



**DBHDD UNIVERSITY**  
**Learning Portal**  
**(the LMS)**

**Job Aid**  
**for**  
**ALL USERS**



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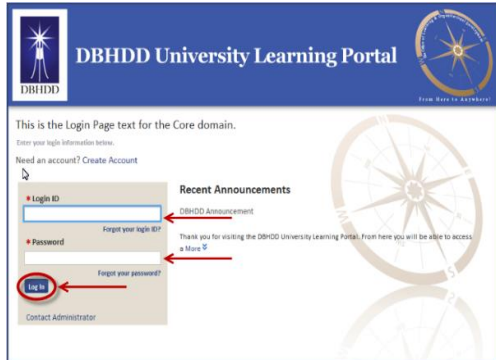
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## Logging in and out of the DBHDD University Learning Portal (the LMS) and Changing/Resetting Passwords

Introduction This job aid provides steps for logging in and out of DBHDD University Learning Portal (the LMS) and changing or resetting passwords.

Steps for Logging in and out of the DBHDD University Learning Portal & Change/Reset Password

Step	Action	Visual
1	<p><b>Accessing the Learning Portal</b></p> <p>Click on the LMS link at your local hospital website</p> <p>OR</p> <p>Type the following link into your browser: <a href="http://mylearning.dbhddduniversity.com">mylearning.dbhddduniversity.com</a></p> <p>OR</p> <p>Type in the url: <a href="http://www.dbhdduniversity.com">www.dbhdduniversity.com</a> in web browser, and</p> <p>Click on “My Learning Portal” on the Quick Links section of the landing page.</p> <p>OR</p> <p>Click on the “DBHDD Staff” link at the top of the screen, and then click on the “My Learning Portal” link on the left.</p>	
2	<p><b>Logging In</b></p> <p>Click in the “Login ID” text field and type in your login ID.</p> <p><b>Note:</b> For DBHDD staff, your login ID is your 8-digit employee ID For Agency staff, your login will be the last 5 digits of your social security number</p> <p>Click in the “Password” text field and type your password. Your temporary password will be the same as your <b>Login ID</b></p> <p>Click the “Log In” button.</p> <p><b>Result</b> You will be prompted to change your password the first time you log in.</p>	



## Changing or Resetting Password Your Password

Steps for Logging in and out of the DBHDD University Learning Portal & Change/Reset Password (continued)

Step	Action	Visual
3	<p><b><u>Change/Reset Your Password</u></b></p> <p><b>Type</b> in your employee ID into the first field a new password in the second field, then retype your new password in the last field</p> <p><b>Click</b> “Save” in the lower right hand corner</p> <p><b>Note:</b> If you forget your password in the future, <b>click</b> the “Contact Administrator” link at the bottom of the login page.</p> <p>Follow the steps to obtain a new password.</p>	
4	<p><b><u>Logging Out</u></b></p> <p><b>Click</b> the “Logout” link at the top right hand corner of the screen.</p> <p><b>Result</b> You have successfully logged out of the Learning Portal.</p>	



### Enrolling in an E-Learning Course


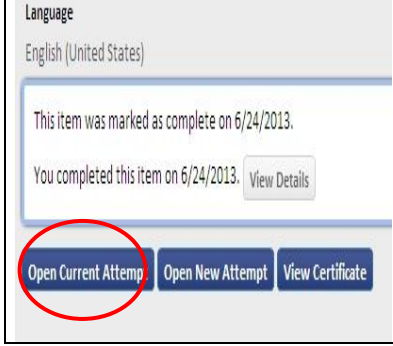
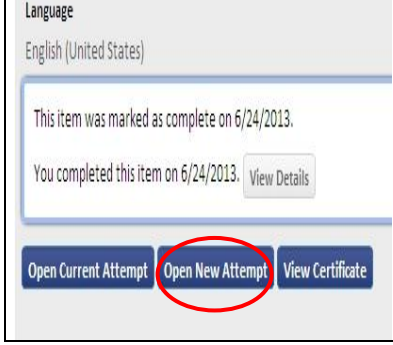
Introduction This job aid will identify the steps you need to take to enroll in an e-learning course.

