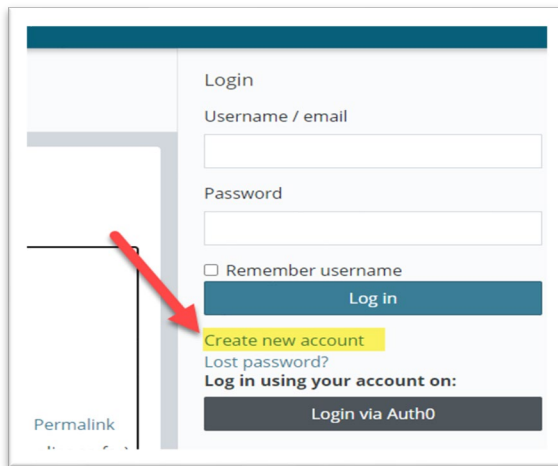


CalMHSA Learning Management System (LMS) Instructions

1. Visit the following webpage to access CalMHSA's LMS:

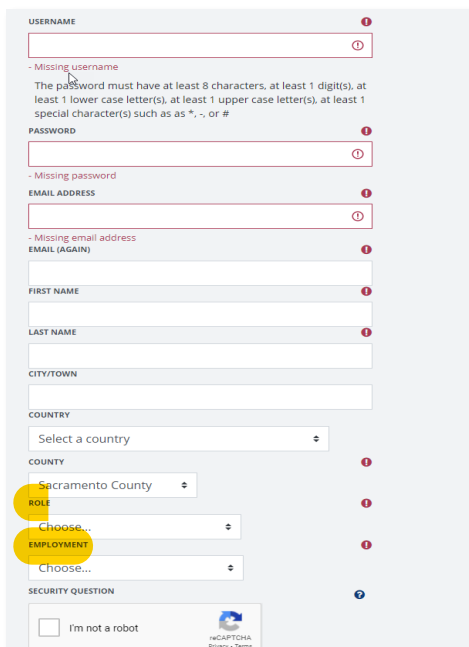
<https://moodle.calmhsalearns.org/>

2. Create a new account (or log in if you already have an account):



The screenshot shows the Moodle login interface. It includes fields for 'Username / email' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the login options, the 'Create new account' link is highlighted in yellow. A red arrow points to this link. Other options include 'Lost password?' and 'Login via Auth0'.

3. Fill in all required fields to create an account:



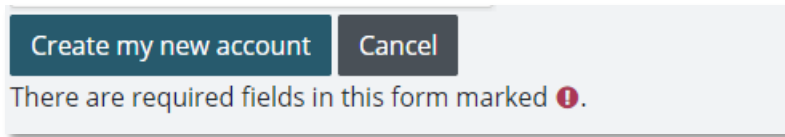
The screenshot shows the Moodle account creation form. It contains the following fields and options:

- USERNAME**: Required field.
- PASSWORD**: Required field. A note states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #".
- EMAIL ADDRESS**: Required field.
- EMAIL (AGAIN)**: Required field.
- FIRST NAME**: Required field.
- LAST NAME**: Required field.
- CITY/TOWN**: Required field.
- COUNTRY**: Select a country dropdown menu.
- COUNTY**: Sacramento County dropdown menu.
- ROLE**: Choose... dropdown menu (highlighted in yellow).
- EMPLOYMENT**: Choose... dropdown menu (highlighted in yellow).
- SECURITY QUESTION**: Required field.
- I'm not a robot

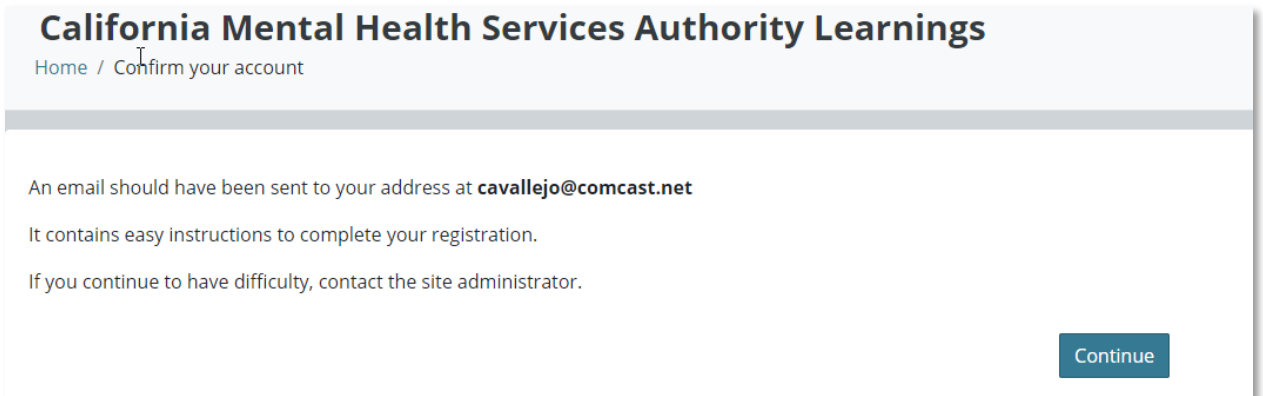
****Role:** select most appropriate selection, can be updated under Profile Settings at a later date

