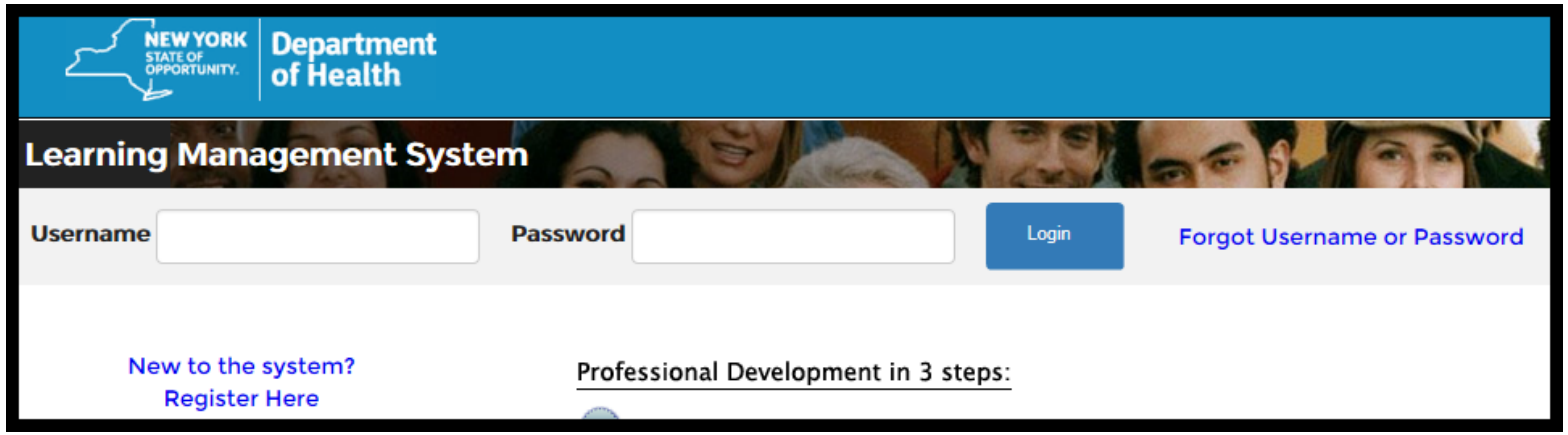
Register for the OPH LMS

www.NYLearnsPH.com

Register Here

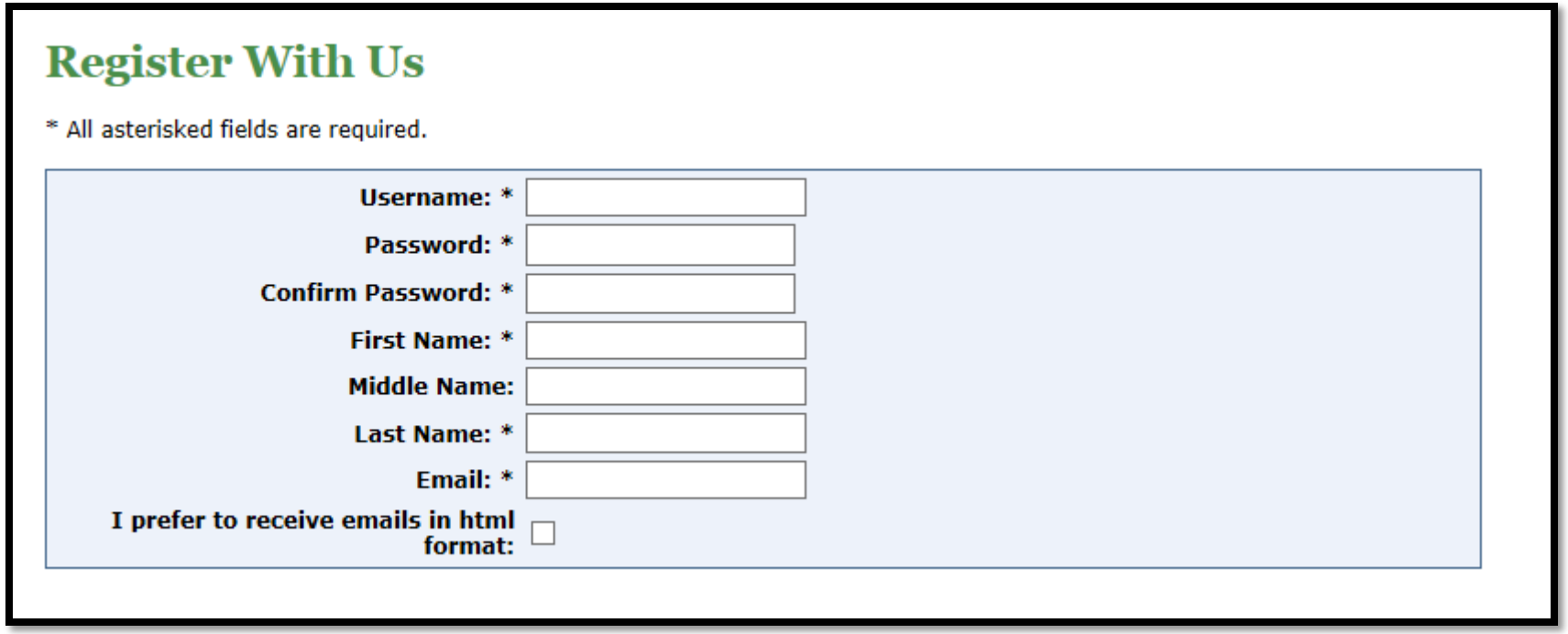
- Go to: https://www.NYLearnsPH.com

- Click ***"Register Here"***



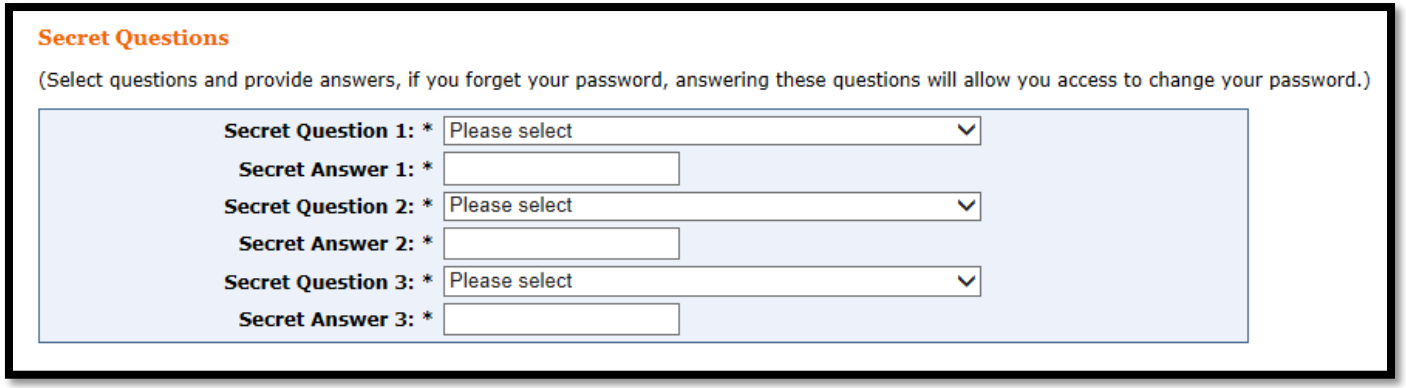
Username and Password

- Choose your own Username and Password
