

New User Guide

Welcome to SCCMHA's Absorb Learning Management System (LMS) Log-In

- Please use this link to initiate the LMS log in process: sccmha-lms.myabsorb.com
 - Username: ***Firstname.Lastname***
 - **(example: John Smith = John.Smith)**
 - Initial password: ***password***
 - *User will be prompted to change the password to any combination of at least 6 letters/characters.*
 - ***If you provided an email address, you can follow the directives within the email you received from noreply@myabsorb.com Example email:***

Hi YOUR NAME,

Your learner account has been activated in the Absorb LMS, please set your pin number at this link: <https://sccmha.myabsorb.com/#/resetpassword/XXXXXXX>

Please note that this link will expire after 7 days.

Once your pin is set, you can access your training at any time by using your username XXXX@XXXXX.com at the Absorb LMS training website: sccmha.myabsorb.com

Thank you.

Saginaw County Community Mental Health Authority Continuing Education

Note: This is a system generated message. Please do not reply to this email.

- ***You can also find the log in link on the SCCMHA website: [Continuing Education & Training | SCCMHA](#), screenshot on the next page***



New User Guide



SCCMHA has an obligation to ensure a competent network of service providers. MDHHS specifies certain required training in specific areas. SCCMHA Continuing Education is aimed at improving the quality of supports and services for people served in the SCCMHA provider network. SCCMHA training improves system performance, organizational processes, and enhances the best use of limited resources.

SCCMHA has a dedicated Learning Management System (LMS) to best support providers in meeting training requirements.

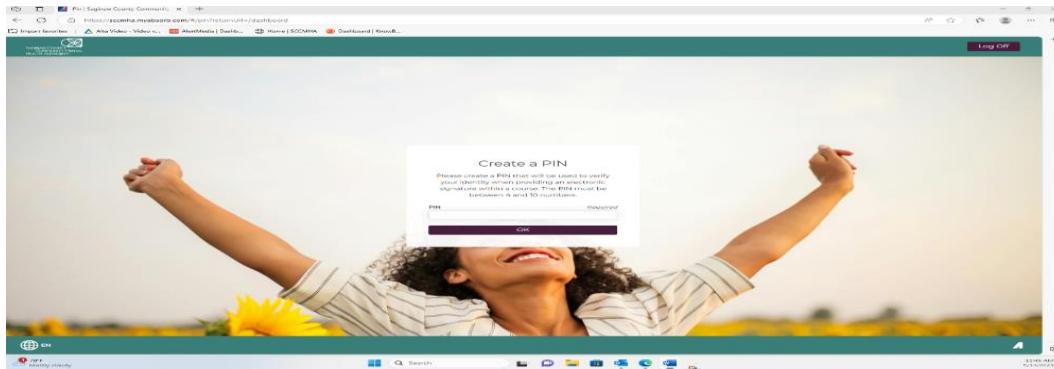
LMS LOGIN LINKS	PROVIDER MANAGERS/ ADMINISTRATORS	LMS USER GUIDES/ RESOURCES
PROVIDER STAFF CLICK TO LOGIN	ONLY AN ADMINISTRATOR? CLICK TO LOGIN To ADD or REMOVE STAFF as a LMS User, Please click below and complete the form: EXTERNAL PROVIDER - ADD/REMOVE STAFF - ABSORB LMS	FIRST TIME LOGIN GUIDE PASSWORD RESET INFORMATION NEW LMS USER NAVIGATION TRAINING SESSIONS To access more LMS Resources: From your LMS Learner Welcome Dashboard: Click RESOURCE tile - LMS TUTORIALS folder. <i>Many issues can be resolved by reviewing resource tutorials in the LMS.</i> Troubleshooting LMS Issues



