



Knowledge Base Article - Registering for an Instructor Led Course (ILC)

Nutmeg Consulting LLC. | 35 Philmack Drive, Suite B206 Middletown, CT 06457 | 860.256.4822 | nutmegit.com



This document is PUBLIC.

Document Maintainers: Paul Schmitz

ConnectWise Trigger:

Table of Contents

[Overview](#)

[Instructions](#)

Overview

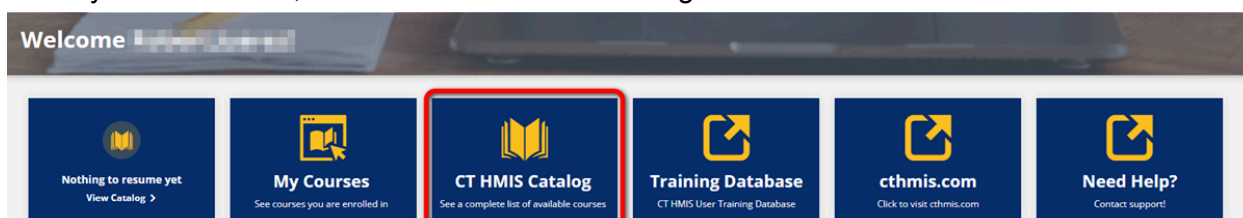
The following document will walk a user through logging into the LMS as well as how to register for an ILC.

Instructions

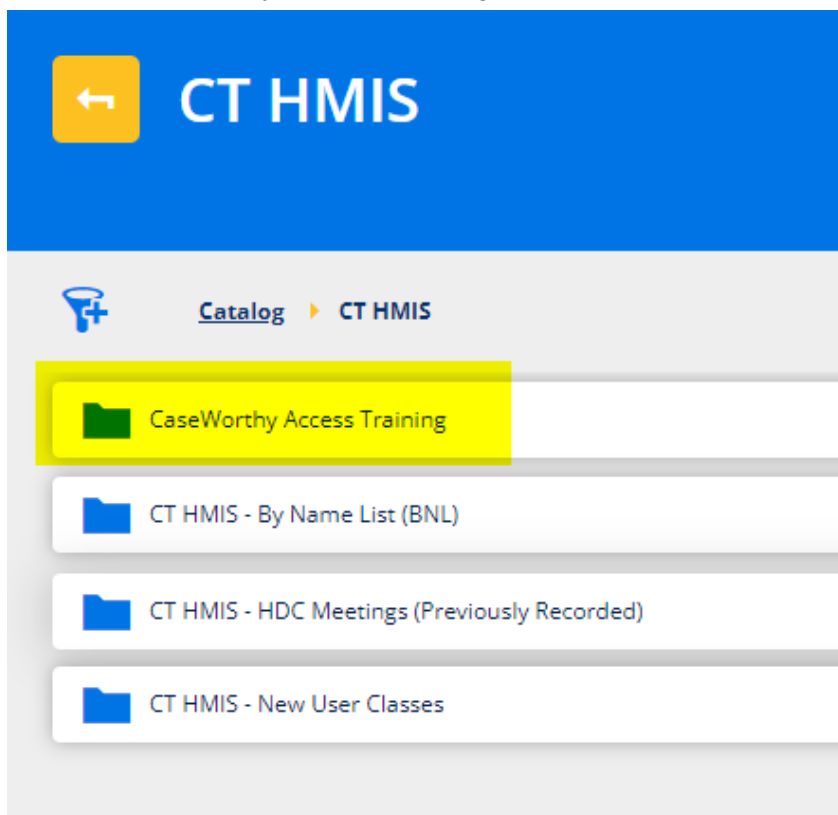
1. After receiving your credentials, log into the LMS via <https://cthmis.myabsorb.com/>

A screenshot of the LMS login page. At the top, there is a search icon, a "Login" button, and a hamburger menu icon. Below these, the text "Login below to see all your courses." is displayed. The login form consists of two input fields: "Username (Email Address)" and "Password". Below the password field is a "Login" button. At the bottom of the form, there is a checkbox labeled "Keep me logged in" and a link labeled "Forgot Password?". The background of the page is dark blue with a faint image of people.

