

Enroll in a Course

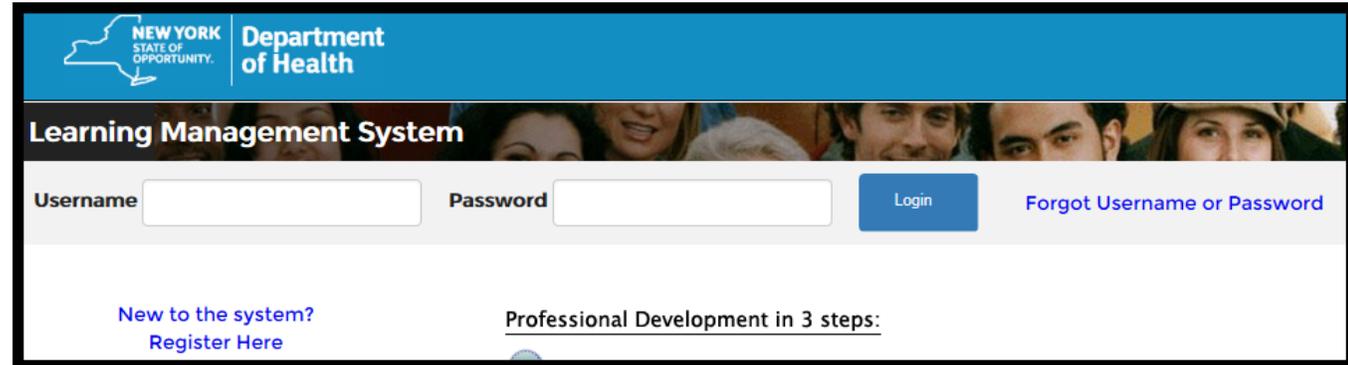
www.NYLearnsPH.com

Log In

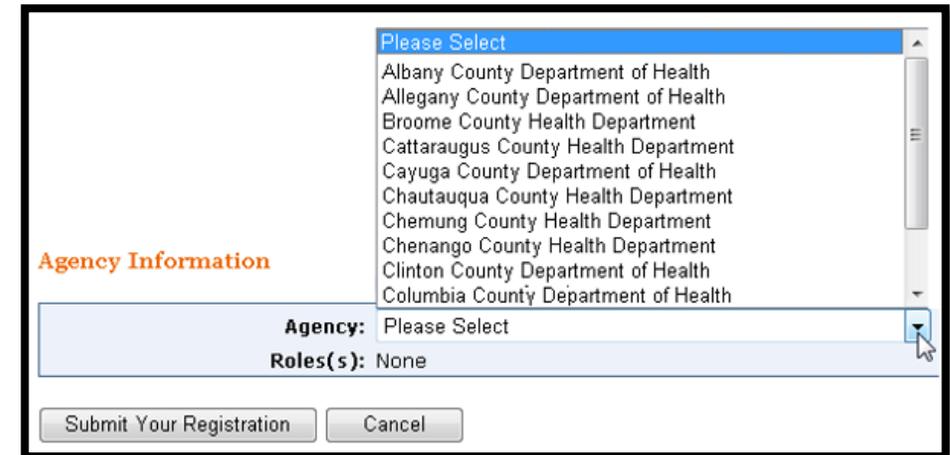
- Go to <https://www.NYLearnsPH.com>
- Log in with your **Username** and **Password**

OR

- Select “**Register Here**”
- Complete the registration form
 - Choose your own Username and Password
 - Fill in all required fields *denoted with an asterisk*
 - Be sure to select your **Agency**, as applicable, from the drop down menu found at the bottom of the registration page
- Click “**Submit Your Registration**”

