Enroll in the NYSDOH Learning Management System's (LMS)
at www.NYlearnsPH.com to participate in

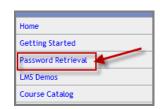# CTI-100: Introduction to the Health Commerce System Portal

1. **Click** or copy and paste the following link into your internet browser address window:
   https://www.nylearnsph.com/Personal/Catalog/Description.aspx?u=kM6WW0gCRplEjmRO%2b%2fFlodIq2IGHnBaWfb8RwzsAY8nUBxBACs3Bz22I0sTrmWpRx6u%2bnrt%2f6E8%3d

2. **If you already have a LMS UserName** and **Password**, then login and proceed to step 3.

If you do NOT have a LMS UserName or Password, then select *CLICK HERE*
to register and complete the registration form:

- **Choose your own** username & password
- Fill in all required fields, denoted with an asterisk (*****)
- Please include your **Facility** name in the first line of your work address
- Birth year, while not required, is requested to help identify duplicate records
- Please include your Agency Information. Select either **Other-Adult Care Facility or Other-Hospital** from the agency drop down list
- Click **Submit Your Registration** and proceed to step 3.

Forgot your password or user name?
Use the "**Password Retrieval**" function.
Select UserName or Password Retrieval,
and answer your secret questions.

3. Once you have logged in or successfully submitted your registration, you should be brought directly to the **Course Enrollment** page for course **CTI-100 Intro to HCS**.
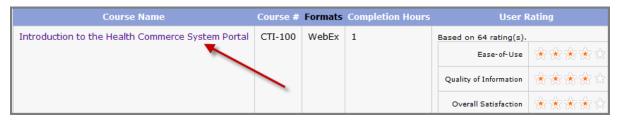
If you need to search for the course, then
1. Click **Course Catalog** from left panel menu
2. Enter **CTI-100** in the Course Keyword Search
3. Click **Search**. Note: CTI stands for Commerce Training Institute and the hyphen is necessary in the search
4. Click **Course Name link** to go to **Course Enrollment** page.

Course Name	Course #	Formats	Completion Hours	User Rating	
Introduction to the Health Commerce System Portal	CTI-100	WebEx	1	Based on 64 rating(s).	
				Ease-of-Use	★★★★☆
				Quality of Information	★★★★☆
				Overall Satisfaction	★★★★☆

4. **Click Enroll button for section** you want to attend (you are not able to register for more than one section). Please note there are currently 40 sections which are offered on different dates with different start times. **Please note: dates are in descending order. Click Start/End Dates column heading to sort.**

Enrollment Deadline	Section	Course Format	Start/End Dates	Meeting Times
Enroll 5/18/2014	May 20, 1-2 pm	Online with Attendance	5/20/2014 to 5/20/2014	Meeting Times
Enroll 5/13/2014	May 14, 9-10 am	Online with Attendance	5/14/2014 to 5/14/2014	Meeting Times
Enroll 4/22/2014	Apr. 24, 10-11 am	Online with Attendance	4/24/2014 to 4/24/2014	Meeting Times
Enroll 4/13/2014	Apr. 14, 2-3 pm	Online with Attendance	4/14/2014 to 4/14/2014	Meeting Times

5. **After clicking** the **Enroll** button, you will be taken to a page that confirms successful enrollment in the course.

Course Catalog - Registration

Course Catalog | Program Catalog | Advanced Search | Recommended Courses | Required Courses

You have successfully registered for CTI-100 HCS Intro. It is now part of your Current Courses in My Courses.

6. **You will then receive a confirmation email** once you enroll.

Thank you for registering for the following New York State Department of Health Learning Management System (LMS) course:

COURSE NUMBER AND NAME: CTI-100 Introduction to the Health Commerce System Portal

7. A **few days before the webinar, you will receive a reminder email** which will contain login information for webinar, as well as password. Sender will be **NYLearnsPH. SAVE THIS EMAIL.**

8. **One day prior to your selected enrollment date, you will be emailed training materials**.

9. **On the day of webinar,** simply login the LMS with your Username and Password. From the Home Page, find **My Current Courses** (top right menu), and select the **Launch Course** button for **CTI-100 Intro to the Health Commerce System Portal**. Follow instructions for logging into webinar. Password is **welcome2.**