Steps to enroll in an e-learning course

Step	Action	Visual
1	<p><b>Note:</b> You can enroll in assigned e-learning or professional development e-learning courses or you can search the catalog and enroll in e-learning courses.</p> <p>Assigned e-learning courses will appear on your learning page under <b>My Upcoming Training</b>.</p> <p>Skip this step if you have an assigned elearning course go to step 2</p> <p><b>Select a Course from the Training Catalog</b></p> <p>Use the search feature on the right side of your learning page to search for an elearning course.</p> <p><b>Note:</b> After completing a search and locating your course, <b>click</b> on the name of the course.</p> <p><b>Result</b> The details page appears.</p>	



**Enrolling in an E-Learning Course, cont'd**

<p>2</p>	<p><b>Click</b> the “<b>Open item</b>” button to begin your course  <b>Note:</b> You can always return to the course later to finish it.</p> <p><i>Are you returning to complete an online course?</i>        If yes, follow the steps above, and then <b>Click</b> on the “<b>Resume</b>” button.</p>	 <p>Language English (United States)</p> <p><b>Open item</b></p> <p>Description:</p>
<p>3</p>	<p><i>Do you wish to retake a previously completed e-learning course, <b>click</b> on “<b>Open Current Attempt</b>”</i>        If not, proceed to the next step</p>	 <p>Language English (United States)</p> <p>This item was marked as complete on 6/24/2013.        You completed this item on 6/24/2013. <a href="#">View Details</a></p> <p><b>Open Current Attempt</b> <b>Open New Attempt</b> <b>View Certificate</b></p>
<p>4</p>	<p><i>Do you want to retake a previously completed e-learning course and record new completion dates, scores, etc...?</i></p> <p>If yes, <b>click</b> on “<b>Open New Attempt</b>” to complete the course again.</p> <p><b>Note:</b> If a test accompanies this course a new score will be recorded.</p> <p>If not, proceed to the other task or log out of the learning portal.</p> <p><b>Note:</b> All New Attempts will be listed on your Transcript</p>	 <p>Language English (United States)</p> <p>This item was marked as complete on 6/24/2013.        You completed this item on 6/24/2013. <a href="#">View Details</a></p> <p><b>Open Current Attempt</b> <b>Open New Attempt</b> <b>View Certificate</b></p>



### Completing a Read-and-Sign


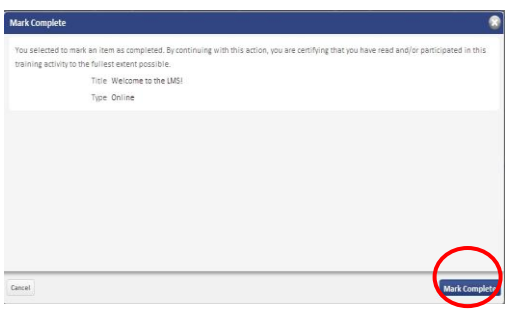
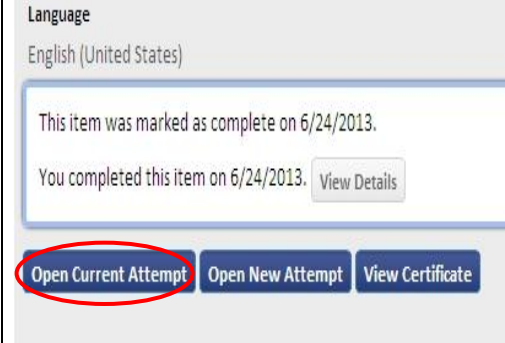

Introduction This job aid provides steps for completing an online document (Read & Sign).

Steps for how to complete an online document (Read & Sign)

Step	Action	Visual
1	<p><b>Note:</b> An online Document in the LMS is similar to a Read-and Sign. A Read- and-Sign will normally be assigned to you.</p> <p><b>Click</b> on the assigned Read-and-Sign link in the <b>My Upcoming Training</b> section of your learning page.</p>	
2	<p><u>View the attached documents</u></p> <p><b>Click</b> "Open Item" link to view the documents or policy that you are to review.</p>	
3	<p><b>Click</b> on the link to view the documents.</p> <p><b>Result</b> A separate Internet Explorer window opens.</p>	



