

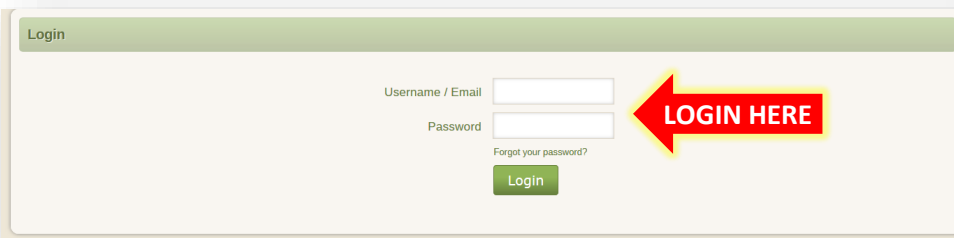
CHC OUTREACH AND EDUCATION

INSTRUCTIONS TO ACCESS *CHC DIRECT SERVICE PROVIDER TRAINING*

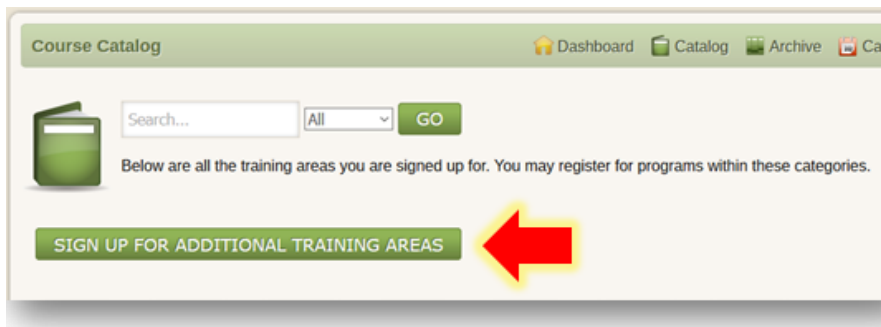
FOR INDIVIDUALS WHO ALREADY HAVE AN ESTABLISHED LMS ACCOUNT

Follow the step-by-step instructions below to access the folder that contains the CHC Direct Service Provider Training:

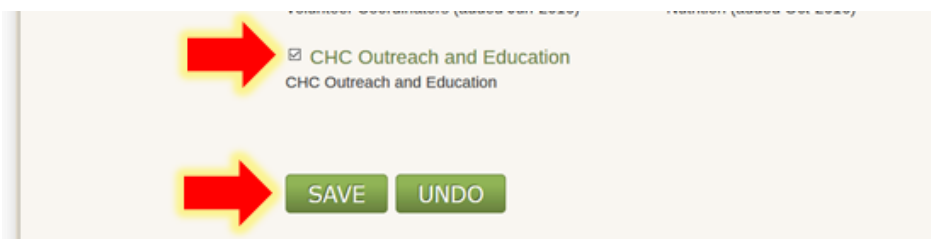
1. Click the link below to access the learning management system (LMS):
<http://www.lttrainingpa.org/lms/index.php?option=auth&task=login>
2. Once the following screen appears, log into your LMS account:
 - If you don't remember your password, click the 'Forgot your password?' hyperlink, which is located directly beneath the 'Password' field.



3. Once successfully logged in, click on **Course Catalog** ----->
4. Click on the green button that reads: **SIGN UP FOR ADDITIONAL TRAINING AREAS**



5. Scroll down to the bottom of the page and select **CHC Outreach and Education**
6. Click the **SAVE** button:

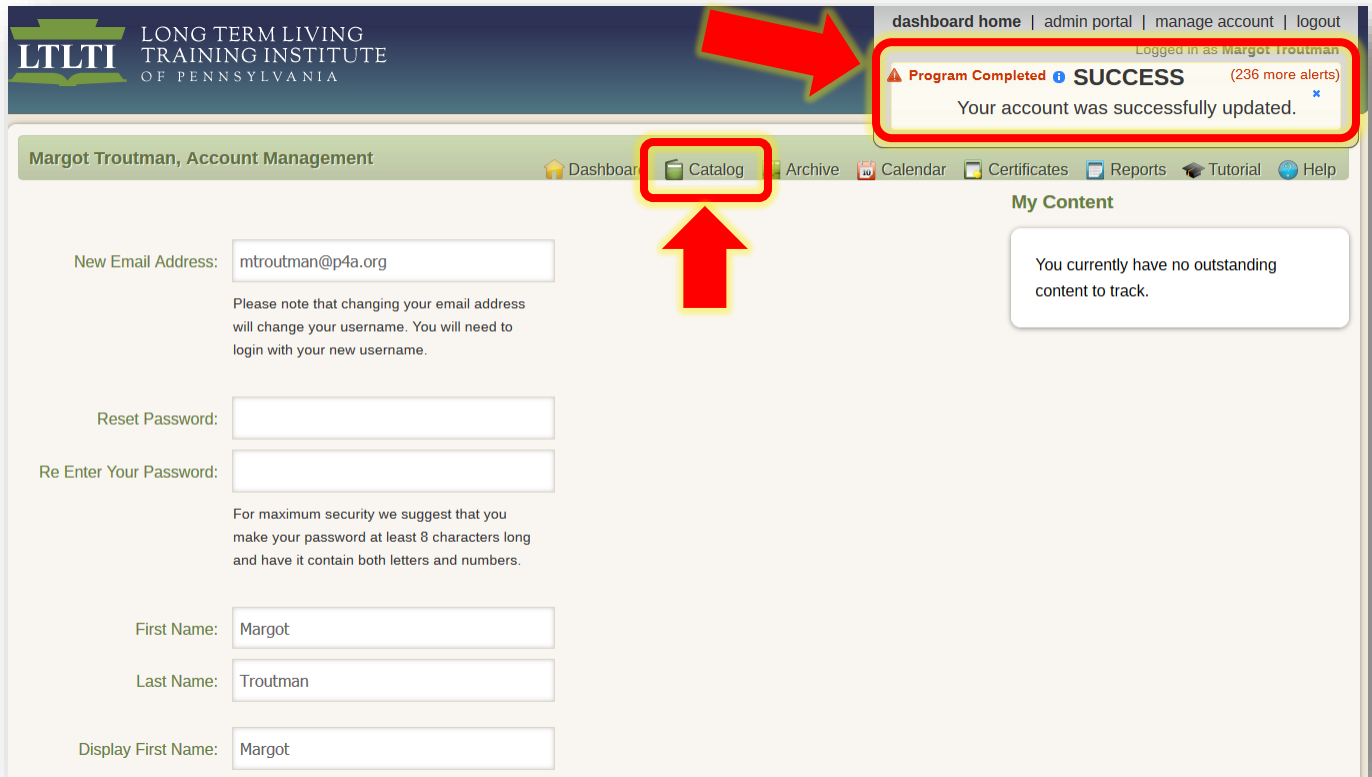


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7. After clicking the **SAVE** button, the following **pop up window** will appear in the upper right-hand corner of your screen, confirming the update:



8. Next, click on the **Catalog** button (*shown above*), and then *locate and click* on the folder titled: **CHC Outreach and Education**.
9. The **CHC – Direct Service Provider Training** is housed within the *CHC Outreach and Education* folder. Drill down on each hyperlink until you reach the training course page. The TRAINING MODULE and supporting REFERENCE DOCUMENTS are located at the bottom of the course page. Please be sure to read through the course description/instructions before beginning the TRAINING MODULE.