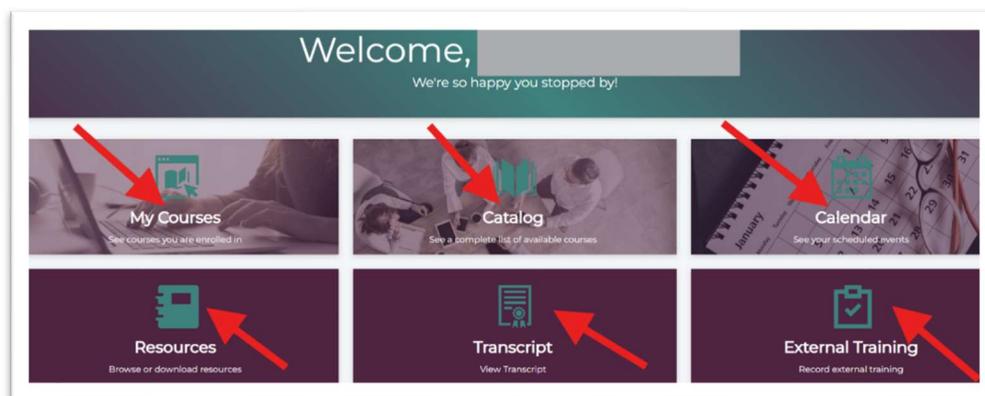


Navigating through SCCMHA LMS

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: CEU Specialist (989)797-3445

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

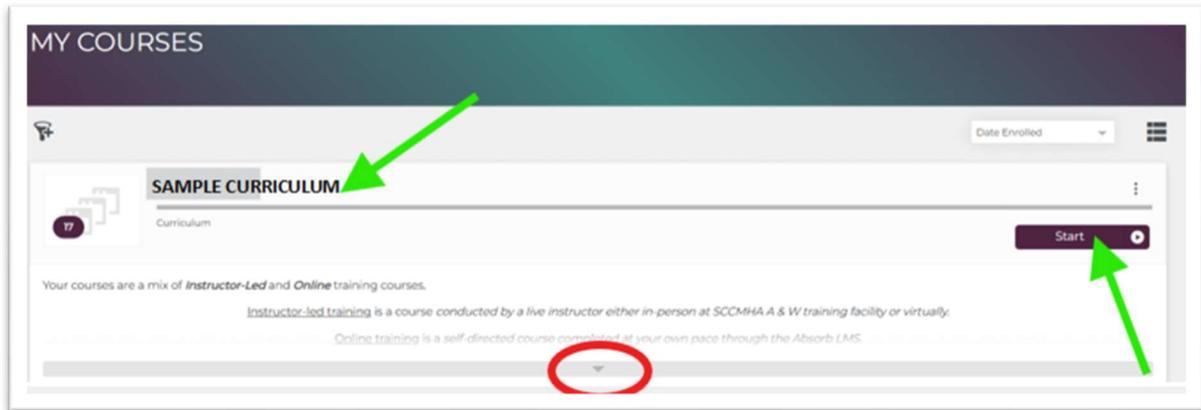


2. 'My Courses' will take you to your SCCMHA required courses



3. Once in the 'My Courses' tile, you should see a title just above "curriculum". This identifies what training curriculum you follow based on your Job Title. You can quickly view all your training requirements when you select the down arrow in the gray box, indicated by the red circle.

