

LCMS Registration Instructions

Registration to this training is restricted to individuals who have an LCMS account.

Individuals who Do Not have an LCMS account, are not sure whether they have an account, or do not remember their log in credentials should review the LCMS Log In Help Guide before proceeding.

<http://www.adph.org/it/assets/help/ADPHLCMSLOGINHELPV1.pdf>

NOTE: Only the account holder planning to attend this training should submit a registration.

If you cannot remember your username and/or password, please do not create a duplicate LCMS account.

How to Retrieve Your LCMS username and/ or password:

- On the LCMS "Log In" page, select the "Click Here" link next to "Can't remember Username or Password." This is located beneath the "Log In" button.
- You will be directed to the "Forgotten Log In Information?" page.
- Enter your "First Name," enter your "Last Name," enter your "PIN" and Click the "SUBMIT" button.

If you have an LCMS account and the information that you entered matches what is in your LCMS account profile, your LCMS username will appear on the screen. You will have the option to email your LCMS password to the primary email address on file with LCMS.

How to Create an LCMS Account:

- To access the Learning Content Management System (LCMS), enter www.adph.org/extranet into your web browser's address bar.
- Click the "Log In" link in the upper right corner of the LCMS "Training Opportunities" page.
- Near the top of log in box, select the "Click Here" link beside "Don't have a Username?" to create a new LCMS account.
- Complete all of the fields on the "Registration Information" page, and then click the "SUBMIT" button.
- Your LCMS "My Account" page will open once you finish registering for a new LCMS account.

How to Search for & Register for a Course in LCMS (after Logging in):

- On your “My Account” page, click the “Courses” link located just below the “Professional Development” heading.
- You will be directed back to the “Training Opportunities” page.
- Locate the “Keyword Search” field near the upper left corner of the “Training Opportunities” page.
- Enter the keyword “SUIDI” here.
- Your search results will list available SUIDI training.
- Click the “Register” button next to the training you want to attend.
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How to Unregister for a training:

- If you find you are not able to attend the training you registered for, log in to your LCMS account and go to My Courses, locate the training you have registered for and under the Status section, click the "Unregister" link and follow screen prompts.

If you have LCMS log in questions, email lcmsupport@adph.state.al.us