****Employment:** Contracted staff should select "Community Based Organization" - Staff working for a County Operated Program will choose "Government Entity"

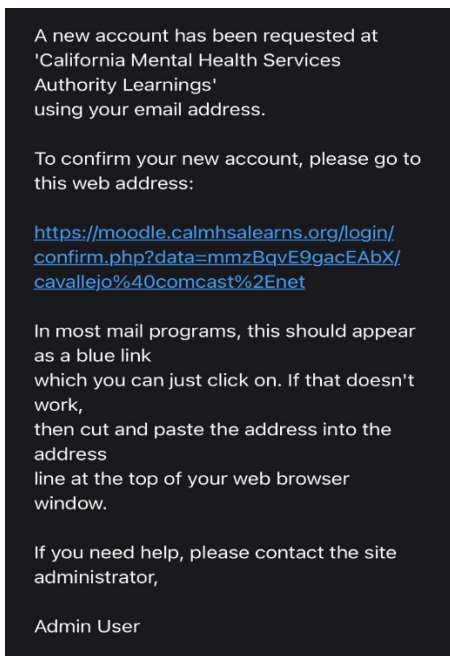
4. Click "Create my new account":



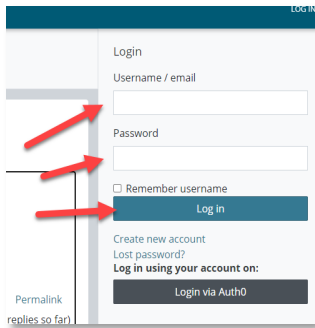
5. You will see the following message:



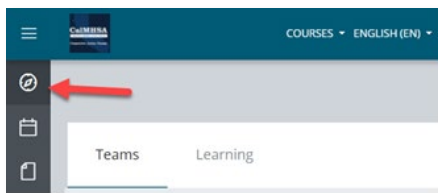
6. The email you receive should state the following:



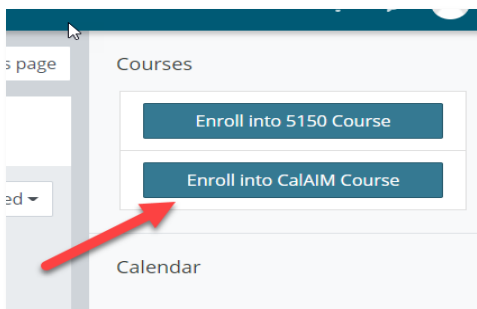
7. Once you have confirmed your new account, you can go back to the LMS site and log in:



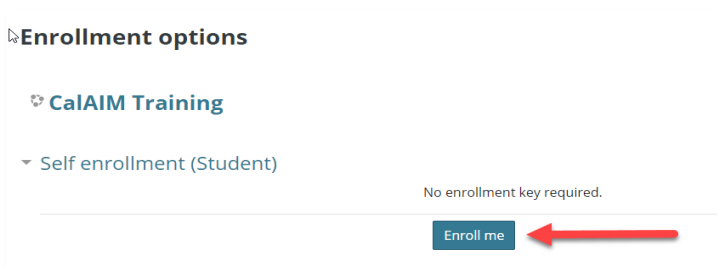
8. Once logged in, navigate to your “dashboard”:



9. In the upper right side of the page you will see a “quick link” button that says “Enroll into CalAIM Course”:



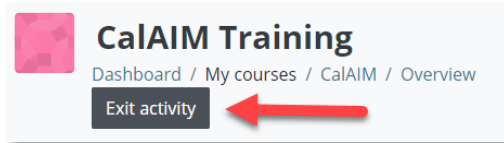
10. Select “Enroll me”:



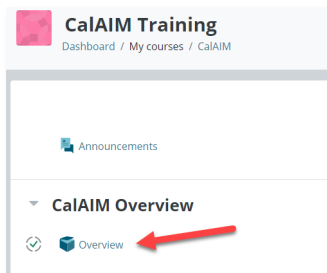
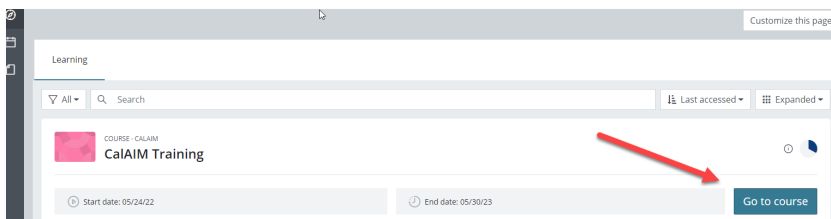
11. When you enroll in the CalAIM Course, you should see a list of available trainings (additional trainings will be added as they become available):



12. If you need to exit and return to your training at a later time, you can select "Exit Activity" at the top of the page:



13. To resume your training at a later time, log back in, select "Go to course" and then select the training:



14. Once each training is 100% complete, you will see a green check mark next to the name of the training:

