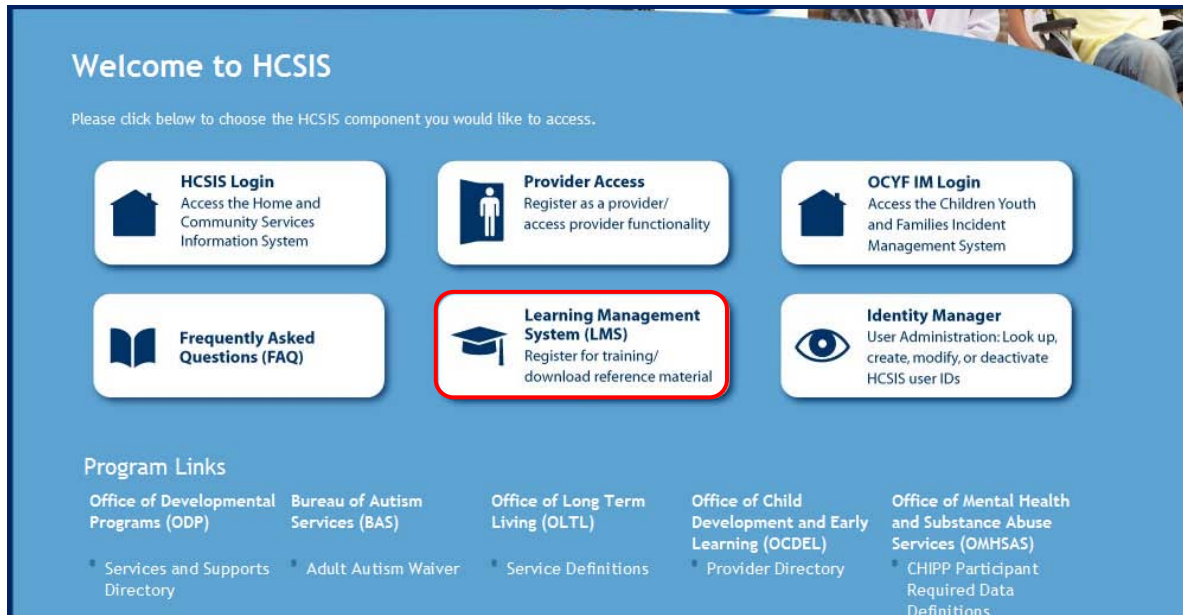


LMS Webinar Registration Tip Sheet

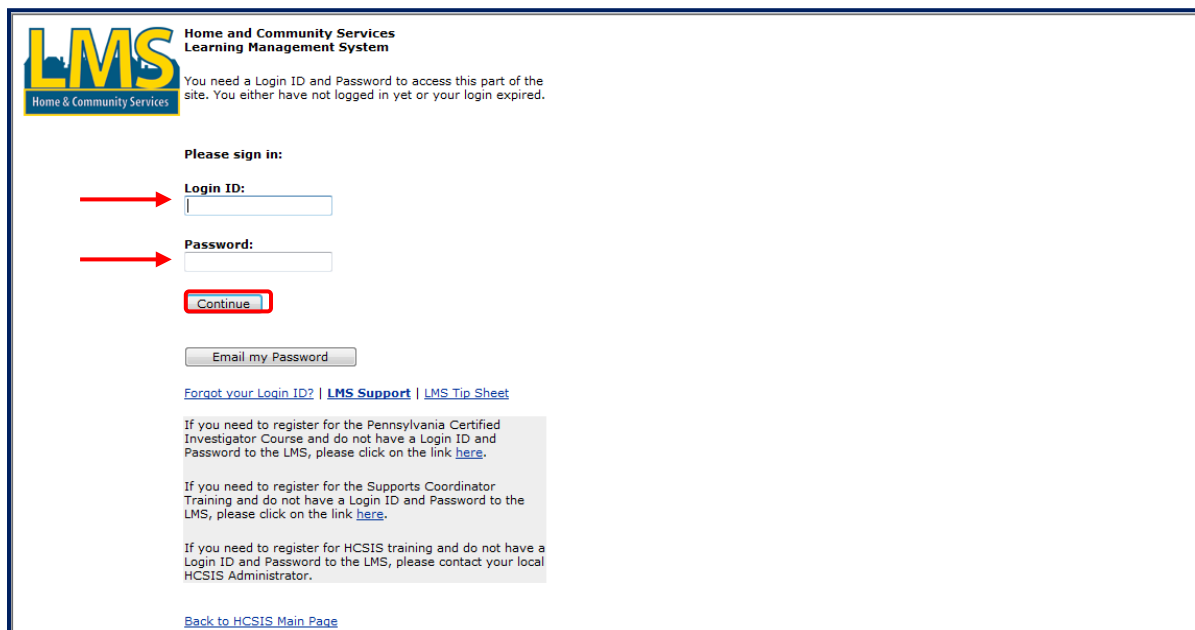
To register for a webinar on the Learning Management System (LMS), please follow the steps below:

1) Log into HCSIS and click the Learning Management System (LMS) link



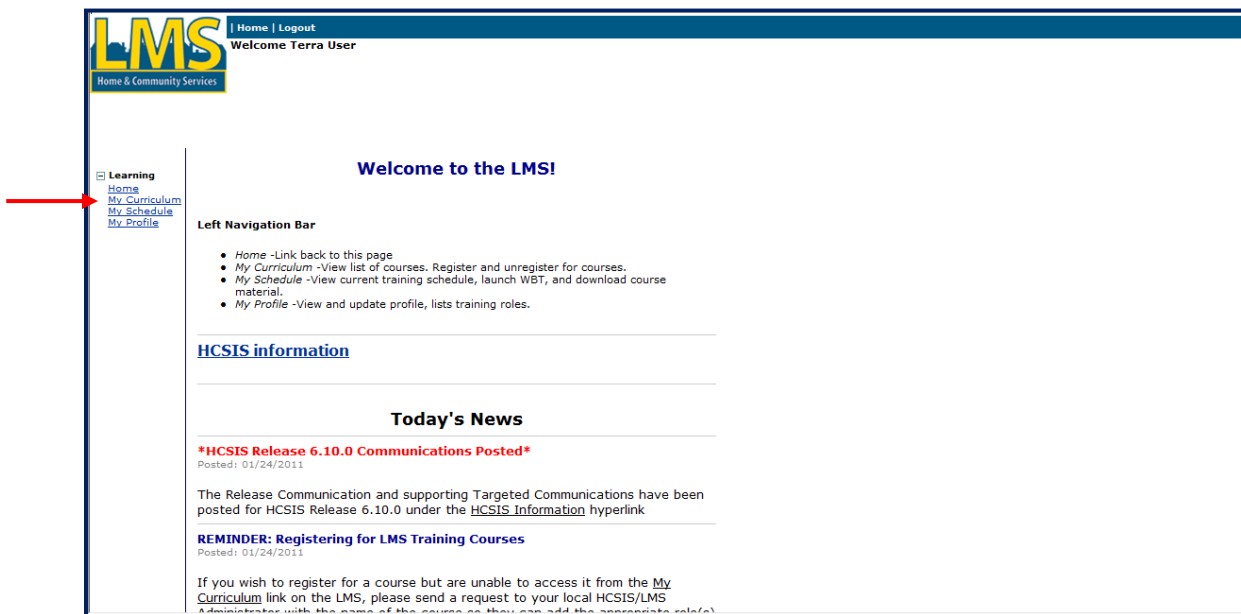
2) Enter your Login ID and Password, and then click [Continue]

Note: If you do not know your LMS ID, please contact your Business Partner (BP) Administrator.



LMS Webinar Registration Tip Sheet

3) Click the My Curriculum link on the left hand side of the screen



4) Locate the upcoming webinar for which you would like to register, and then click the Register link next to it

Note: Make sure you select the correct webinar name and date. If the webinar that you wish to attend is not listed under your curriculum, please send a request to your local HCSIS/LMS Administrator with the name of the course so they can add the appropriate role(s) to your LMS user ID.

ILT	BAS: Webinar - EIM Identity Manager Training for BP Admins on 03/28/2011 at 2:00 PM	Register
ILT	BAS: Webinar - EIM Identity Manager Training for BP Admins on 03/30/2011 at 10:00 AM	Register
ILT	BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM	Register
ILT	BAS: Webinar - EIM Role Mapping Training for Provider Contacts on 03/21/2011 at 2:00 PM	Register
ILT	BAS: Webinar - EIM Role Mapping Training for Provider Contacts on 03/23/2011 at 10:00 AM	Register
ILT	BAS: Webinar - EIM System Training For BAS Staff on 04/05/2011 at 9:00 AM	Register
ILT	BAS: Webinar - EIM System Training for BAS Staff on 04/07/2011 at 9:00 AM	Register
ILT	BAS: Webinar - EIM System Training for Providers on 04/13/2011 at 9:00 AM	Register

LMS Webinar Registration Tip Sheet

5) Click the Enroll link

Note: If the Seats available is zero, the course will be closed and you will not be able to enroll in the course. Click the button under the Wait List Request column to send a request to the course administrator to be placed on a wait list in case of a cancellation.

Enroll Student in a Course

Student: **Charu Pahwa**
 Course: **BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM**

Please select offering to enroll in.
For class offerings that are closed, click the Wait List Request button to send a request to the course administrator.

Date	Time	Location	Seats available	Enrolled?	Action	Wait List Request
4/12/2011	01:00PM - 04:00PM	Virtual Training - Virtual Training	100		Enroll	

6) Click [Register]

Course Confirmation

Student: **Charu Pahwa**
 Course: **BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM**

Are you sure you want to Register for the following course?

Training Type Instructor Led Training
Date 4/12/2011 - 4/12/2011

7) The message “Course Successfully Added” will appear to confirm your registration

Course Successfully Added

Student: **Charu Pahwa**

You are now registered for **BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM**
 You should receive an email with course and class information soon

[Back to Course Page](#)

LMS Webinar Registration Tip Sheet



8) To view the courses for which you are registered, click the [My Schedule](#) link on the left side of the page

Learning
[Home](#)
[My Curriculum](#)
[My Schedule](#)
[My Profile](#)

My Schedule

If you are experiencing problems with a web-based course, please click on the link below to access troubleshooting tips.
[WBT Troubleshooting](#)

BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM [Evaluate this course](#)

[View schedule details](#) Class Date: 4/12/2011 01:00PM

Last modified: 03/02/2011 18:23:58

LMS Support
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