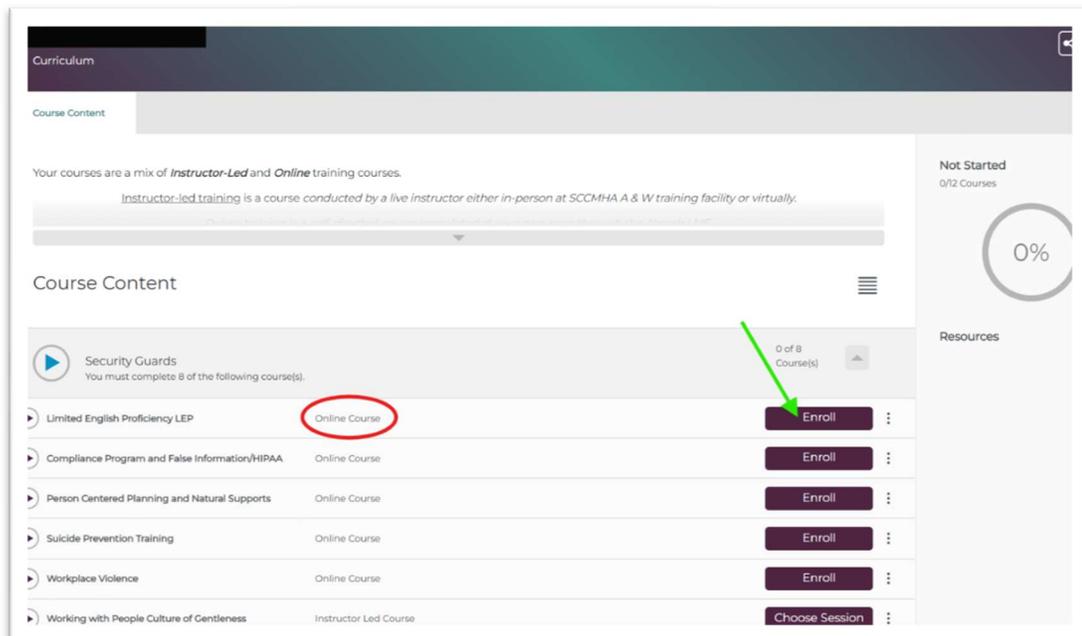
Navigating through SCCMHA LMS



4. You can start completing your trainings in 1 of 2 different ways:

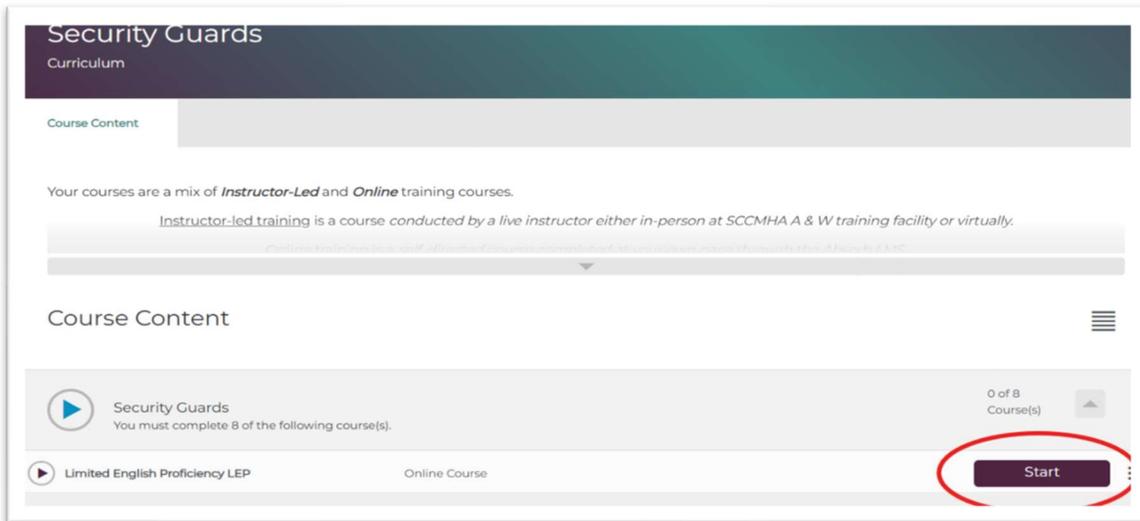
- Choose the 'Start' button indicated by the green arrow
 - or
- Choose the 'Curriculum' title indicated at the green arrow

5. Any courses identified by Online next to it on the right [indicated with a red circle] can be accessed and completed anytime by you. Choose the Enroll button as indicated by the green arrow.