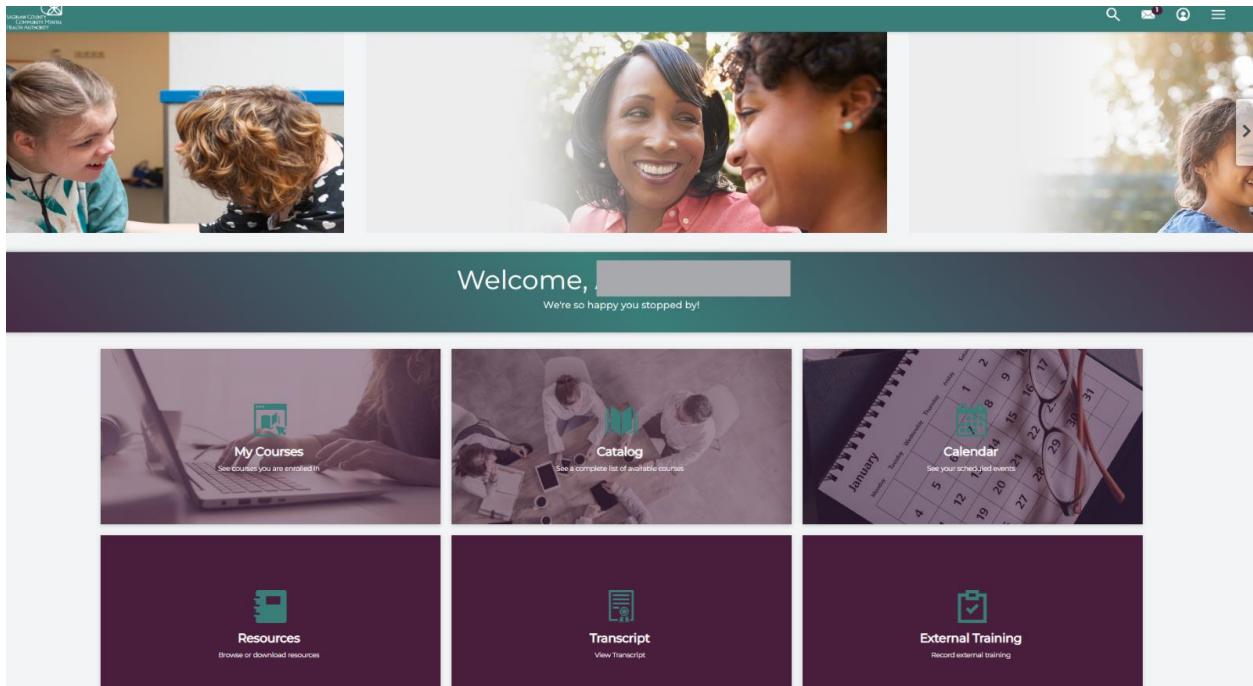
New User Guide

Once log in has been established, all new learners will follow this process:

- You will be directed to create a PIN for the LMS



You will then be automatically directed to the Absorb LMS landing page (or Dashboard)



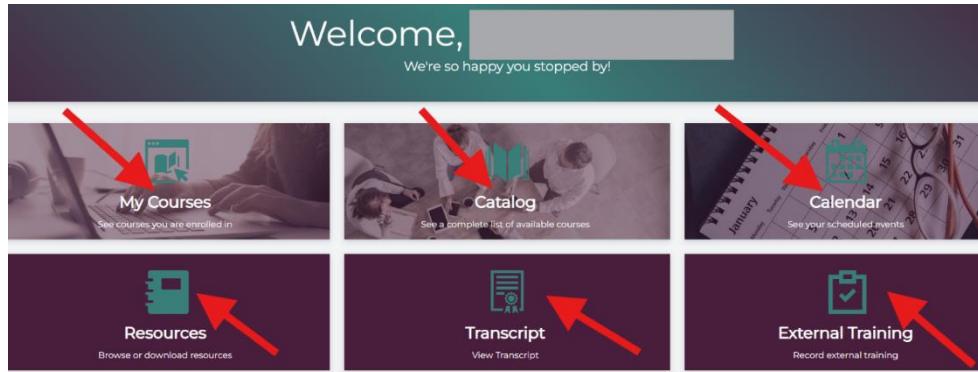
New User Guide

Navigating through SCCMHA LMS

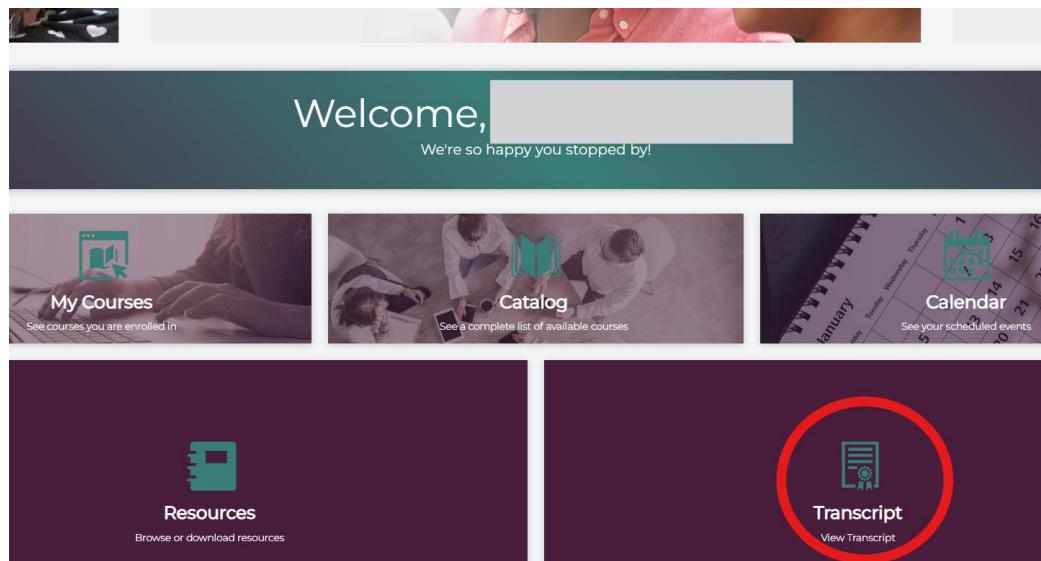
Now that you have logged in, you are ready to explore the SCCMHA LMS!

If you need help at any time while navigating through the system, please contact SCCMHA CEU.

1. From your Dashboard, you can browse the different tiles. Please become familiar with these tiles as they help you navigate through the system.

