

Course Enrollment - NYSIIS

www.NYLearnsPH.com

Log-In or Register

- Go to <https://www.NYlearnsPH.com>



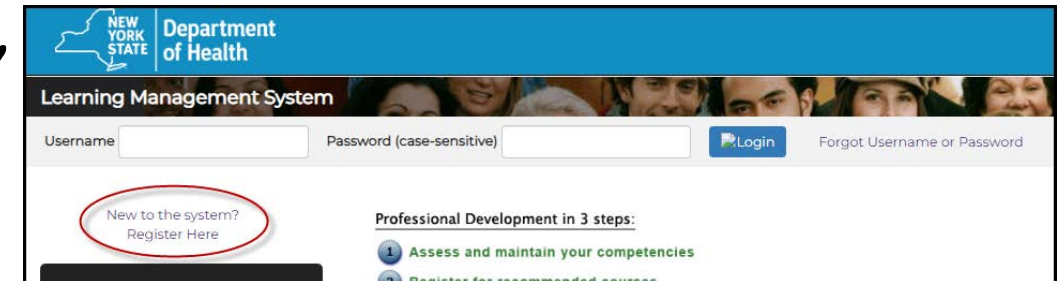
The screenshot shows the login interface for the New York State Department of Health Learning Management System. At the top, there is a blue header with the New York State logo and the text 'Department of Health'. Below this is a banner image of a diverse group of people. The main content area has a light gray background and contains the following elements:

- Learning Management System**: Text above the login fields.
- Username**: A text input field.
- Password (case-sensitive)**: A text input field.
- Login**: A blue button with a white arrow icon.
- Forgot Username or Password**: A link to the password recovery page.
- New to the system? Register Here**: A link for new users.
- Professional Development in 3 steps:**: A section header for a progress indicator.
- 1 Assess and maintain your competencies**: The first step in the professional development process, indicated by a blue circle with the number 1.

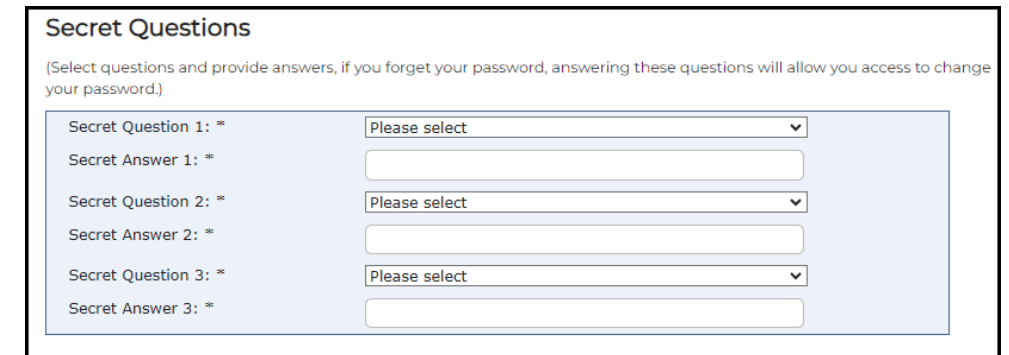
- **Returning Users:**
 - Log in with *Username* and *Password* you created when you first registered.
 - Skip to page 4
- **New Users:**
 - Select “[New to the System? Register Here](#)”
 - Go to next page.

New Users: Register for LMS

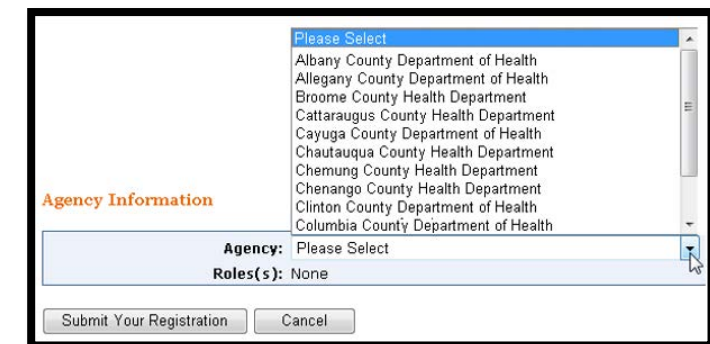
- Select “***New to the System? Register Here***”
- Complete the registration form
 - Choose your own Username and Password
 - Fill in all required fields (denoted with an asterisk*)
- When selecting Secret Questions:
 - Avoid Favorites (they change) and answers that can be abbreviated (easily forgotten)
 - Answer as best you can provide
- **Optional:** Assign yourself to an ***Agency***
 - Drop down Agency list is found at the bottom of the registration page
- Click “***Submit Your Registration***”
- Accept “*User Agreement*”