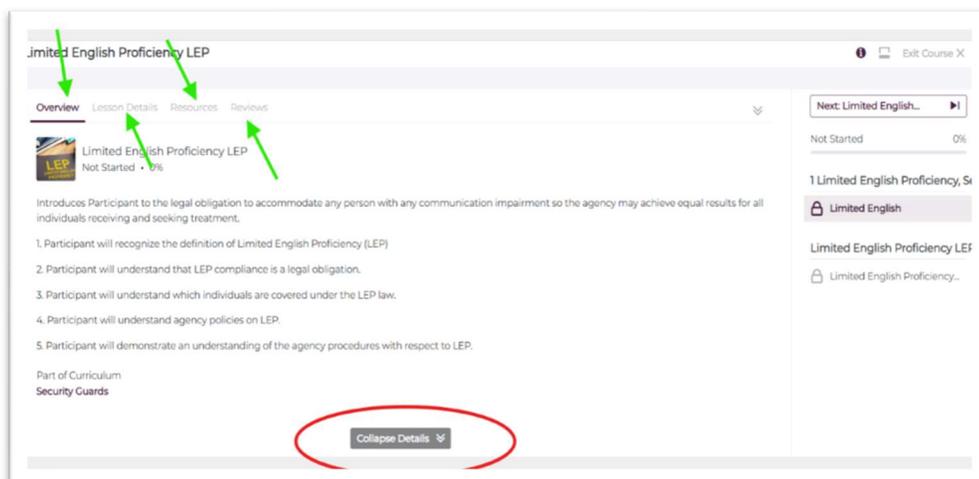
Navigating through SCCMHA LMS

6. The enroll button has now changed to a 'Start' status, as indicated by the red circle. Click Start button:



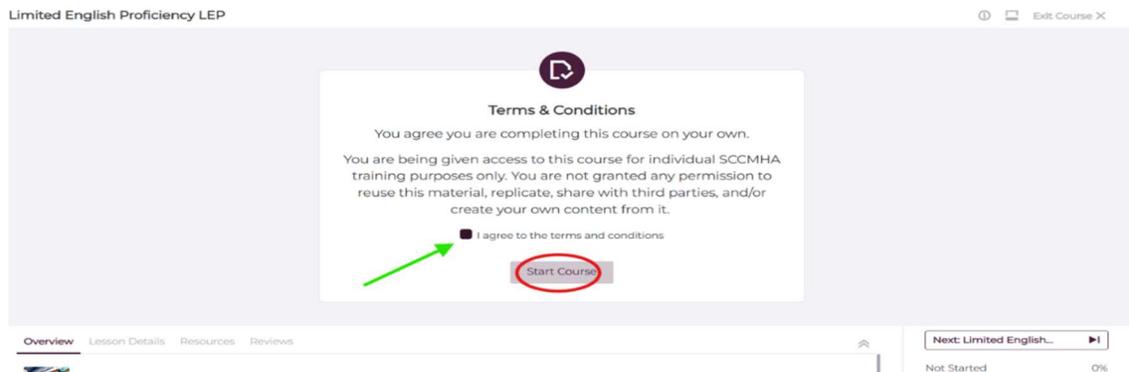
7. You will be directed to the screen with the training. The options indicated by the green arrows will give you information about the course. To start the course, choose the Collapse Details button indicated by the red circle.

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

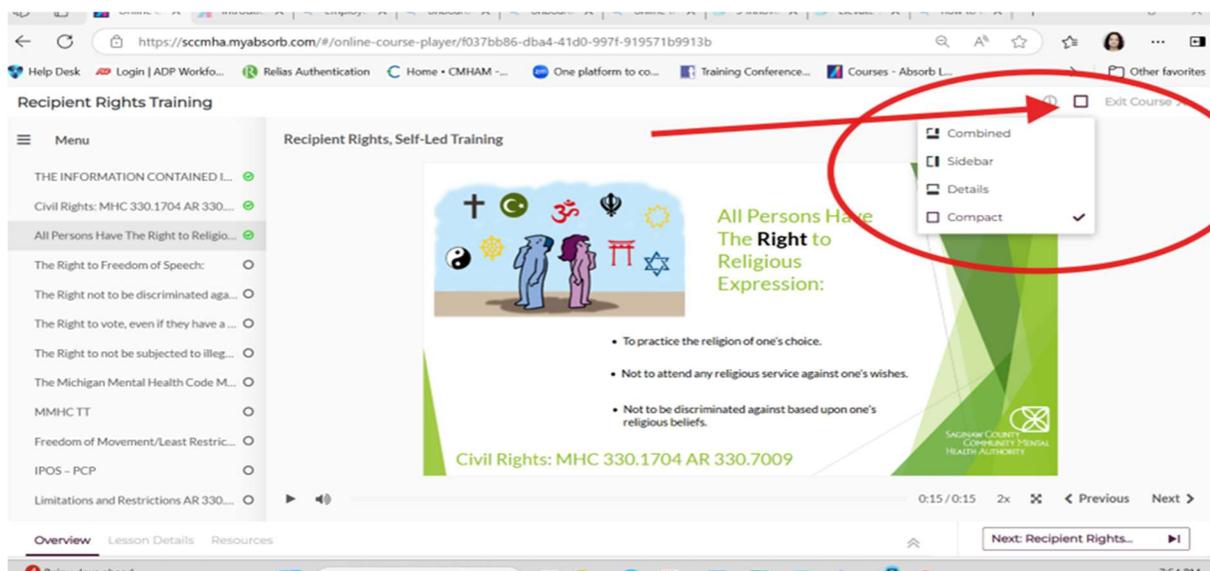


Navigating through SCCMHA LMS

8. Read and accept the Terms & Conditions as indicated by the green arrow. Choose Start Course button as indicated by the red circle



9. 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 you can use.