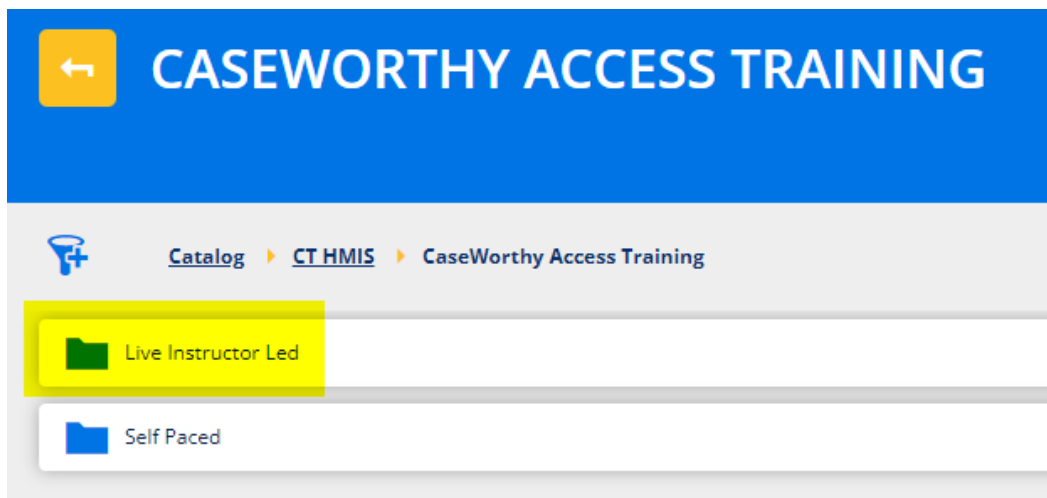
2. From your dashboard, click on the CT HMIS Catalog Tile.