- Fill in your name and email address



Secret Questions

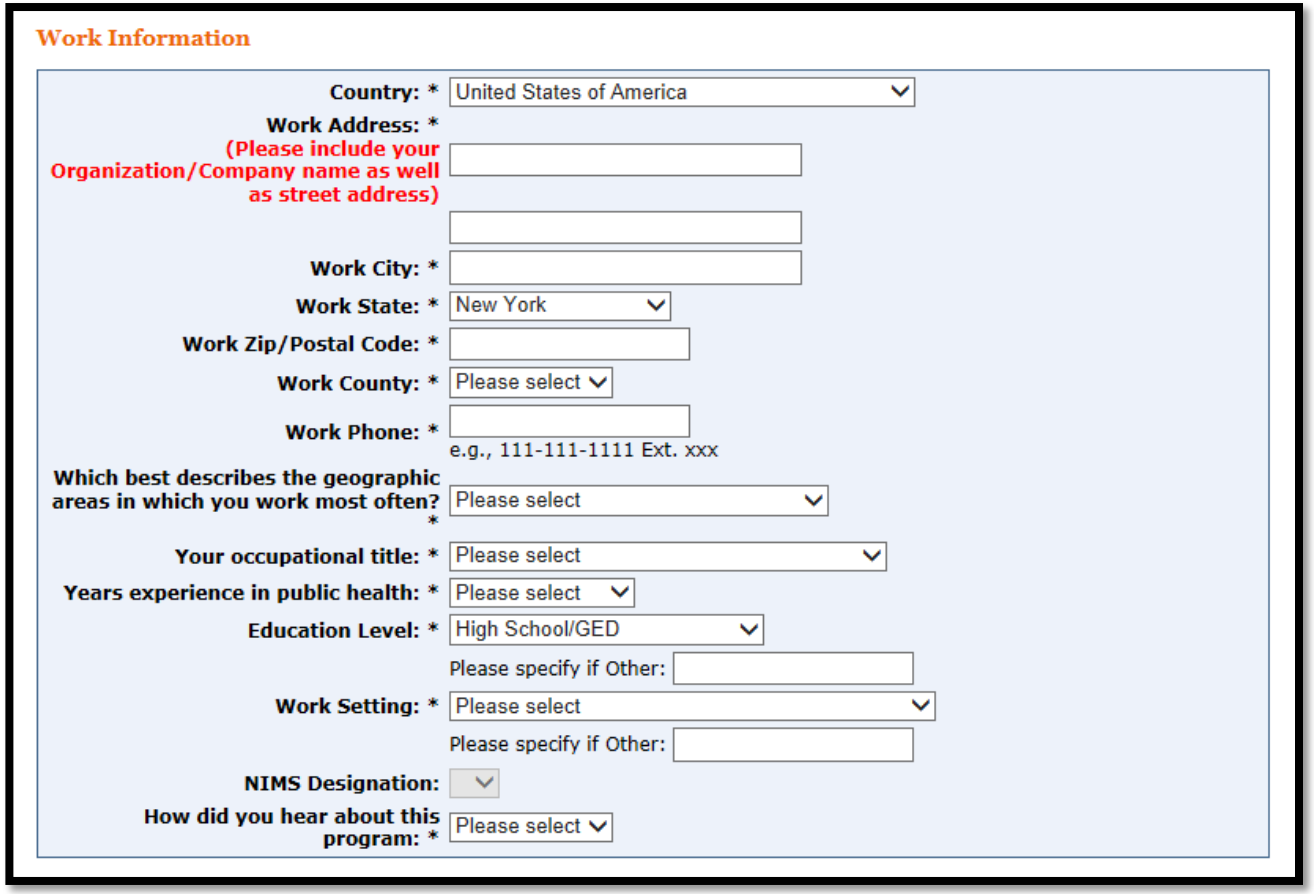
- Choose and answer your 3 ***Secret Questions***
- Be sure to read the questions thoroughly and type in answers you will remember a few years from now.
  - Beware of extra leading or trailing spaces - these become part of your answer.
  - Avoid questions that ask for “Favorites” and answers that are often abbreviated (e.g., *Street/St./St* ; *Public School/P.S./PS)*
- When you use the ***Password Retrieval*** tool you will be required to answer the questions in exactly the same way