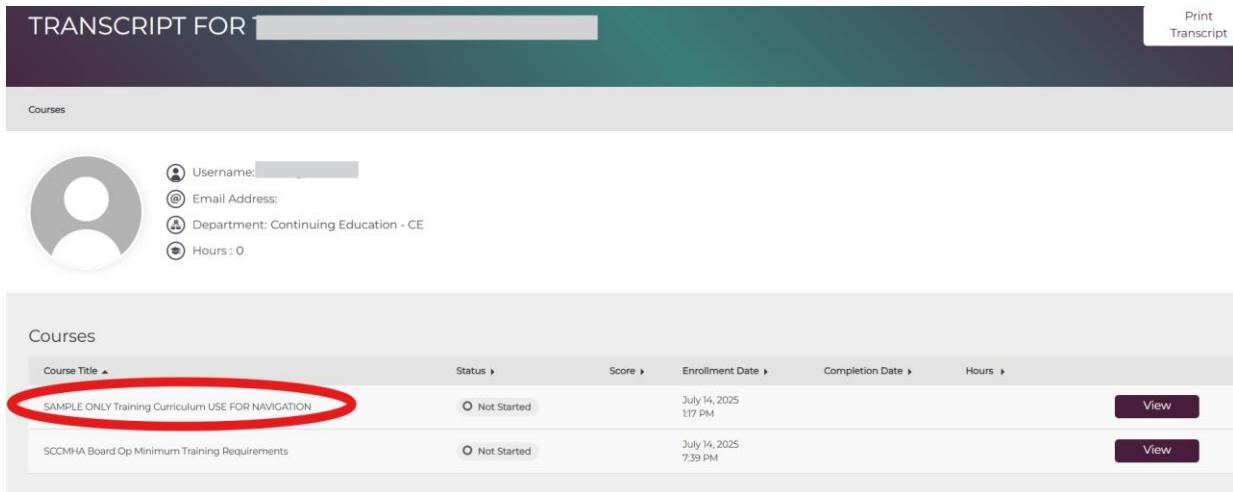


2. The **Transcript** Tile will take you to your SCCMHA required courses



New User Guide

3. Once in the **Transcript** tile, you should see at least one **Curriculum**, possibly 2, indicated by the **red circle**. How many curriculums you see are determined by your provider type. Choose a **Curriculum** to open



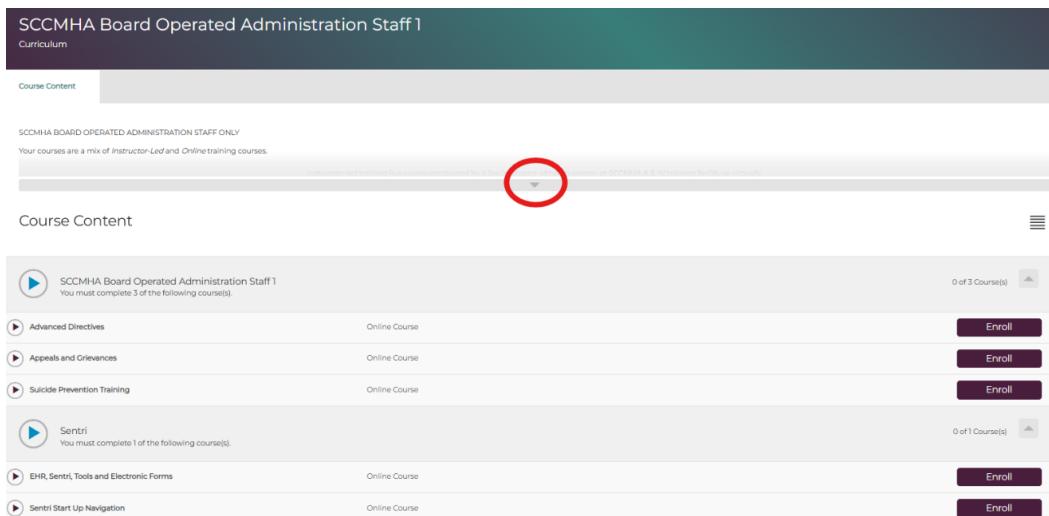
The screenshot shows a user profile with a placeholder profile picture and the following details:

- Username: [REDACTED]
- Email Address: [REDACTED]
- Department: Continuing Education - CE
- Hours: 0

Below the profile, a table titled "Courses" lists two curriculums:

Course Title	Status	Score	Enrollment Date	Completion Date	Hours	
SAMPLE ONLY Training Curriculum USE FOR NAVIGATION	Not Started		July 14, 2025 1:17 PM			View
SCCMHA Board Op Minimum Training Requirements	Not Started		July 14, 2025 7:39 PM			View

4. Once you start a curriculum, you should see the course content for that curriculum. Choose the down arrow within the gray bar, as indicated by the **red circle**, to gather more information about the courses.



The screenshot shows the "Course Content" section for the "SCCMHA Board Operated Administration Staff 1" curriculum. The content area includes a sub-header "SCCMHA BOARD OPERATED ADMINISTRATION STAFF ONLY" and a note that "Your courses are a mix of Instructor-Led and Online training courses." A red circle highlights a downward arrow icon located in the top right corner of the content area.

Course Content

Course	Type	Completion Status	Enroll
Advanced Directives	Online Course	0 of 3 Course(s)	Enroll
Appeals and Grievances	Online Course	0 of 1 Course(s)	Enroll
Suicide Prevention Training	Online Course	0 of 1 Course(s)	Enroll
Sentri	Online Course	0 of 1 Course(s)	Enroll
EHR, Sentri, Tools and Electronic Forms	Online Course	0 of 1 Course(s)	Enroll
Sentri Start Up Navigation	Online Course	0 of 1 Course(s)	Enroll

New User Guide

5. This information includes: *definition of instructor-led and online, when courses are due and if courses need to be renewed or not*. You can now choose the arrow up to close this information out

SCCMHA BOARD OPERATED ADMINISTRATION STAFF ONLY

Your courses are a mix of *Instructor-Led* and *Online* training courses.

