

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.



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÷		Date Enrolled	w.
	SAMPLE CURRICULUM		1
77	Curriculum	Su	art 💽 O
/our 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.		1

- 4. You can start completing your trainings in 1 of 2 different ways:
 - Choose the 'Start' button indicated by the green arrow
 - o or
 - Choose the 'Curriculum' title indicated at the green arrow
- 5. Any courses identified by <u>Online</u> 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.

Curriculum	۲
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.	Not Started 0/12 Courses
	001
Course Content	
Security Guards You must complete 8 of the following course(s).	Resources
Limited English Proficiency LEP Online Course Enroll) E
Compliance Program and False Information/HIPAA Online Course Enroll	
Person Centered Planning and Natural Supports Online Course Enroll	
Suicide Prevention Training Online Course Enroll	1
Workplace Violence Online Course Enroll	1
Working with People Culture of Centleness Instructor Led Course Choose Session	:



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

Security Guards ^{Curriculum}			
Course Content			
Your courses are a mix of <i>Instructor-Led</i> and <i>Online</i> Instructor-led training is a course <i>c</i>	training courses. onducted by a live instructor either in-person at SCCMHA A & W training	g facility or virtually.	
Course Content			
Security Guards You must complete 8 of the following course(s).		0 of 8 Course(s)	-
Limited English Proficiency LEP	Online Course	Start	

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

verview Lesson Detailis Resources Reviews	⊗ Next: Limited English ►
Limited English Proficiency LEP	Not Started 0
Not Started • 0%	1 Limited English Proficiency
troduces Participant to the legal obligation to accommodate any person with any communication impairment so the agency may achieve equal results f dividuals receiving and seeking treatment.	or all Limited English
Participant will recognize the definition of Limited English Proficiency (LEP)	Limited English Proficiency
Participant will understand that LEP compliance is a legal obligation.	Limited English Proficiency.
Participant will understand which individuals are covered under the LEP law.	
Participant will understand agency policies on LEP.	
Participant will demonstrate an understanding of the agency procedures with respect to LEP.	
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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 <u>Change View</u> resource within the 'Resources' tile on your Dashboard. This will explain the different views you can use.







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- 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

Confirm Quiz A	ttempt
Completing a new quiz attempt will count tov remaining.	vards the total number of attempts
Remaining Attempts	Best Score
Start Ouiz	

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







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- 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.

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MY COURSES						
<i>₽</i> +				Date Er	rolled	
ССВНС						3
Curriculums						
MDHHS/MSHN Required						20
SCCMHA						2
Supplemental						
Course Name	Type	Rating				
CEU ADMIN PURPOSES ONLY Basic Health	Online Course		Completed			
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MY COURSES	Type Ordine Course	-	Completed		Manager Admin Log Off	
MY COURSES	Type Creine Course	-			Mais ann Annand Ir Dashboard My Courses Catalog Resources Calendar Transcript Profile Manager Admin Log Off	
MY COURSES	Type Celline Course	-			Abase and keepend by Dashboard My Courses Catalog Catalog Calendar Transcript Transcript Manager Log Off Manage Temp	plate