Work Information

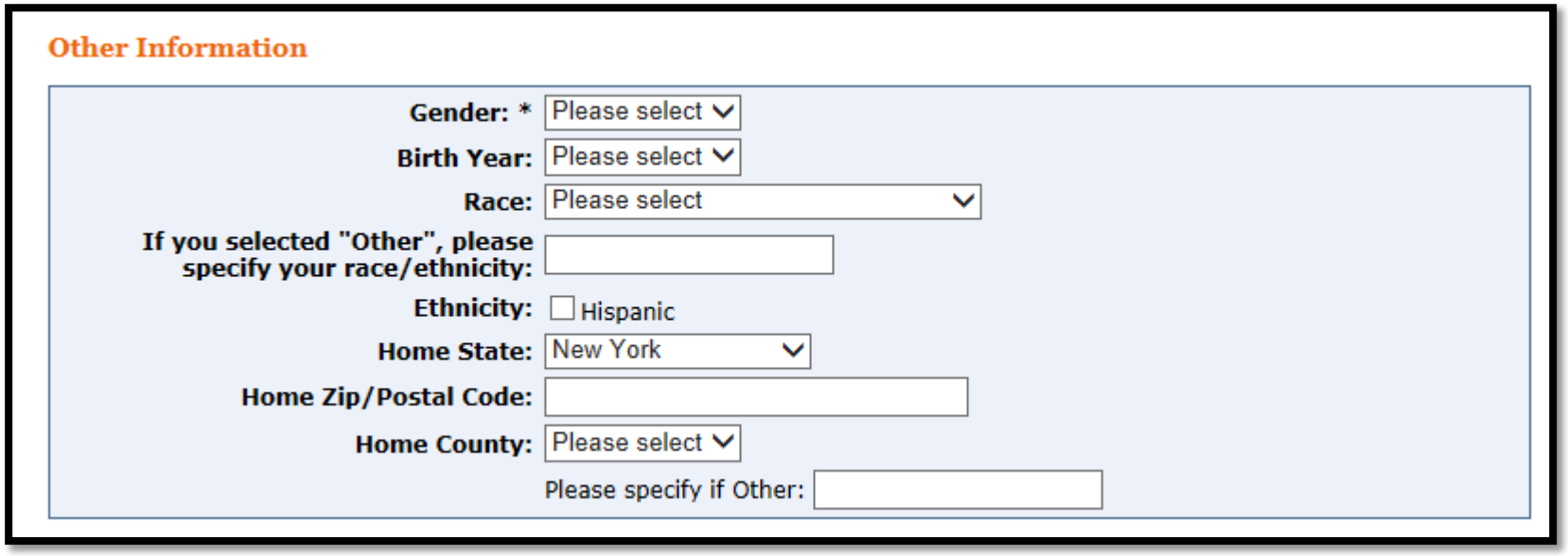
- Fill in your *Work Information*
- ***Organization Name*** goes in the first line of ***Work Address***

Be sure to fill in all fields marked with an asterisk.