Instructor-led training is a course conducted by a live instructor either in-person at SCCMHA A & W training facility or virtually.

Online training is a self-directed course completed at your own pace through the Absorb LMS.

TRAINING	DUE	RENEWAL Y/N WHEN
Advance Directives	90 days from hire	N
Appeals and Grievances	90 days from hire	Y Annual
Sentri	365 days from hire	N
Suicide Prevention	90 days from hire	Y Every 3 years

6. You should see *multiple courses* required for that curriculum. Pay attention to the titles and subtitles. You will see a section which identifies all courses listed must be complete and other areas where is identifying only 1 training needs to be chosen for completion.

SCCMHA Board Op Minimum Training Requirements

Curriculum

Course Content

Your courses are a mix of *Instructor-Led* and *Online* training courses.

Instructor-led training is a course conducted by a live instructor either in-person at SCCMHA A & W training facility or virtually.

Online training is a self-directed course completed at your own pace through the Absorb LMS.

Course Content

SCCMHA Board Op Minimum Training Requirements
You must complete 6 of the following course(s)

0 of 6 Course(s)

Course	Type	Action
Compliance Program and False Information (FIPAA)	Online Course	Enroll
Environment of Care (Emergency Management, Fire Safety, BL...)	Online Course	Enroll
Intro to Cultural Awareness - Embracing Diversity	Online Course	Enroll
Limited English Proficiency (LEP)	Online Course	Enroll
Person Centered Planning and Natural Supports	Online Course	Enroll

New User Guide

7. Under Course Content, any courses identified by Online next to the title on the right, indicated with a **red circle**, can be accessed and completed immediately and anytime by you.

SCCMHA Board Op Minimum Training Requirements

Curriculum

Course Content

Your courses are a mix of Instructor-Led and Online training courses.

Instructor-led training is a course conducted by a live instructor either in-person at SCCMHA A & W training facility or virtually.
Online training is a self-directed course completed at your own pace through the Absorb LMS.

Course Content

Course Title	Type	Hours	Action
SCCMHA Board Op Minimum Training Requirements You must complete 7 of the following course(s).	Online Course	0 of 7 Course(s)	Enroll
Compliance Program and False Information/HIPAA	Online Course		Enroll
Diversity, Equity, and Inclusion (DEI) 101	Online Course		Enroll
Environment of Care (Emergency Management, Fire Safety, Blood Borne Pathogen...)	Online Course	3 Hours	Enroll
Intro to Cultural Awareness - Embracing Diversity	Online Course		Enroll

- **PLEASE NOTE:** You may see courses which identify *options* you can choose to complete. You will only need to complete 1 course as indicated by the purple line within the screenshot below.

Basic Military Culture Competency Training
You must complete 1 of the following course(s).

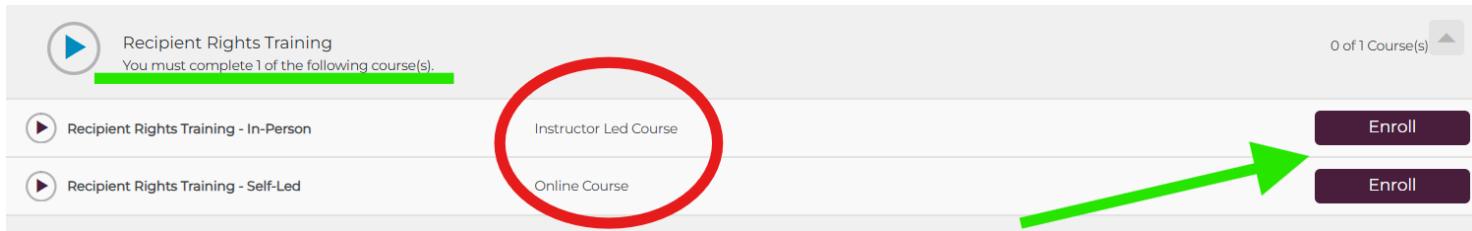
Basic Military Culture Competency	Online Course	This course will satisfy the requirement.	Enroll
Basic Military Cultural Competency	Instructor Led Course	The choice of this course typically offers credits associated for clinical providers. You can talk to your supervisor if you would like to complete this ILC course.	Enroll

Trauma-Informed Care Training
You must complete 1 of the following course(s).