The screenshot shows the top of the Learning Management System page. It features the New York State Department of Health logo and a navigation bar. Below the navigation bar, there are input fields for Username and Password (case-sensitive), a Login button, and a link for Forgot Username or Password. A red circle highlights the "New to the system? Register Here" link. To the right, there is a section for Professional Development in 3 steps, with the first step being "Assess and maintain your competencies".



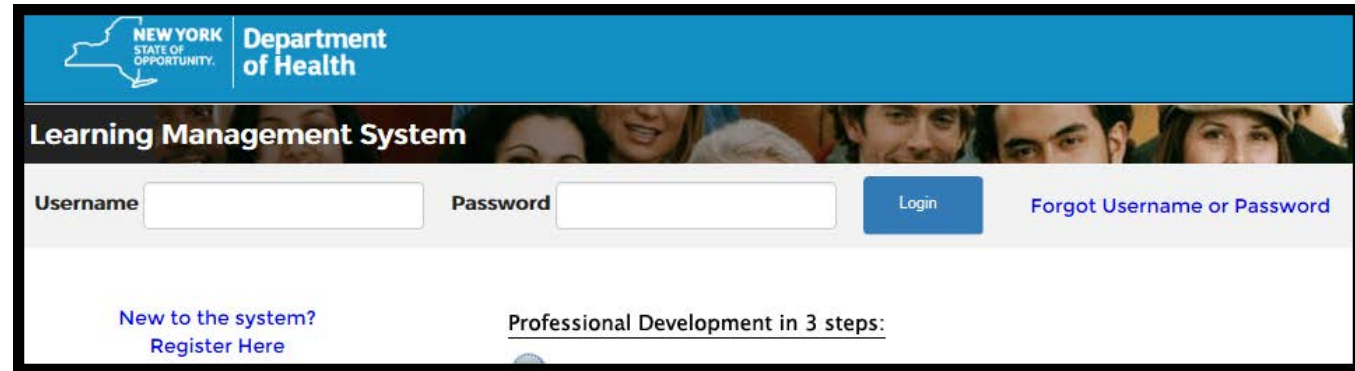
The screenshot shows the "Secret Questions" registration form. It includes a heading "Secret Questions" and a subheading "(Select questions and provide answers, if you forget your password, answering these questions will allow you access to change your password.)". The form contains three sets of questions, each with a dropdown menu for the question and a text input field for the answer. The questions are labeled "Secret Question 1:", "Secret Question 2:", and "Secret Question 3:", each followed by an asterisk. The answers are labeled "Secret Answer 1:", "Secret Answer 2:", and "Secret Answer 3:", each followed by an asterisk.



The screenshot shows the "Agency Information" registration form. It includes a heading "Agency Information" and a dropdown menu for "Agency:". The dropdown 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 dropdown menu, there is a text input field for "Roles(s):" with the value "None". At the bottom of the form, there are two buttons: "Submit Your Registration" and "Cancel".

Returning Users: Log In

1. Go to
<https://www.NYlearnsPH.com>
2. Log in with your ***Username*** and ***Password***
3. If you have Forgotten your Username or Password
 - Do not create a duplicate account.
 - Click "Forgot Username or Password" and **go to pages 5 & 6** for instructions.
 - If you have trouble, contact LMS Administrators for assistance:
 - Email: edlearn@health.ny.gov or Call: 518-473-4223 and select Abbey Greenbaum from the phone tree.
 - Provide phone number and time you can be reached.