### Completing a Read-and-Sign, Cont'd

4	Close the documents and click the <b>Mark Complete</b> button on the screen.	 <p>English (United States) This item needs to be marked complete manually. Mark this item complete manually. You first accessed this item on 6/24/2013. View Details Open Item <b>Mark Complete</b> Description: Test document for Read/Sign General Course</p>
5	Click the <b>Mark Complete</b> button again to confirm your selection, and then Close the window.	 <p>Mark Complete You selected to mark an item as completed. By continuing with this action, you are certifying that you have read and/or participated in this training activity to the fullest extent possible. Title: Welcome to the LMS! Type: Online Cancel <b>Mark Complete</b></p>
6	<i>Do you wish to retake a previously completed Read-and-Sign?</i> <i>If yes,, click on “Open Current Attempt”</i> If not, proceed to the next step	 <p>Language English (United States) This item was marked as complete on 6/24/2013. You completed this item on 6/24/2013. View Details <b>Open Current Attempt</b> Open New Attempt View Certificate</p>
7	<i>Do you want to retake a previously completed Read-and Sign and record new completion date?</i> If yes, click on “ <b>Open New Attempt</b> ” to complete the course again. <b>Note:</b> All New Attempts will be listed on your Transcript	 <p>Language English (United States) This item was marked as complete on 6/24/2013. You completed this item on 6/24/2013. View Details Open Current Attempt <b>Open New Attempt</b> View Certificate</p>





### Viewing Your Transcript

Introduction This job aid provides the steps for viewing your Transcript.

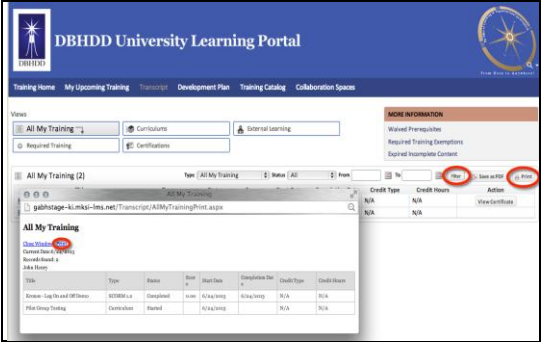
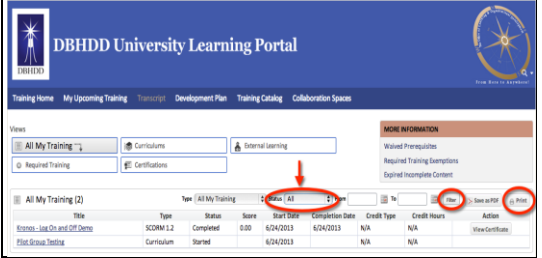
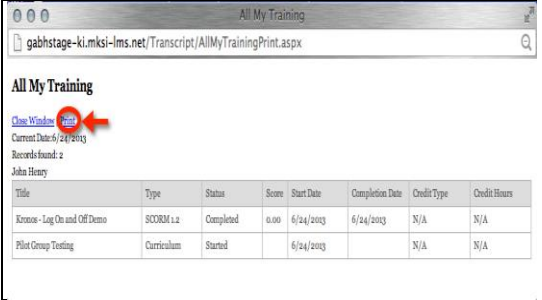
Steps for how to View your Transcript

Step	Action	Visual
1	<p>Your Transcript is your official record of all your training tracked directly through the Learning Portal.</p> <p><b><u>Access the Transcript Page</u></b></p> <p><b>Note:</b> There is more than one way to access your Transcript.</p> <p><b>Click</b> on the <b>“All My Training”</b> link in the lower left hand section of the Training Home page</p> <p><b>OR</b></p> <p><b>Click</b> the <b>“Transcript”</b> link located on the <b>Training Home page.</b></p>	
2	<p><b><u>View the Transcript Menu</u></b></p> <p><b>“All My Training”</b> contains a list of all activities in which you are enrolled, in the process of completing or have completed.</p> <p><b>“Curriculum”</b> contains a list of all Curriculums in which you have enrolled, started and completed, to make up a full history.</p> <p><b>“External Learning”</b> contains a list of training activities that you have requested to add to your Transcript from an external source.</p> <p><b>“Required Training”</b> contains a list of all activities that have been assigned to you as Required Training.</p> <p><b>“Certifications”</b> contain a list of all completed certifications you have earned within the Learning Portal.</p>	