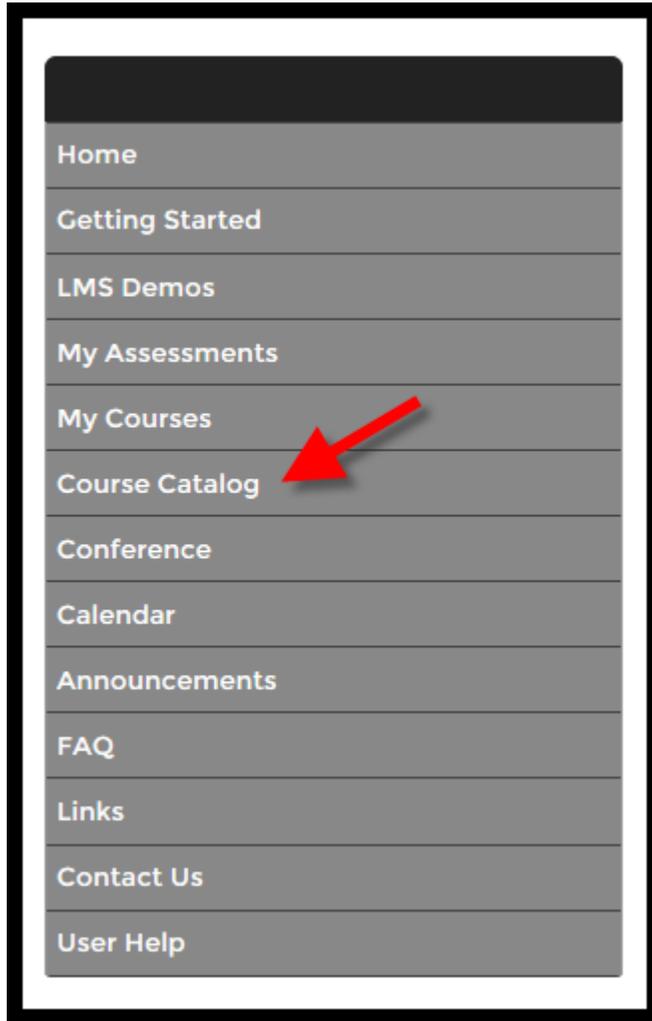


The screenshot shows the top section of the Learning Management System. At the top left is the New York State logo with the text 'NEW YORK STATE OF OPPORTUNITY.' and 'Department of Health'. Below this is a banner with the text 'Learning Management System' and a background image of people. Underneath the banner are two input fields for 'Username' and 'Password', a blue 'Login' button, and a link for 'Forgot Username or Password'. At the bottom of this section, there is a link for 'New to the system? Register Here' and a link for 'Professional Development in 3 steps:'.



The screenshot shows a dropdown menu for 'Agency Information'. The menu is open, showing a list of agencies: Albany County Department of Health, Allegany County Department of Health, Broome County Health Department, Cattaraugus County Health Department, Cayuga County Department of Health, Chautauqua County Health Department, Chemung County Health Department, Chenango County Health Department, Clinton County Department of Health, and Columbia County Department of Health. Below the list, the 'Agency:' field is set to 'Please Select' and the 'Roles(s):' field is set to 'None'. At the bottom of the form are two buttons: 'Submit Your Registration' and 'Cancel'.

Enroll from the Course Catalog



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

Search the Course Catalog – By Category or By Keyword

- Browse the Catalog by **Category**
- Search for the course using a **Keyword**
- You can refine your search using **Format** or **Category** filters – but it's not necessary.
- For example: The course number for “Health Literacy and Public Health” is **NYNJ-089a**
- Results will be returned

The screenshot displays the 'Course Catalog' search interface. It features two main search paths: 'Browse Catalog By Category' and 'Search Catalog Query'. The 'Browse Catalog By Category' section contains a list of checkboxes for various categories, with 'Health Literacy' highlighted by a red arrow. The 'Search Catalog Query' section includes a 'Course Keyword Search' field with 'NYNJ-089a' entered, a 'Course Format' dropdown set to 'Any Format', and a 'Course Category' dropdown set to 'Health Literacy'. A red arrow points to the 'Health Literacy' dropdown with the text 'Not necessary when searching by keyword'. A 'Search' button is located at the bottom of the search query section. The interface also includes navigation links for 'Course Catalog', 'Program Catalog', and 'Advanced Search', and a note stating 'There are currently 1850 courses offered in the Course Catalog. View all courses or search or browse for specific types of courses.'