The screenshot shows the login interface for the NYlearnsPH Learning Management System. At the top, there is a blue header with the New York State of Opportunity logo and the text 'Department of Health'. Below this is a banner image of a group of people. The main content area has a light gray background. It features a 'Username' label followed by a text input field, a 'Password' label followed by a text input field, and a blue 'Login' button. To the right of the 'Login' button is a link that says 'Forgot Username or Password'. Below the login fields, there are two links: 'New to the system? Register Here' and 'Professional Development in 3 steps:'.

NEW YORK
STATE OF
OPPORTUNITY

Department
of Health

Learning Management System

Username Password

Login

[Forgot Username or Password](#)

[New to the system?
Register Here](#)

[Professional Development in 3 steps:](#)

Username Retrieval

- Click "Forgot Username or Password"
- **Username Retrieval**
 - Last Name first
 - Use the email address you used when you registered
- Note: You will need your Username to change your Password.
- Go to next page for Password Change instructions



Username Retrieval

If you do not remember your username, it can be retrieved by entering your first name, last name, and email address.

| | |
|-------------|----------------------|
| Last Name: | <input type="text"/> |
| First Name: | <input type="text"/> |
| Email: | <input type="text"/> |

Password (Change)

- Click "Forgot Username or Password"
- **Password Change** (not retrieval)
 - Enter Username to display the three secret questions
 - Answer and submit, an email will be sent with a link to change your password.
 - If you have trouble answering your secret questions:
 1. Do Not Create a Duplicate Account!
 2. Contact LMS Administration:
 - Email: edlearn@health.ny.gov or call: 518-473-4223
 3. Leave a phone number and time when you can be reached



Password Retrieval

Please enter your username and answer your 3 secret questions. Instructions on how to change your password will be emailed to the email address you have provided in your LMS profile.

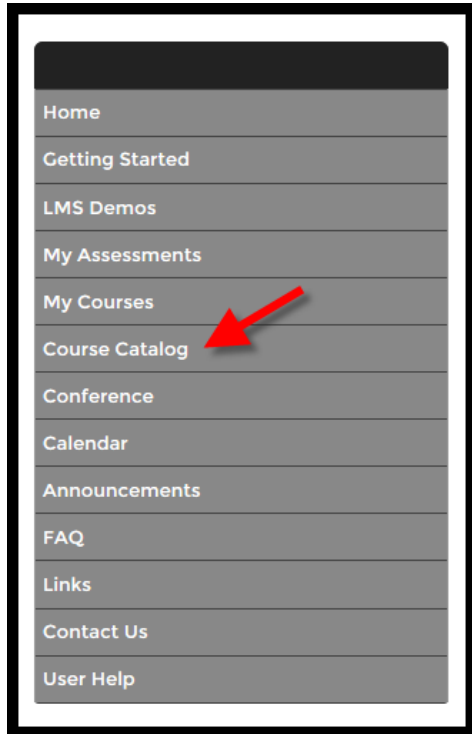
Username:

First name of your Mother's Mother?

