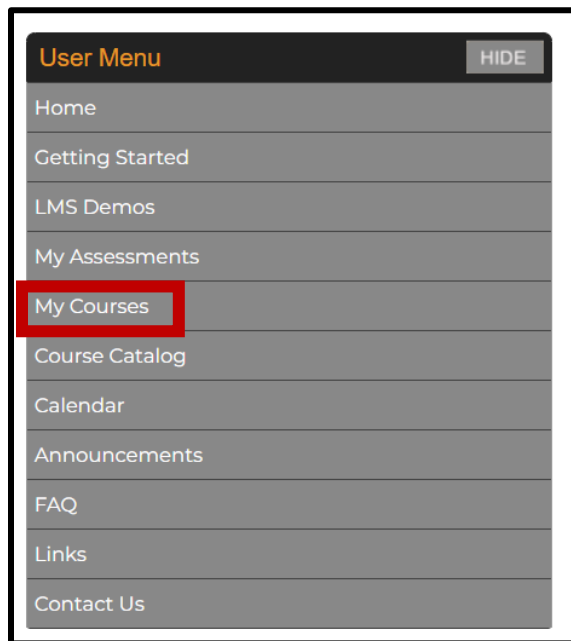## NYSIIS Post Training Instructions

Once you have completed viewing a training video for one of the <u>NYSIIS user role trainings</u>, you must follow the instructions below to gain access to NYSIIS.

NYSIIS user role trainings include:

- NYSIIS Standard User Training
- NYSIIS Administrative User Training
- NYSIIS Pharmacist User Training
- NYSIIS School Access User Training
- NYSIIS Camp Access User Training
- NYSIIS Reports Only User Training

When your training video has ended, "X" out of the tab the video played on from your web browser.

On the LMS screen, click on **My Courses**:

The LMS will navigate to your **My Courses** page and default to your list of **Current Courses**:

Find the NYSIIS training video you just viewed. In this example, we just viewed the NYSIIS Reports Only User Training.

Under **Activities/Quizzes**, click the blue hyperlink that is due. In this example the blue hyperlink is titled: NYSIIS Reports Only User - due:

You will navigate to a LMS quiz. Do not fill this section out as a quiz. <u>Read and follow the instructions at the top of the screen carefully</u>. You must copy the SurveyMonkey hyperlink listed to the right of the first radio button, and then paste it into your web browser:

Note: the SurveyMonkey link is not a hyperlink – you must **COPY** it from this screen **AND PASTE** it to your web browser.

Fill out all of the required information from the SurveyMonkey page and at the bottom of the screen, click Done.

NYSIIS Reports Only User Training Registration 2024

* 1. Last Name

* 2. First Name

* 3. HCS ID

If you are currently applying for your HCS account, please put "pending" in this field. You will not be granted access to NYSIIS until you have been assigned your own HCS ID.

* 4. Organization Name

Done

Powered by

SurveyMonkey®