



End User - HMIS Training Registration Instructions

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Overview

All CT HMIS training will be managed from the Learning Management System (LMS). This document outlines instructions on how to register for access to the LMS platform, enrollment in mandatory training, access to the CaseWorthy training database and how to enroll in role based Instructor Led Courses (ILC).

Instructions

Registering for the Learning Management System (LMS)

1. Go to cthmis.com and click on [Training & Events](#) or go to <https://cthmis.com/trainingandevents/>
2. Click on the [Register for Training](#) button.
3. Fill out the [CT HMIS - LMS Registration Form](#).
4. Click on the Request LMS Access button to submit the form.
5. You and your HMIS Data Coordinator (HDC) will receive an email confirming submission of the LMS Registration form.

Granting Access to the LMS

6. The Help Desk will review the CT HMIS - LMS Registration Form.
7. The Help Desk will notify the user and HDC when access is granted or if additional information is required to set up access for the LMS.
 - a. Individuals with an existing and active CaseWorthy account will be immediately approved and granted access to the LMS
 - b. **Individuals that do not have an active CaseWorthy account and require training must have a [Designation of Access](#) (DOA) form submitted to the help desk. This will be required before an LMS account will be created.**
 - c. Individuals that select something else on the LMS Registration form will be reviewed on a case by case basis and contacted for more information. (Note: Access to the [CaseWorthy Training Database](#) will only be set up for active CaseWorthy accounts and new users.)
8. LMS users will reset their account password.
9. LMS users can log into the [CT HMIS LMS Dashboard](#) or can access the LMS from cthmis.com by clicking on [Training & Events](#) and then the [Login to LMS](#) button.

Enrollment in Mandatory Training

10. All LMS users will be required to complete two mandatory training classes.
 - a. Privacy & Security Online Course
 - b. End User Agreement (EUA) Online Course
11. Upon completion of mandatory classes, LMS users can then enroll for courses in the LMS.

CaseWorthy Training Database

12. Upon completion of the End User Agreement (EUA) Course, the help desk will set up LMS users with access to the [CaseWorthy Training database](#).
13. **Only users with an active CaseWorthy account or an approved Designation of Access (DOA) form will be set up with access to the [CaseWorthy Training database](#).**
14. This training environment can be used at any time by all approved LMS users (see item 13) during self-paced online training and during Instructor Led Courses (ILC).

Enrolling in Required CaseWorthy Access Training Live Instructor Led Courses (ILC) or Self Paced Courses

15. Upon completion of the [mandatory training](#), LMS users can enroll in training that is required for their role(s) in CT HMIS. At this time, all new CaseWorthy users or users that need to expand their current role, should take either an **Instructor Led Course (ILC)** or a **Self Paced course**.
16. LMS users requiring access for their role should login to the LMS via the [CT HMIS Dashboard](#).
17. Select the tile named: CT HMIS Catalog
18. Select the folder named: CaseWorthy Access Training
19. Select **Live Instructor Led** if you'd prefer a live training (if available) or select **Self Paced**

20. Select the tile for the ILC(s) needed for your role in CT HMIS:
 - a. CT HMIS CAN/Coordinated Entry Training (ILC)
 - b. CT HMIS Emergency Shelter Training (ILC)
 - c. CT HMIS PATH/DMHAS/DDaP/ESG Street Outreach Training (ILC)
 - d. CT HMIS RRH/SSVF/HP/YHDP & Services Only Training (ILC)
 - e. CT HMIS TLP/PSH/S+C/AIDS/HOPWA/RHY/YHDP Training (ILC)
21. Or Select the tile for the Self Paced course(s) needed for your Role in CT HMIS:
 - a. CT HMIS CAN Coordinated Entry On-Demand
 - b. CT HMIS Emergency Shelter On-Demand
 - c. CT HMIS PATH DMHAS/DDaP ESG Street Outreach On-Demand
 - d. CT HMIS RRH/HP/YHDP & Services Only On-Demand
 - e. CT HMIS Supportive Services for Veteran Families (SSVF) On-Demand
 - f. CT HMIS TLP/PSH/S+C/AIDS/HOPWA/RHY/YHDP On-Demand
22. **Currently, CaseWorthy Access Training (ILCs and Self Paced) have prerequisite course(s). You must enroll and complete them before you can enroll in the ILC or Self Paced Course.**
Additionally, all LMS users should test their [CaseWorthy Training database](#) login before class.
Instructors will not be able to troubleshoot login issues during class.
23. Complete prerequisite course(s), repeat step 19 and select the course you need to complete your training. The current prerequisites are:
 - a. A Brief Introduction to HMIS
 - b. Overview of CTHMIS.com
24. LMS users who choose an **Instructor Led Course** will receive an email confirmation with a calendar appointment for their class.
25. LMS users who choose a **Self Paced** course can just move forward with completing the training curriculum.
26. LMS users will see all their class enrollments from their private LMS dashboard under:
 - a. The tile box named: My Courses
 - b. The panel named: What's next
 - c. The panel named: Calendar

Please contact the help desk if you have any questions! A support ticket can be created from [cthmis.com](#) by selecting the [Support Button](#) or go to: <https://cthmis.com/support/>