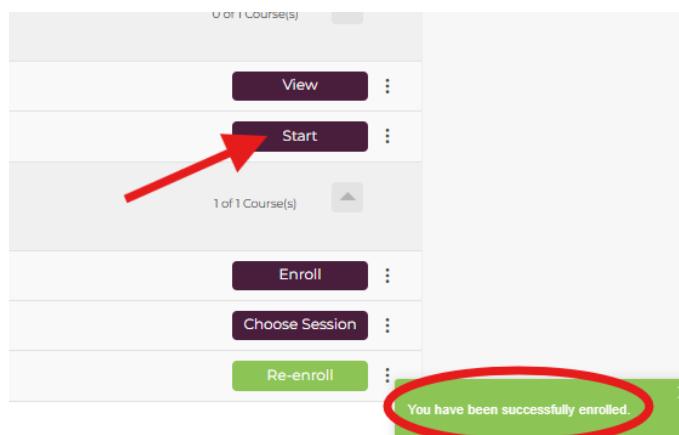
Trauma-Informed Care CLINICAL PROVIDERS	Online Course	These 2 courses are specific to clinical providers . There are social work credits associated with the ILC course. You can talk to your supervisor if you would like to complete the ILC course.	Enroll
Trauma-Informed Care-Virtual	Instructor Led Course		Enroll
Trauma-Informed Care Non-Clinical Staff	Online Course	This course will satisfy the requirement for all administrative, non-clinical roles . Such as: direct care, AFC; CLS/Respite; Custodial; Security; Finance; MHAA; etc.	Enroll

New User Guide

- Once you are at the course you would like to complete read the information provided. It might have an instructor-led course (in-person) session or it may only be offered Online (self-led). Choose the **Enroll** button to the right of the course, this will activate the course.



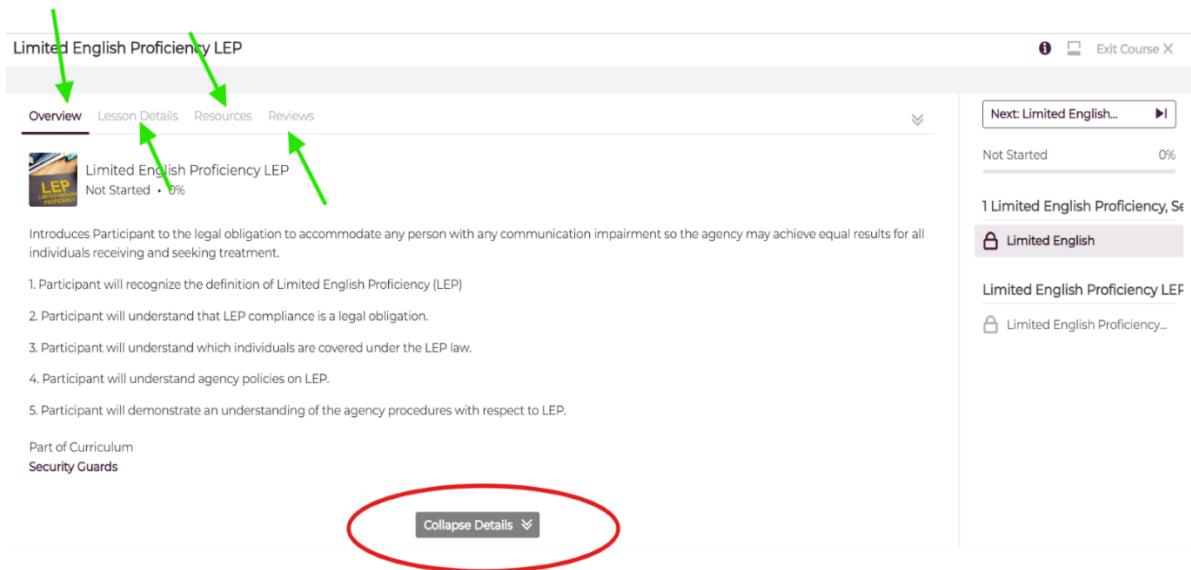
- If you have pop-ups enabled, you should see a notice around the bottom right of your screen indicating: *You have been Successfully Enrolled in the Course*. The Enroll button has now changed to a Start status. Choose the start button to access the course.



New User Guide

10. You will be directed to the screen with the training. The options indicated by the **green arrows** will give you information about the course. To start the course, choose the Collapse Details button indicated by the **red circle**.

- Please note, if you are required to download training materials for the course, the documents will be available under 'Resources' tab



Limited English Proficiency LEP

Overview Lesson Details Resources Reviews

Limited English Proficiency LEP
Not Started 0%

Introduces Participant to the legal obligation to accommodate any person with any communication impairment so the agency may achieve equal results for all individuals receiving and seeking treatment.

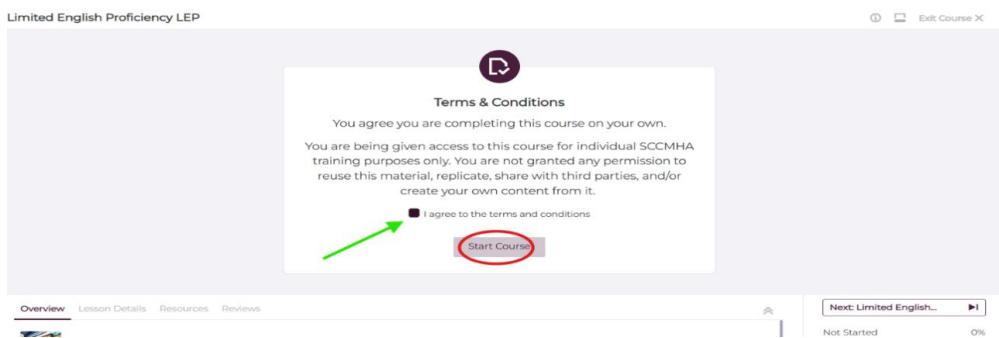
1. Participant will recognize the definition of Limited English Proficiency (LEP)
2. Participant will understand that LEP compliance is a legal obligation.
3. Participant will understand which individuals are covered under the LEP law.
4. Participant will understand agency policies on LEP.
5. Participant will demonstrate an understanding of the agency procedures with respect to LEP.