3. Click on CaseWorthy Access Training



4. Click Live Instructor Led

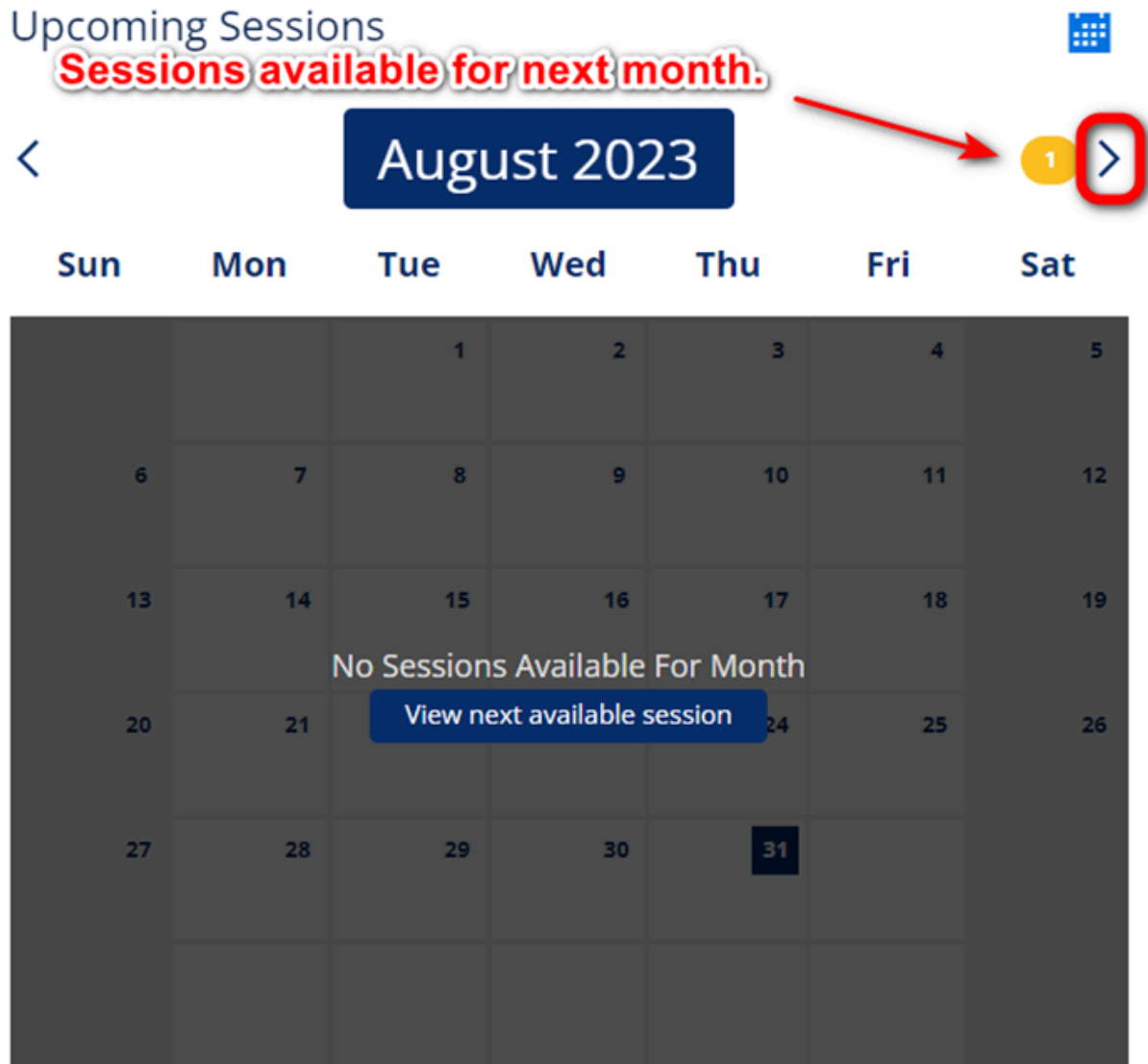


5. Click Choose session for the course you'd like to register for.

The screenshot shows the 'CT HMIS - Instructor Led Courses (ILC)' page. It features a table with columns for 'Course Name', 'Type', and 'Rating'. To the right of the table, a red box highlights a vertical list of buttons: 'Choose Session' (with a dropdown arrow), 'Choose Session' (with a dropdown arrow), 'View', 'Choose Session' (with a dropdown arrow), 'Choose Session' (with a dropdown arrow), and 'Choose Session' (with a dropdown arrow).

Course Name	Type	Rating
CT HMIS CAN/Coordinated Entry Training (ILC)	Instructor Led Course	★ ★ ★ ★ ★ (0)
CT HMIS Emergency Shelter Training (ILC)	Instructor Led Course	★ ★ ★ ★ ★ (0)
CT HMIS Homeless to Housing (H2H) Training (ILC)	Instructor Led Course	★ ★ ★ ★ ★ (0)
CT HMIS PATH/DMHAS/DDaP/ESG Street Outreach Training (ILC)	Instructor Led Course	★ ★ ★ ★ ★ (0)
CT HMIS RRH/SSVF/HP/YHDP & Services Only Training (ILC)	Instructor Led Course	★ ★ ★ ★ ★ (0)
CT HMIS TLP/PSH/S+C/AIDS/HOPWA/RHY/YHDP Training (ILC)	Instructor Led Course	★ ★ ★ ★ ★ (0)

6. Depending on your default view, you may need to scroll down to see the sessions available for the current month. If it's close to the end of the month, you may click the arrow to choose the next month.



7. After clicking the arrow and scrolling down you'll see the option below. Click enroll.

September 2023

SEPTEMBER 2023

8

CT HMIS DMHAS Homeless to Housing (H2H) Training

2:00 PM - 4:00 PM (EDT)

Instructor: [Aeisha Henry](#)

Location: Zoom Webinar - <https://nutmegit.zoom.us/j/86599448734>

Not Enrolled

Enroll

Class Size:

15

Seats Remaining:

3

Starts:

September 8, 2023 2:00 PM EDT

Ends:

September 8, 2023 4:00 PM EDT

The purpose of this Instructor Led Course is to train users of CT HMIS who are responsible for entering data for the DMHAS funded CT Homeless to Housing (H2H) programs using CaseWorthy. It will provide instruction on the workflows for client enrollment/exit and service creation.

For additional resources such as the CT HMIS Quick Guides and FAQ's, you can find them in the [CT HMIS Knowledge Base](#) on cthmis.com.

8. You will receive an email confirming your registration with a Zoom link to attend your course at the scheduled time and date.