### Viewing Your Transcript, Cont'd

Steps for Viewing your Transcript (continued)

Step	Action	Visual
3	<p><b>Note:</b> Additional training history can be found in the “<b>More Information</b>” section, which covers Required Training Exemptions and Expired or Incomplete Content. You may view this information, save as a PDF and print it.</p> <p><b>Printing Your Transcript</b></p> <p>Click the “Filter” button.</p> <p>Click the “Status” drop down menu.</p> <p>Select the “Completed” status option.</p> <p>Click the “All My Training” button.</p> <p>Click the “Print” button.</p> <p>Note: A separate window opens.</p> <p>Click the “Print” link</p> <p><b>Result</b></p> <p>You will have successfully printed your Transcript.</p>	  



## Requesting Approval to Enroll in Assigned Classroom Course and Cancelling Enrollment in a Classroom Course

**Introduction** This job aid will guide you through enrolling in an assigned classroom course and canceling an enrollment in a classroom course

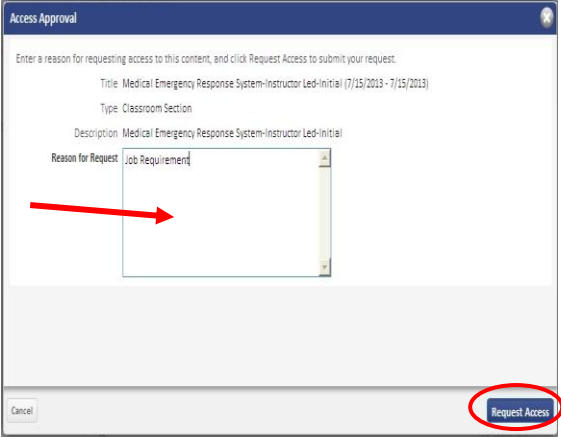
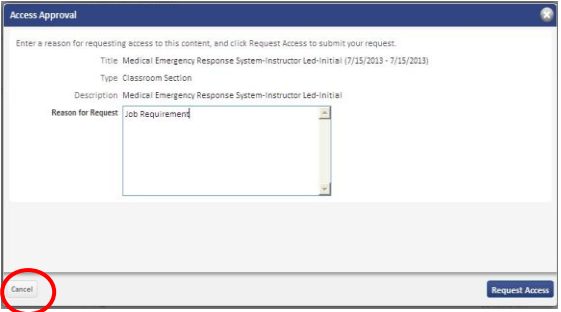
Steps for enrolling in and cancelling enrollment requests for a classroom course

Step	Action	Visual
1	<p><b>Note:</b> You will be able to request approval to enroll in classroom training. Follow the steps below to enroll in a classroom course. <b>This feature will be available after July 31, 2013</b></p> <p>Click on the classroom course in the <b>My Upcoming Training</b> section</p>	
2	<p><b>Locate</b> a section (class) in which you wish to be enrolled</p>	
3	<p><b>Request Access</b></p> <p>Click the “Request Access” button.</p> <p><b>Result</b> An “Access Approval” pop-up box appears.</p>	

Continued on next page



### Requesting Approval to Enroll in Assigned Classroom Course...Cont'd

<p>4</p>	<p><b><u>Explain</u></b></p> <p><b>Enter</b> the reason for your training request in the “Reason for Request” text field.</p> <p><b>Click</b> the “Request Access” button in the lower right hand corner.</p> <p><b><u>Result</u></b> You will have successfully submitted your request. Notice the notification of your request submission. You will be enrolled in the course after your manager approves the request.</p>	
<p>5</p>	<p><b><u>Cancel the Request</u></b></p> <p>In the event that you change your mind, you can <b>Click</b> the “Cancel Request” button.</p> <p><b><u>Result</u></b> An “Access Approval” pop-up box appears. <b>Enter</b> the reason for canceling your training request in the “Reason for Cancellation” text field. Notice the notification of your request cancellation.</p>	



## Requesting Approval to Enroll in a Classroom or E-learning Course from the Training Catalog

Introduction This job aid provides steps for requesting access (approval) to enroll in a course from the training catalog and cancelling a request.