Part of Curriculum
Security Guards

Collapse Details

11. Some courses may have Terms and Conditions. If that is the case it will pop up like the screenshot below. Read and accept the Terms & Conditions as indicated by the **green arrow**. Choose Start Course button as indicated by the **red circle**.

If there was not a Terms & Conditions pop up, proceed to #12 below.



Limited English Proficiency LEP

Terms & Conditions

You agree you are completing this course on your own. You are being given access to this course for individual SCCMHA training purposes only. You are not granted any permission to reuse this material, replicate, share with third parties, and/or create your own content from it.

I agree to the terms and conditions

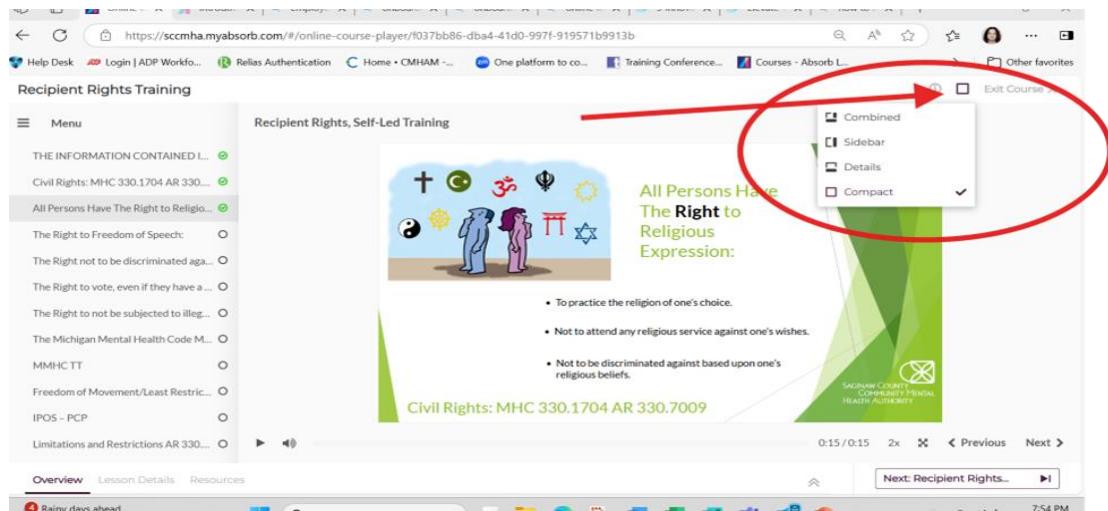
Start Course

Overview Lesson Details Resources Reviews

Not Started 0%

New User Guide

12. The course should now be open. You can change your training view by selecting the 'View' button at the top right of the screen as indicated by the **red circle**. There is a Change View resource within the 'Resources' tile on your Dashboard. This will explain the different views.



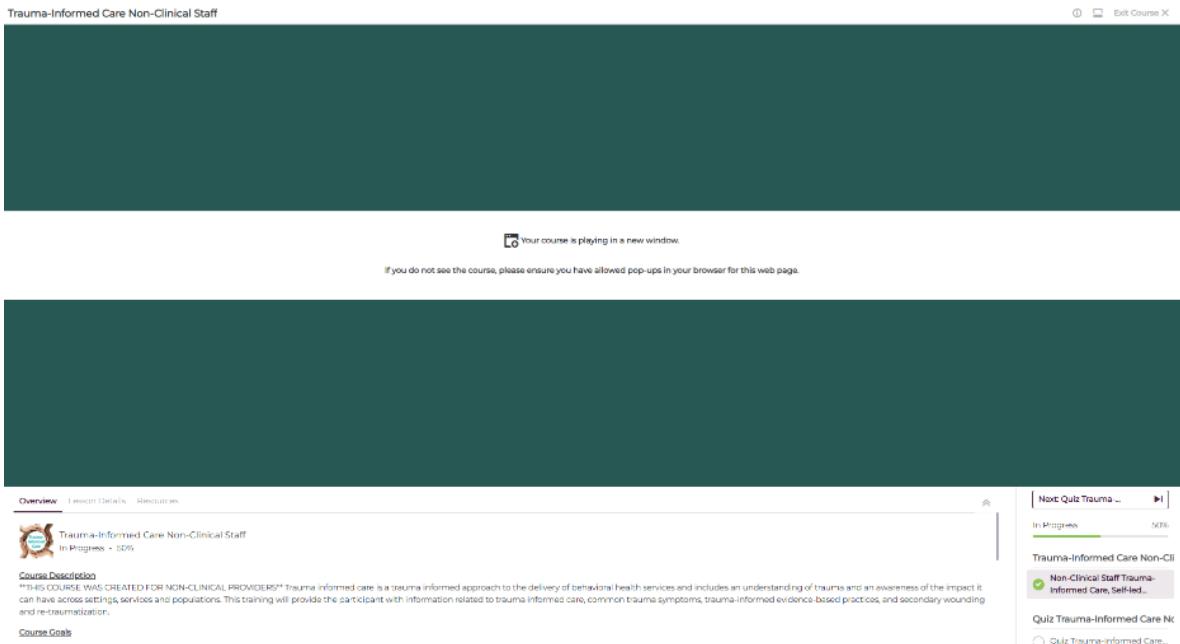
****Please note – some trainings may open in a new browser window not directly within the LMS. You will receive this message if that is the case. Pop-ups must be enabled on your device**

 Your course is playing in a new window.