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 a course catalog entry for 'Health Literacy'. The main table lists course details, and a pop-up window provides more information about a specific section.

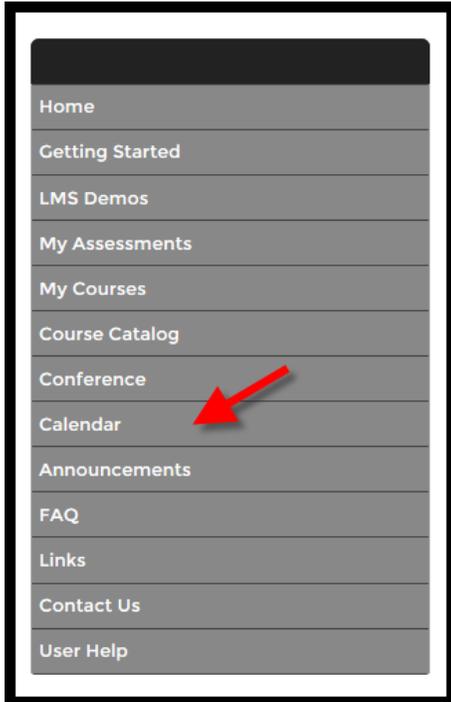
Course Name	Course #	Formats	Completion Hours	User Rating
A. Health Literacy and Public Health: Introduction (Module 1 of 2)	NYNJ-089a	Online	1.5	Based on 302 rating(s). Ease-of-Use: ★★☆☆☆ Quality of Information: ★★☆☆☆ Overall Satisfaction: ★★☆☆☆ Average Rating: ★★☆☆☆

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor(s)	Speakers
Enroll Ongoing	NYNJ-089a - Module 1	Online	Ongoing			

Course Description
Overview
Module 1 of 2: Health Literacy & Public Health

- Introduces the concept of health literacy
- Provides strategies for considering literacy when creating public health messages for the general public

Search and Enroll from the Calendar



- Select **Calendar** from the navigation menu on the left side of the screen
 - The Calendar can be accessed in List or Month view.
1. Click on the **Title** of a course
 2. You will be brought to the **Enrollment Page**
 3. Click on the **Enroll** button for the section of the course you would like to take

Calendar

[List View](#) | [Month View](#) | [Submit an Event](#)

June 2016

Day	Start Date	End Date	Title
Thursday	06/02	06/02	Communications Directory Certification June 2, 2016 10-11:30 am
Friday	06/03	06/03	Introduction to the Health Commerce System Portal RESCHEDULED:June 3, 2016 - 9-10am
Thursday	06/09	06/09	Integrated Data Reporting in HERDS v.3 June 9, 1-2pm
Thursday	06/09	06/09	NY CoE CIFOR Partnerships During Investigations Webinar NYCoE CIFOR June 9, 2016 (2 PM - 3 PM)

Enrolled

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

Course Catalog - Registration

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#) | [Recommended Courses](#) | [Required Courses](#)