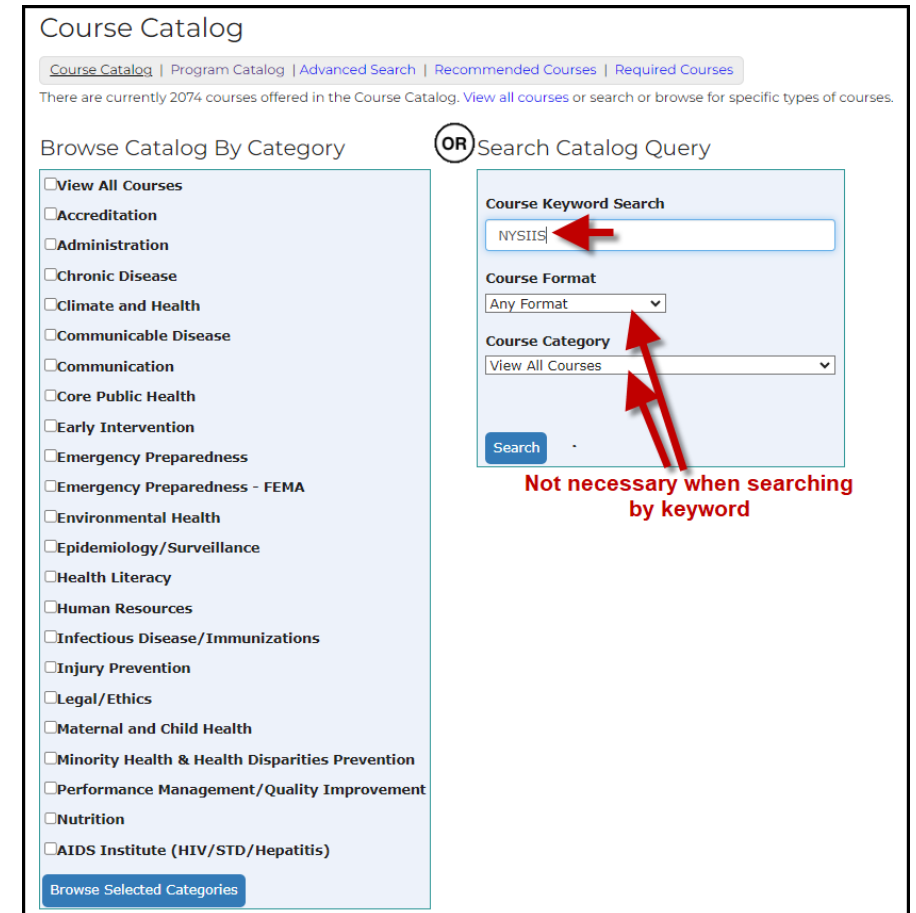
Last name of favorite author when you were in school?

First name of childhood best friend?

Search the Course Catalog



- Select **Course Catalog** from the navigation menu on the left side of the screen
- Search for NYSIIS courses using the **Keyword** search
 - Type NYSIIS to pull up the full list of available NYSIIS trainings.
- Results will be returned by Category regardless of use of filters.



Available Courses for NYSIIS

User Role Courses:

- **NYSIIS Standard User Training** – standard read/write access to NYSIIS for organizations that provide immunizations. Standard Users can add/edit patients and immunizations and run reports.
- **NYSIIS Administrative User Training** – Standard User training is a prerequisite. Administrative Users have access to all the functions of a Standard User. They also have the ability to add new NYSIIS users to their organization, manage an organization's inventory if desired, order publicly funded vaccines through NYSIIS, and populate different maintenance lists throughout the system.
- **NYSIIS Pharmacist User Training** - read/write access to NYSIIS for pharmacists that provide immunizations. Pharmacy Users can add/edit patients and immunizations and run reports.

Available Courses for NYSIIS:

User Role Courses:

- **NYSIIS School Access User Training** – read only access for school nurses. School Users can search student immunization records, create school lists and run reports.
- **NYSIIS Camp Access User Training** - read only access for summer camp staff. Camp Users can search camper immunization records, create camp lists and run reports.
- **NYSIIS Reports Only User Training** - read only access for users that do not need write access to NYSIIS. Users with this role often work in a provider offices that do not immunize patients. Reports Only Users can search patient immunization records and run reports.

Enroll from the Course Catalog

- Click on the blue hyperlinked **Course Name**
- Choose the correct user role training from the list above. The screenshots displaying camp training are for an EXAMPLE ONLY
- You must enroll in the correct training for your user role or you may not be granted access to NYSIIS
- On the next page, click on the **Enroll** button for the section that best suits your needs

Infectious Disease/Immunizations

| Course Name | Course # | Formats | Completion Hours | User Rating |
|--|------------|-----------|------------------|-------------------------------|
| NYSIIS Camp Access User Training | NYSIIS-001 | Streaming | 0.6 | No one has rated this course. |

Course Description

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#)

NYSIIS-001 NYSIIS Camp Access User Training

| Enrollment Deadline | Section | Course Format | Start/End Dates | Details | Instructor(s) | Speakers |
|-----------------------------------|----------------------------------|---------------|-----------------|---------|---------------|----------|
| Enroll Ongoing | Recorded Webinar | Streaming | Ongoing | | | |