If you do not see the course, please ensure you have allowed pop-ups in your browser for this web page.

13. If your training course opened in a separate browser and you have reached the conclusion/ending, you can close your browser and you will be redirected to the LMS.

New User Guide



14. Once the training session is completed, a *Confirm Quiz Attempt* message should appear. Choose the 'Start Quiz' button indicated by the **red circle**. If not, see the next step.



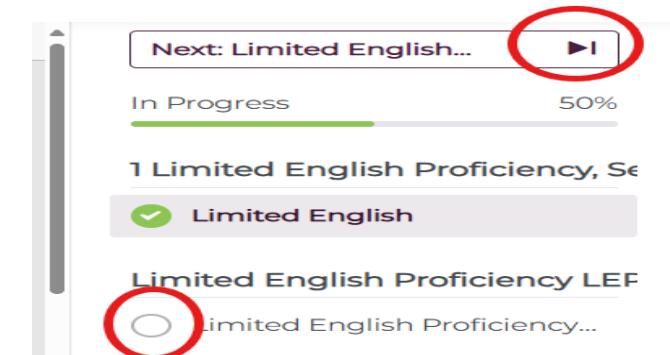
- If you are not automatically directed to complete a quiz follow these directives.
 - The training courses have several different training formats: Reading Document, Video, PowerPoint, Interactive presentation.



New User Guide

- At the bottom right of your screen, you should see a *Progress Indicator*. A green circle with a white check mark will indicate when you can move to the next part of the training. You can move forward 2 different ways:
 - Choose the arrow next to the Training title indicated by the top **red circle**
 - Choose the white circle at the 2nd part of the training as indicated by the bottom **red circle**

OR



15. Refer to step 14: Choose the 'Start Quiz' button indicated by the **red circle**.
16. Choose the *blue* 'Proceed' button to begin the quiz

Limited English Proficiency LEP (Self-Led) Quiz

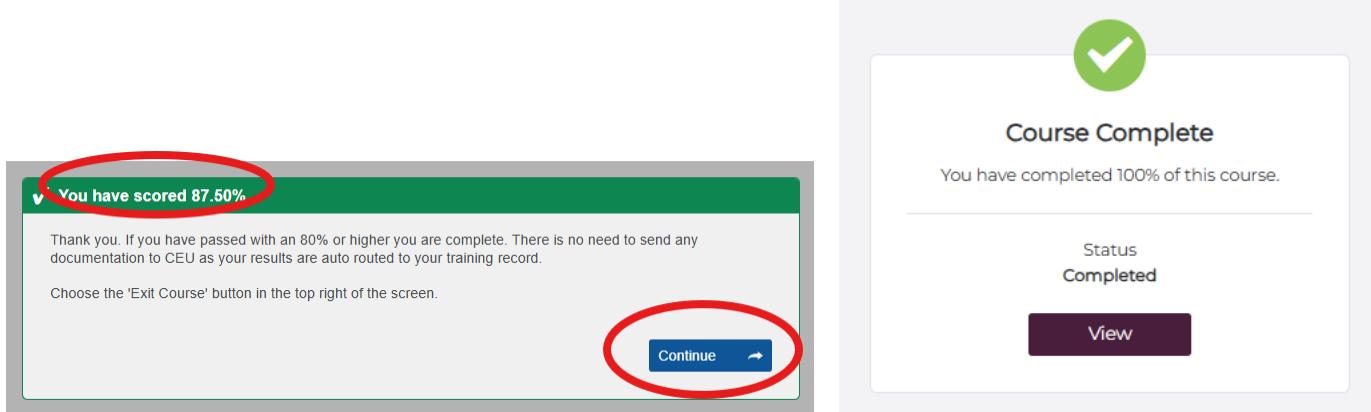
This is not timed. You will have 3 attempts to pass the quiz with an 80% or higher score.

Proceed

17. Most trainings will offer 3 attempts to pass. If you don't pass with an 80% or higher, within those 3 attempts, you will need to start the training all over. You can check your Curriculum or Transcript within your dashboard to verify the training has been completed - see *below* for these directions.

New User Guide

18. Once you have passed the quiz, these 2 screens identify you are complete with that training. Your training record will be automatically credited.



You have scored 87.50%

Thank you. If you have passed with an 80% or higher you are complete. There is no need to send any documentation to CEU as your results are auto routed to your training record.

Choose the 'Exit Course' button in the top right corner of the screen.

Continue

Course Complete

You have completed 100% of this course.

