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=kM6WW0qCRplEjmRO%2b%2fFlodIq2lGHnBaWfb8RwzsAY8nUBxBACs3Bz2210sTrmWpRx6u%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.
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.**

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<tr>
<th>Enrollment Deadline</th>
<th>Section</th>
<th>Course Format</th>
<th>Start/End Dates</th>
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<tr>
<td>5/18/2014 Enroll</td>
<td>May 20, 1-2 pm</td>
<td>Online with Attendance</td>
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<td>4/13/2014 Enroll</td>
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<td>Meeting Times</td>
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</table>

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

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

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.**