Steps to request access (approval) to enroll in a course from the training catalog and canceling an enrollment

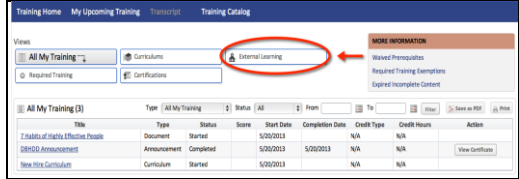
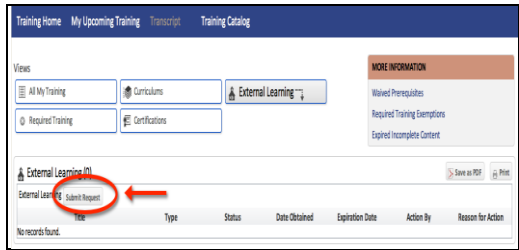
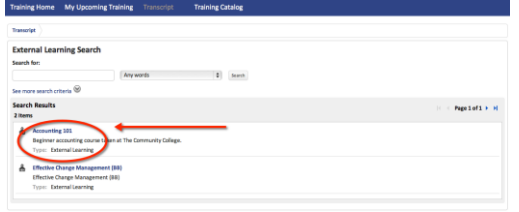
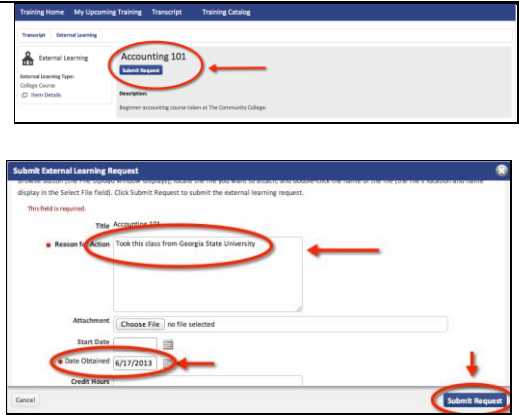
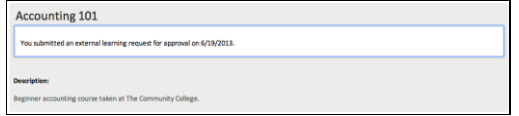
Step	Action	Visual
1	<p><b>Important:</b> Some courses will require manager approval before you can enroll.</p> <p><b>Select a Course from the Training Catalog</b></p> <p>Click the course link from the “<b>Training Catalog</b>” or “<b>Search Results</b>” section of your learning page.</p>	
2	<p><b>Request Access</b></p> <p>Click the “Request Access” button.</p> <p><b>Result</b></p> <p>An “Access Approval” pop-up box appears.</p>	
3	<p><b>Explain</b></p> <p>Enter the reason for your training request in the “Reason for Request” text field.</p> <p>Click the “Request Access” button in the lower right hand corner.</p> <p><b>Result</b></p> <p>You will have successfully submitted your request. Notice the notification of your request submission.</p>	
4	<p><b>Cancel the Request</b></p> <p>In the event that you change your mind, you can <b>Click</b> the “Cancel Request” button, and then enter the reason for your cancellation.</p> <p><b>Result</b></p> <p>Notification of your request cancellation will display.</p>	



## Requesting External Learning Credits

Introduction This job aid provides steps for submitting requests for external learning credits.

Steps to submit requests for external learning credit

Step	Action	Visual
1	<p><b>Find an External Training Credit Course</b></p> <p>Click the “External Training” button from the Transcript page.</p> <p>Click the “Submit Request” button.</p> <p>Click the “Search” button to display all External Learning courses within the Learning Portal.</p> <p><b>Note:</b> If the course you wish to submit for external learning credits is not available, contact your training department.</p>	 
2	<p><b>Select a Course</b></p> <p>Click on the name of the course from the display list.</p> <p><b>Result</b> The course information appears.</p>	
3	<p><b>Submit the Request</b></p> <p>Click the “Submit Request” button.</p> <p><b>Result</b> A “Submit External Learning Request” pop-up box appears.”</p> <p>Enter the “Reason for Action” text field and the “Date Obtained” field.</p> <p>Click the “Submit Request” button.</p> <p><b>Result</b> You have successfully submitted your request for external learning credit.</p>	 



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