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

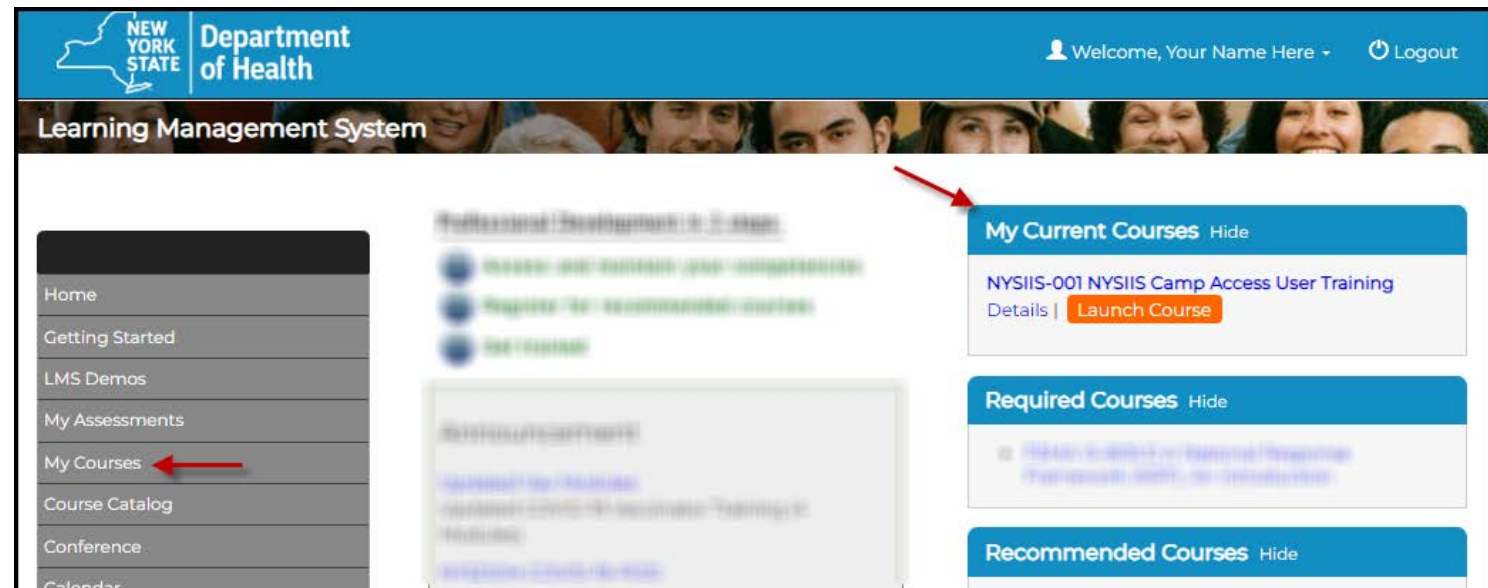
Course Catalog - Registration

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

You have successfully registered for NYSIIS-001 NYSIIS Camp Access User Training. 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 your learning by clicking on ***My Courses*** in the navigation menu.

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 |
|--|-----------------|---------------------------------|--------------------------|------------------|--------------------|---------------------|
| Course Keyword Search <input type="text"/> <input type="button" value="Search"/> | | | | | | |
| Course Name | | Section | Activities/Quizzes | | | |
| NYSIIS-001 NYSIIS Camp Access User Training Recorded Webinar Streaming | | Ongoing Details Messaging | Certify Completion - due | | | |
| <input type="button" value="Launch Course"/> <input type="button" value="Unenroll"/> | | | | | | |
| | | | 1 | | | |

- ***My Courses*** is where you access your learning transcript, including current and completed courses, current and completed programs, etc.
- From ***Current Courses*** (default tab) you can ***Launch*** (or ***Unenroll from***) courses, view ***Section Details***, use the ***Messaging*** tool, and complete ***Quizzes/Activities***.
- From ***Completed Courses*** you can ***Launch Courses*** (for refresher), ***View Certificates***, and ***Rate Courses***.
- From ***Current Programs*** you can view certificate programs that you have enrolled in.

If you have questions or issues accessing the LMS, or if you need assistance enrolling in any of the programs, please contact the
NYSDOH – Office of Public Health Practice

Workforce Development Staff at

edlearn@health.ny.gov

or call Abbey Greenbaum or Tom Reizes at 518-473-4223.