Status
Completed

View

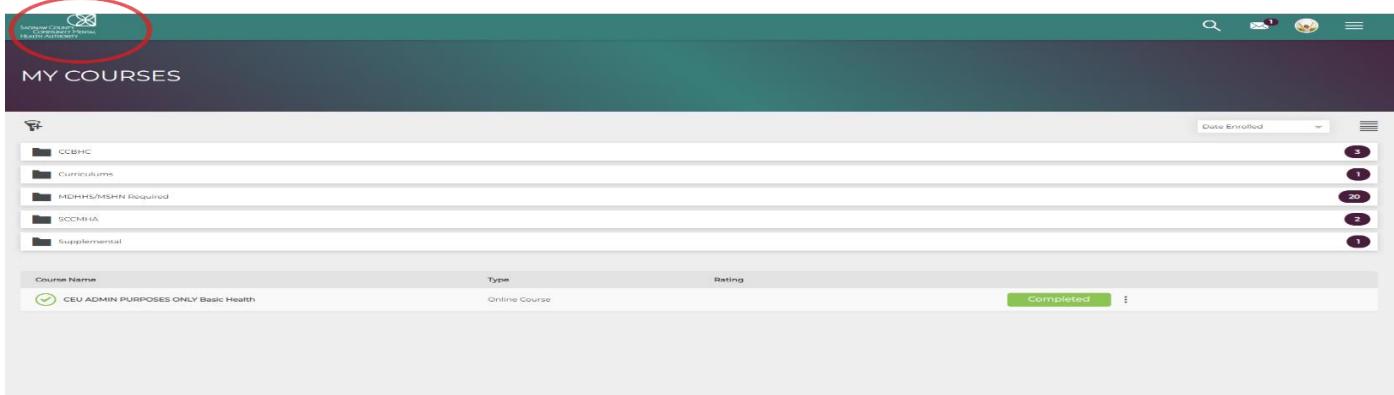
19. You can now exit the course by choosing **Exit Course** in the top right corner of the screen



20. You should immediately return to your dashboard. If you do not return to your dashboard, there are 2 different ways to return:

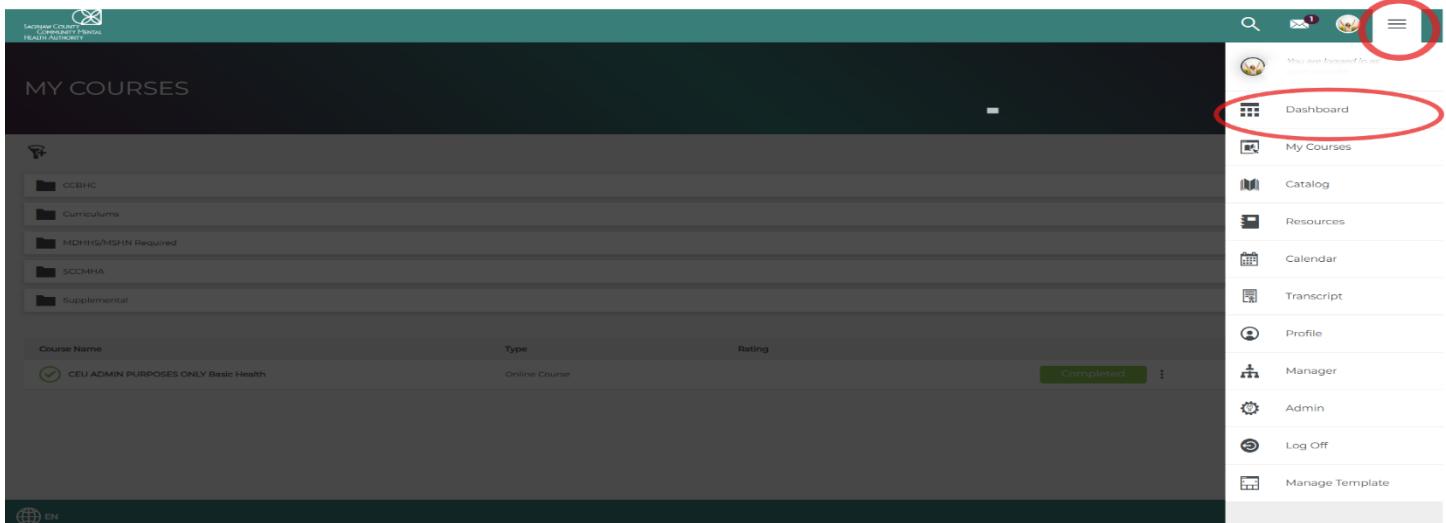
- Choose the SCCMHA logo at the top left of the screen

New User Guide



OR

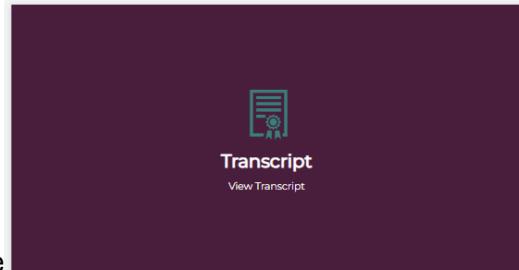
- Choose the menu drop down at the top right, then choose dashboard.



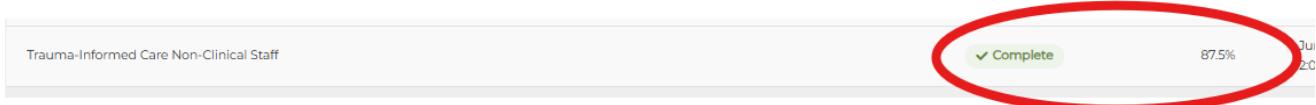
- Back at the dashboard (*the main landing page*) if you would like to review completed trainings and/or continuing with more training:
 - To review completed trainings



New User Guide



- i. Choose the Transcript Tile
- ii. Your completed courses should display as indicated by the screenshot below



- To continue with training
 - i. Choose the Transcript tile and start over with the directions at #2