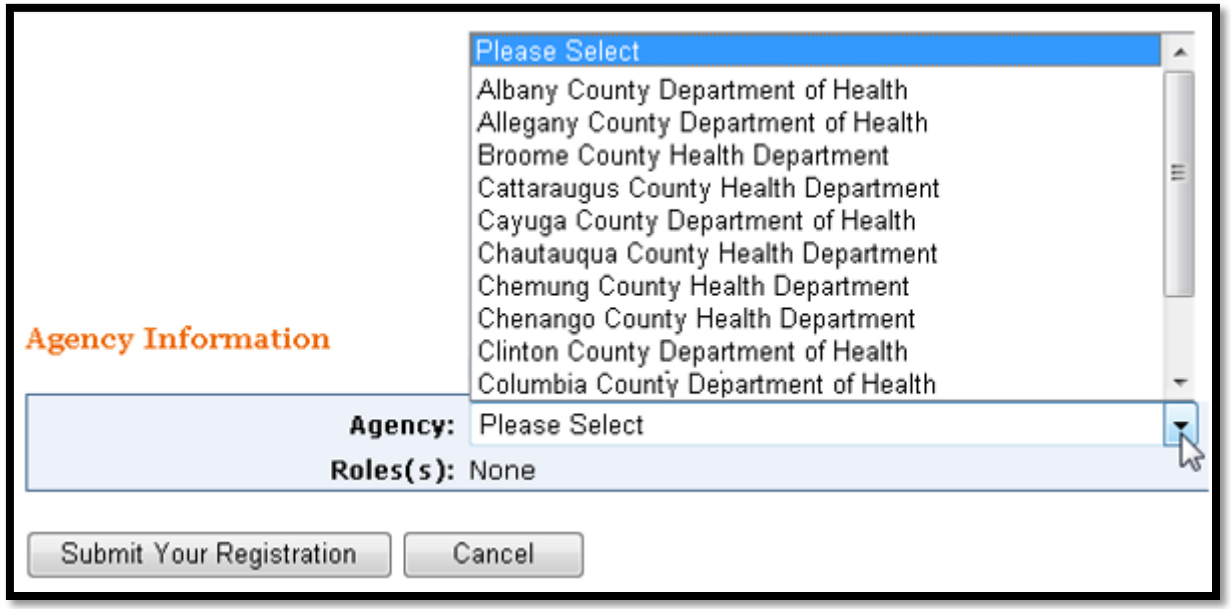
Other Information

- Select and fill in the other information



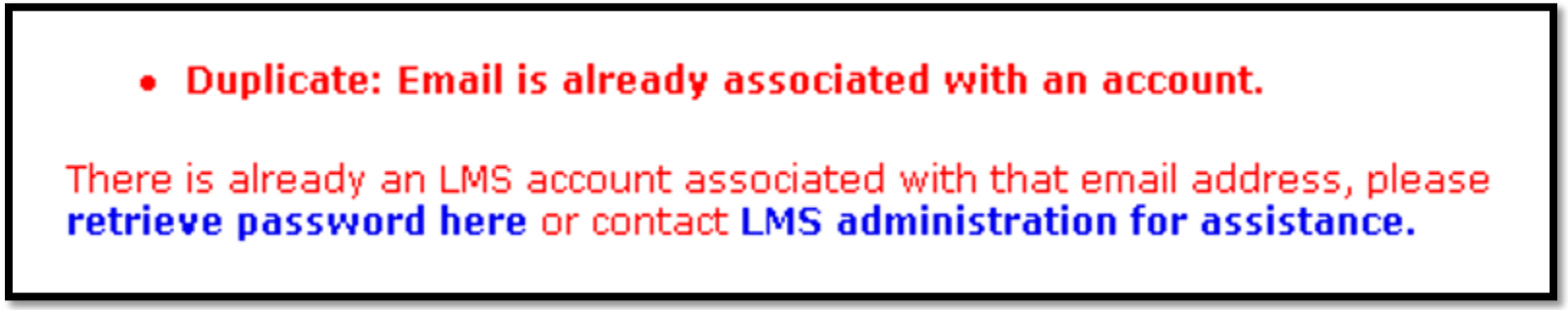
Agency Information

- Click the drop-down box to open the ***Agency*** choices
- There are many NYSDOH options
- Scroll down to select the NYSDOH Office / Center / Division that best suits you
- Click the ***"Submit Your Registration"*** button



Duplicate Accounts

If you receive the Duplicate Email warning



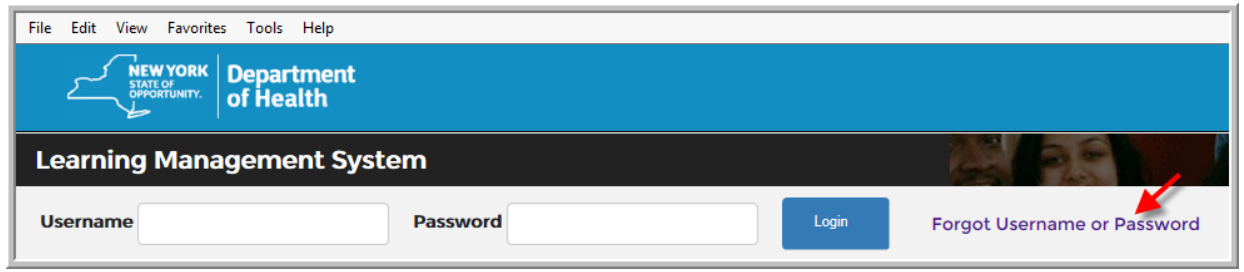
Do Not Continue with Registration!

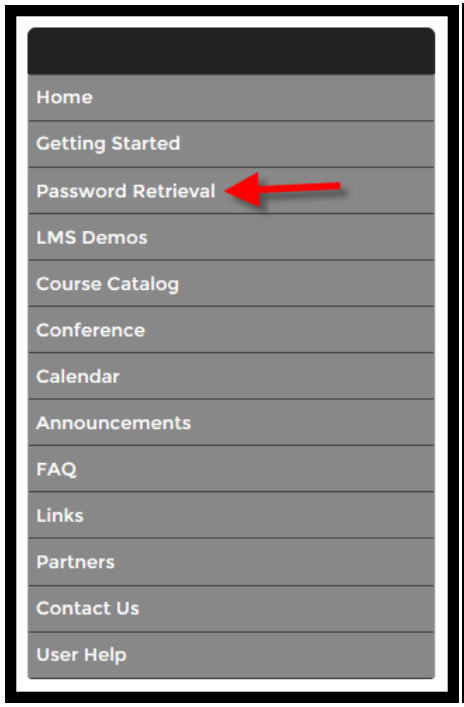
You may have registered for the system in the past and should now attempt to change your password