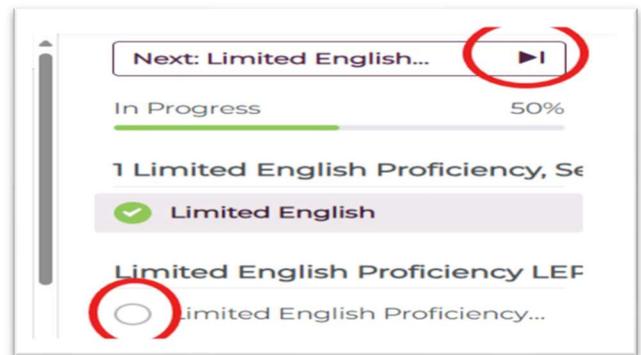
Navigating through SCCMHA LMS

10. The training courses have several different training formats: Reading Document, Video, PowerPoint, Interactive presentation. 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:

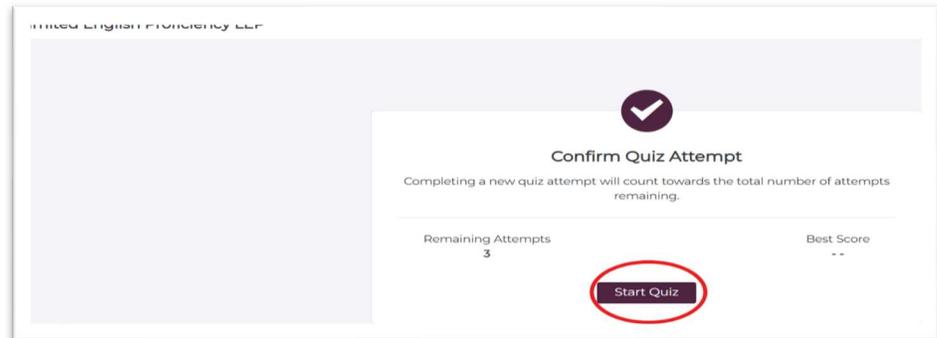
- Choose the arrow next to the Training title indicated by the top red circle

or

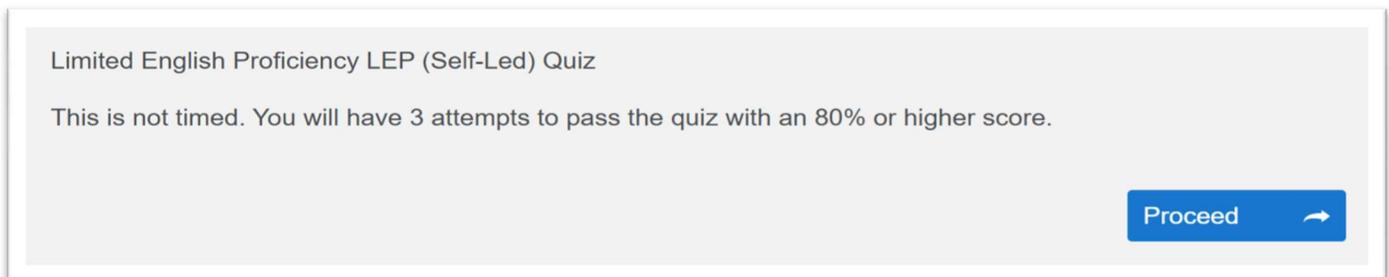
- Choose the white circle at the 2nd part of the training as indicated by the bottom red circle



11. Once the training session is completed, a Quiz attempt message should appear. Choose the 'Start Quiz' button indicated by the red circle



12. Please choose the *blue* 'Proceed' button to begin the quiz



Navigating through SCCMHA LMS

13. Once you have passed the quiz, your training record will be automatically credited. You can check your Curriculum or Transcript within your dashboard to verify the training has been completed.

14. You can return to your dashboard 2 different ways:

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

or

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