You have successfully registered for NYNJ-089a A. Health Literacy and Public Health: Introduction (Module 1 of 2). 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 New York State Department of Health. At the top, a blue header contains the state logo and the text 'NEW YORK STATE OF OPPORTUNITY. Department of Health'. On the right side of the header, it says 'Welcome, Your Name Here' with a dropdown arrow and a 'Logout' button. Below the header is a banner image of a diverse group of people with the text 'Learning Management System' overlaid on the left. The main content area is divided into three sections. On the left is a dark grey navigation menu with the following items: Home, Getting Started, LMS Demos, My Assessments, and My Courses. A red arrow points to the 'My Courses' item. The middle section is titled 'Professional Development in 3 steps:' and lists three steps: 1. Assess and maintain your competencies, 2. Register for recommended courses, and 3. Get trained. Below these steps are two buttons: 'Start Assessment' and 'Help / More Info'. The right section is titled 'My Current Courses' with a 'Hide' link. It contains two course entries: 'NYNJ-201 Orientation to Public Health' and 'PMG-110 Performance Measurement'. Each entry has a 'Details' link and a 'Launch Course' button. A red arrow points to the 'My Current Courses' header. Below this section is another section titled 'Required Courses' with a 'Hide' link. At the bottom of the page, there is an 'Announcements' section.

My Courses

- You can access tools to manage learning in the ***My Courses*** area
- ***My Courses*** is where you access your learning transcript, including current and completed courses
- You can navigate around My Courses by selecting any of the tabs ***Pending, Current, and Completed Courses, Current and Completed Programs, and LMS Activity Report tabs***
- From My Courses – Current Courses you can view **Section Details**, use the ***Messaging*** tool, ***Launch*** online courses, complete online Quizzes/Activities (e.g., Evaluations) or ***Un-enroll*** from a course.

My Courses

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** | **Failed/Incomplete Courses** | **Completed Courses** | **Current Programs** | **Completed Programs** | **LMS Activity Report**

Default Tab

Course Name	Section	Activities/Quizzes
ADPH-20160115 Affordable Care Act Overview Archived Webcast Streaming	Ongoing Details Messaging	Certify Completion - due
Launch Course Unenroll		
NYNJ-201 Orientation to Public Health Orientation to Public Health Online	Ongoing Details Messaging	
Launch Course Unenroll		

Launching PHTC-Online Courses (NYNJ-, ESPHTC- and PMG-)

PHTC-Online is a portal to courses from a variety of former Public Health Training Centers (PHTCs) that have served NYS in the past.

PHTC-Online includes courses from:

- **New York New Jersey (NYNJ-PHTC)**
- **Empire State (ESPHTC) -AND-**
- **NYSDOH Performance Management Group (PMG-)**
- The first time you launch a course from one of these “providers” you will be redirected to the PHTC Online system which will recognize that you are coming from www.NYLearnsPH.com.
- Once you are on the PHTC Online website simply log-in or complete the one-time registration and you will be launched directly into the course you requested.



The screenshot shows the PHTC Online login interface. At the top, there is a navigation bar with 'PHTC Online' and links for 'Training Catalog' and 'Login'. The main heading is 'Login'. Below the heading, a message states: 'You have requested the course entitled Tobacco Assessment Toolkit: Clinical Practice Guidelines Management System. You will be automatically forwarded to this course once you login or register.' This is followed by instructions: 'Please enter your login information below, then click the "Login" button. If you do not remember your p...'. There are two input fields: one for 'username' and one for 'password'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link for 'Don't have an account?' and a 'Create an account now' button.

PHTC-Online Courses (NYNJ-, ESPHTC- and PMG-) (continued)

- Any time you return to PHTC-Online by clicking a launch button on the NYLearnsPH.com LMS:
 - PHTC-Online will remember you and your Username
 - PHTC-Online will prompt you to log-in using the Password you selected when you completed PHTC Online registration.
 - Once logged-in it will automatically redirect you to the course you requested.
- When you complete a PHTC-Online course the system will alert NYLearnsPH.com LMS Administrators and they mark you complete within one week of completion.

- *Questions regarding...?:*
 - www.NYlearnsPH.com *Learning Management System (LMS)*
 - *LMS Course or Program enrollment or completion, or*
 - *LMS Administrator Training*
- *Please contact:*
 - *Email: edlearn@health.ny.gov*
 - *Thomas Reizes or Abbey Greenbaum at: 518-473-4223*