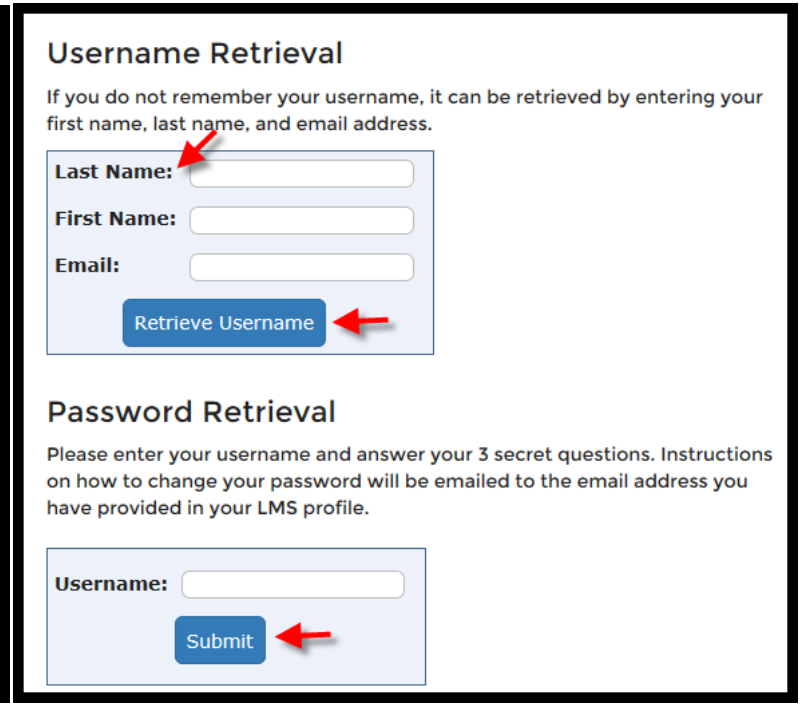
Your old account may contain completed coursework

Duplicate Accounts / Password Retrieval

- Click on ***Forgot username or Password*** *(in the header) or* ***Password Retrieval*** *(in the menu)* to change your password
  - Enter your ***Username*** and click the ***Submit button*** to display the 3 secret questions you chose and answered when you created your account.
  - Hitting "Enter" on your keyboard will cause a Username/Password is invalid error to display in the LOGIN box.
- If you forgot your Username use ***Username Retrieval***
  - Be sure to enter last name first, and use the email you registered with.
- An email with a link to change your ***Password*** will be sent to the email address you entered when you created your account.

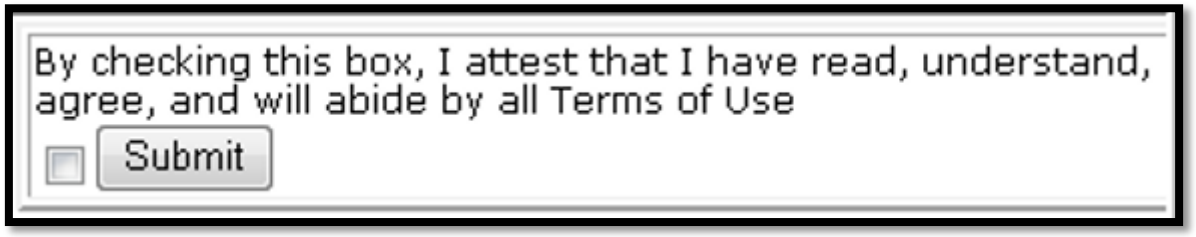






Password Retrieval

- Your answers must match exactly what you entered when you created your account
  - Beware leading/trailing spaces when typing
- If you are unable to match your answers correctly, you will need assistance from your local LMS Administrator.
- If you do not know who your Administrator is, contact the LMS Administration at edlearn@health.ny.gov or call Thomas Reizes or Abbey Greenbaum at 518-473-4223.

User Agreement

- Read over the User Agreement
- To accept the terms, check the box and hit submit