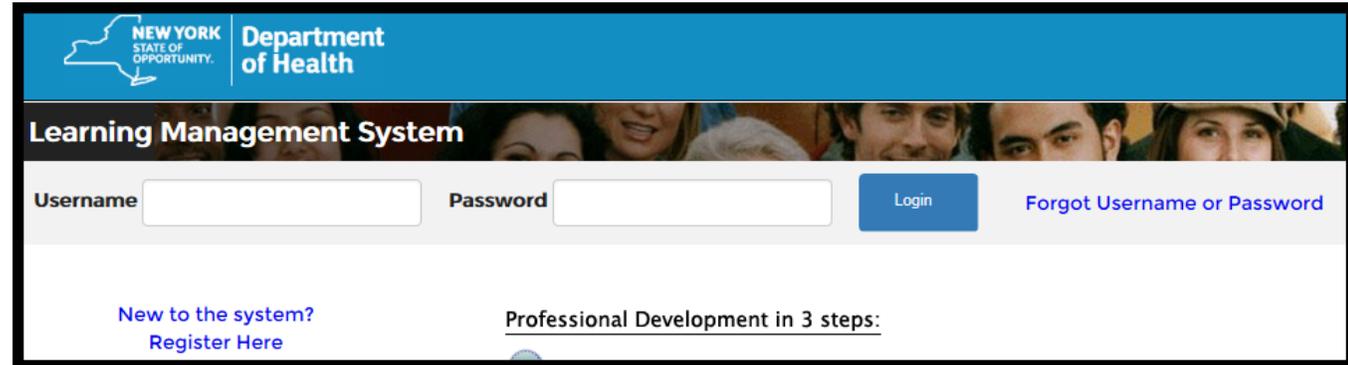# Enroll in a Course

www.NYLearnsPH.com

Log In

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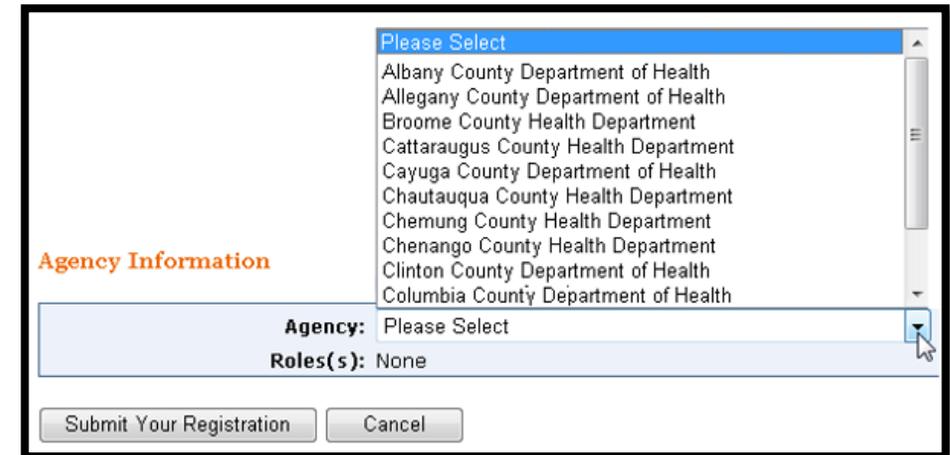- Log in with your **Username** and **Password**

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
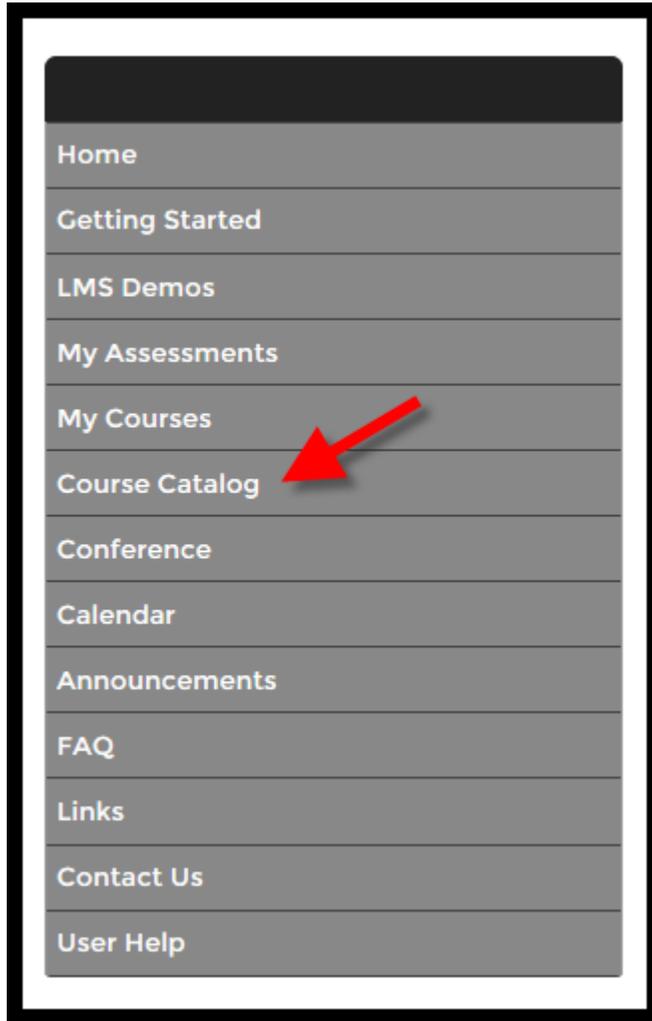- Click **"Submit Your Registration"**

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

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

Search and Enroll from the Calendar
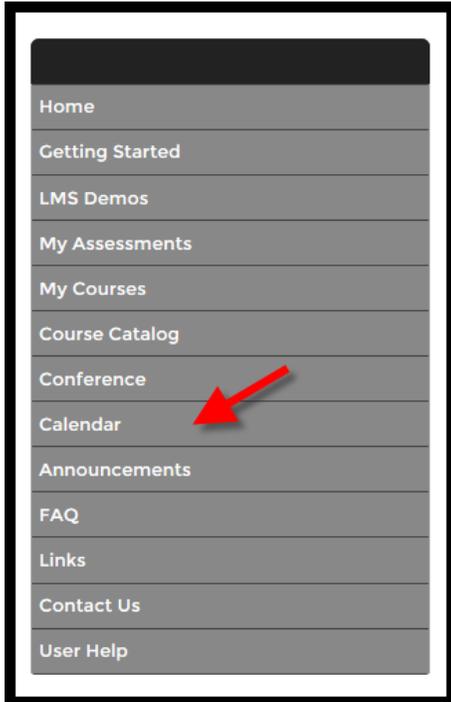
- Select *Calendar* from the navigation menu on the left side of the screen

- 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

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

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

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.

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*