Enroll in a Course

www.NYLearnsPH.com
Log In

• Go to https://www.NYLearnSPH.com
• Log in with your Username and Password

OR

• Select “Register Here”
• Complete the registration form
  • Choose your own Username and Password
  • Fill in all required fields *denoted with an asterisk*
  • Be sure to select your Agency, as applicable, from the drop down menu found at the bottom of the registration page
• Click “Submit Your Registration”
Enroll from the Course Catalog

- Select **Course Catalog** from the navigation menu on the left side of the screen
Search the Course Catalog – By Category or By Keyword

• Browse the Catalog by **Category**
• Search for the course using a **Keyword**
• You can refine your search using **Format** or **Category** filters – but it’s not necessary.
• For example: The course number for “Health Literacy and Public Health” is **NYNJ-089a**
• Results will be returned
Enroll from the Course Catalog

• Click on the blue hyperlinked *Course Name*

• On the next page, click on the *Enroll* button for the section that best suits your needs
Search and Enroll from the Calendar

• Select Calendar from the navigation menu on the left side of the screen.

• The Calendar can be accessed in List or Month view.

1. Click on the Title of a course.
2. You will be brought to the Enrollment Page.
3. Click on the Enroll button for the section of the course you would like to take.
Enrolled

• Once you have clicked the **Enroll** button, you will receive a course registration confirmation message.
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 learning in the **My Courses** area

• **My Courses** is where you access your learning transcript, including current and completed courses

• You can navigate around My Courses by selecting any of the tabs *Pending, Current, and Completed Courses, Current and Completed Programs, and LMS Activity Report tabs*

• From My Courses – Current Courses you can view **Section Details**, use the **Messaging** tool, **Launch** online courses, complete online Quizzes/Activities (e.g., Evaluations) or **Un-enroll** from a course.
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.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Section</th>
<th>Activities/Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADFH-20160115 Affordable Care Act Overview</td>
<td>Ongoing</td>
<td>Details, Messaging, Certify Completion - due</td>
</tr>
<tr>
<td>Archived Webcast</td>
<td>Streaming</td>
<td></td>
</tr>
<tr>
<td>NYNJ-201 Orientation to Public Health</td>
<td>Ongoing</td>
<td>Details, Messaging</td>
</tr>
<tr>
<td>Orientation to Public Health</td>
<td>Online</td>
<td></td>
</tr>
</tbody>
</table>

### My Courses

- **Pending Courses**
- **Current Courses**
- **Failed/Incomplete Courses**
- **Completed Courses**
- **Current Programs**
- **Completed Programs**
- **LMS Activity Report**
Launching **PHTC-Online** Courses (NYNJ-, ESPHTC- and PMG-)

PHTC-Online is a portal to courses from a variety of former Public Health Training Centers (PHTCs) that have served NYS in the past.

PHTC-Online includes courses from:
- **New York New Jersey (NYNJ-PHTC)**
- **Empire State (ESPHTC)** -AND-
- **NYSDOH Performance Management Group (PMG-)**

• The first time you launch a course from one of these “providers” you will be redirected to the PHTC Online system which will recognize that you are coming from [www.NYLearnsPH.com](http://www.NYLearnsPH.com).

• Once you are on the PHTC Online website simply log-in or complete the one-time registration and you will be launched directly into the course you requested.
PHTC-Online Courses (NYNJ-, ESPHTC- and PMG-) (continued)

- Any time you return to PHTC-Online by clicking a launch button on the NYLearnsPH.com LMS:
  - PHTC-Online will remember you and your Username
  - PHTC-Online will prompt you to log-in using the Password you selected when you completed PHTC Online registration.
  - Once logged-in it will automatically redirect you to the course you requested.
- When you complete a PHTC-Online course the system will alert NYLearnsPH.com LMS Administrators and they mark you complete within one week of completion.
• Questions regarding...?:
  • www.NYLearnsPH.com Learning Management System (LMS)
  • LMS Course or Program enrollment or completion, or
  • LMS Administrator Training

• Please contact:
  • Email: edlearn@health.ny.gov
  • Thomas Reizes or Abbey Greenbaum at: 518-473-4223