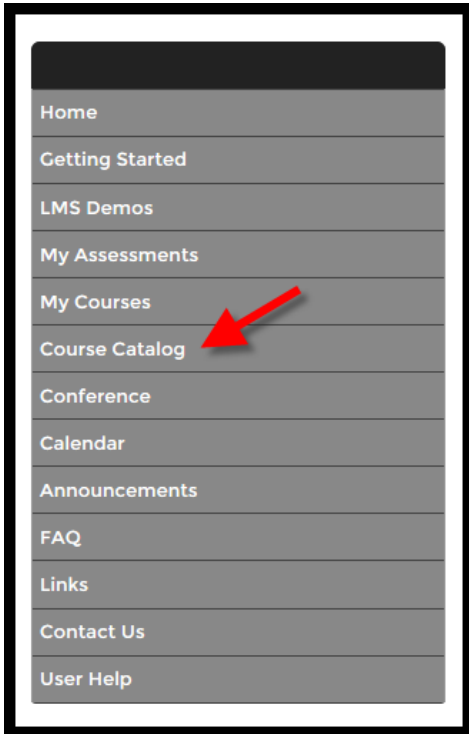
Username:

First name of your Mother's Mother?

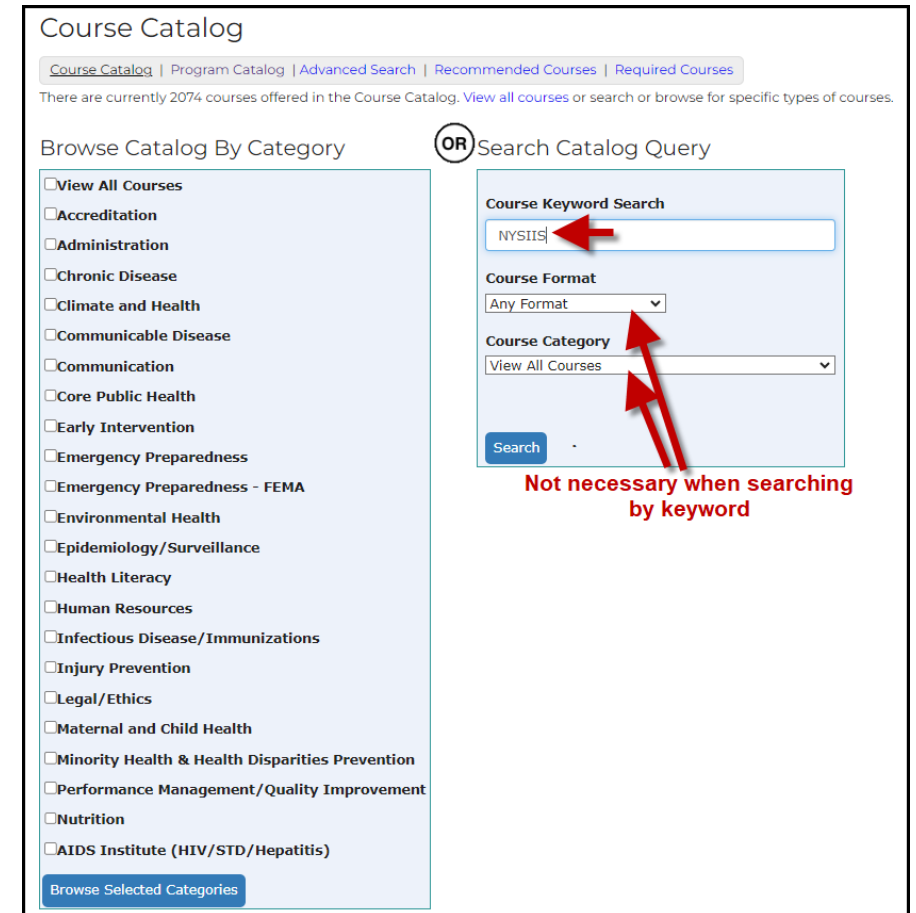
Last name of favorite author when you were in school?

First name of childhood best friend?

# 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

The screenshot shows two overlapping windows from a course catalog. The top window, titled 'Infectious Disease/Immunizations', contains a table with the following data:

Course Name	Course #	Formats	Completion Hours	User Rating
<a href="#">NYSIIS Camp Access User Training</a>	NYSIIS-001	Streaming	0.6	No one has rated this course.

A red arrow points to the blue hyperlinked course name. The bottom window, titled 'Course Description', shows the course title 'NYSIIS-001 NYSIIS Camp Access User Training' and a table with the following data:

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor(s)	Speakers
<a href="#">Enroll</a> Ongoing	<a href="#">Recorded Webinar</a>	Streaming	Ongoing			

A red arrow points to the orange 'Enroll' button.

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

The screenshot shows a confirmation message titled 'Course Catalog - Registration'. It includes a breadcrumb trail: 'Course Catalog | Program Catalog | Advanced Search | Recommended Courses | Required Courses'. The main text reads: 'You have successfully registered for NYSIIS-001 NYSIIS Camp Access User Training. It is now part of your Current Courses in My Courses.'



# 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

The screenshot displays the LMS Home Page for the Department of Health. The header includes the New York State logo and the text 'Department of Health'. The navigation menu on the left lists various options, with 'My Courses' highlighted by a red arrow. The main content area features a 'Professional Development in 3 Steps' section and a 'My Current Courses' table. The table lists a course titled 'NYSIIS-001 NYSIIS Camp Access User Training' with a 'Launch Course' button. Below this are sections for 'Required Courses' and 'Recommended Courses'. A red arrow also points to the 'My Current Courses' section header.

# My Courses

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

My Courses

Be sure to register for your [Required Courses](#) and [Recommended Courses](#). You may also view [Course Catalog](#) for a full list of courses, or view the [Program Catalog](#) for a list of available programs and their corresponding courses.

Pending Courses | **Current Courses** (Default tab) | Failed/Incomplete Courses | Completed Courses | Current Programs | Completed Programs | LMS Activity Report

Course Keyword Search  Search

Course Name	Section	Activities/Quizzes
NYSIIS-001 NYSIIS Camp Access User Training Recorded Webinar   Streaming	Ongoing Details Messaging	Certify Completion - due

Launch Course | Unenroll

- ***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](mailto:edlearn@health.ny.gov)

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