

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@XXXX.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.

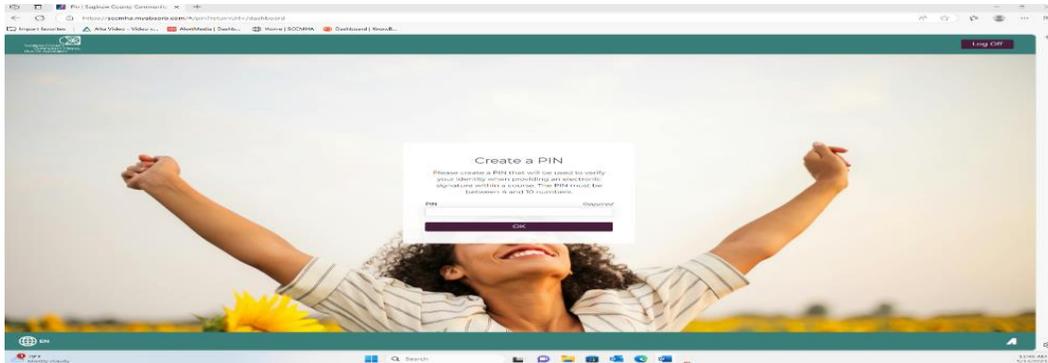
SCCMHA has a dedicated Learning Management System (LMS) to best support providers in meeting training requirements.

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

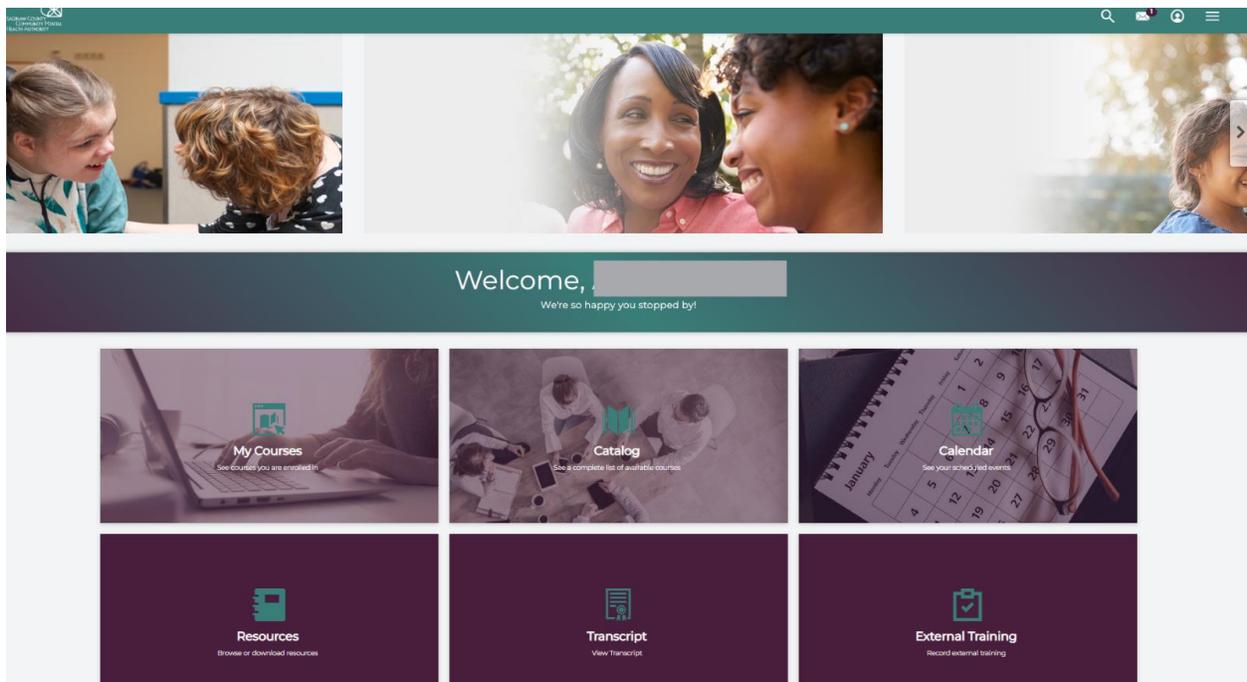
New User Guide

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)



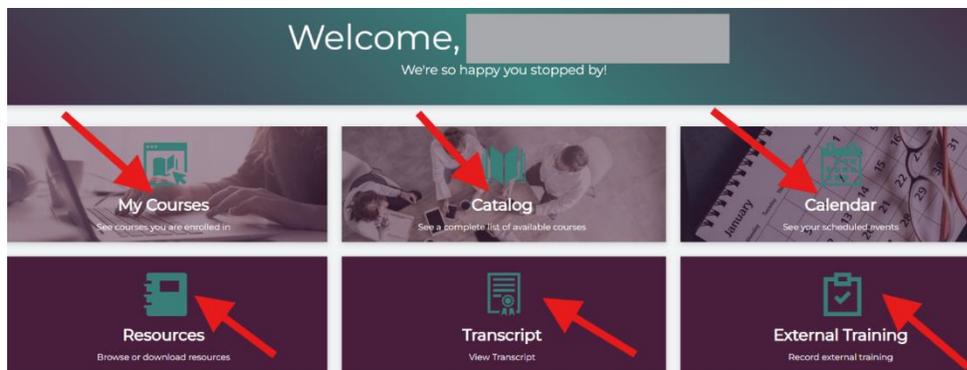
New User Guide

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 **My Courses** Tile will take you to your SCCMHA required courses

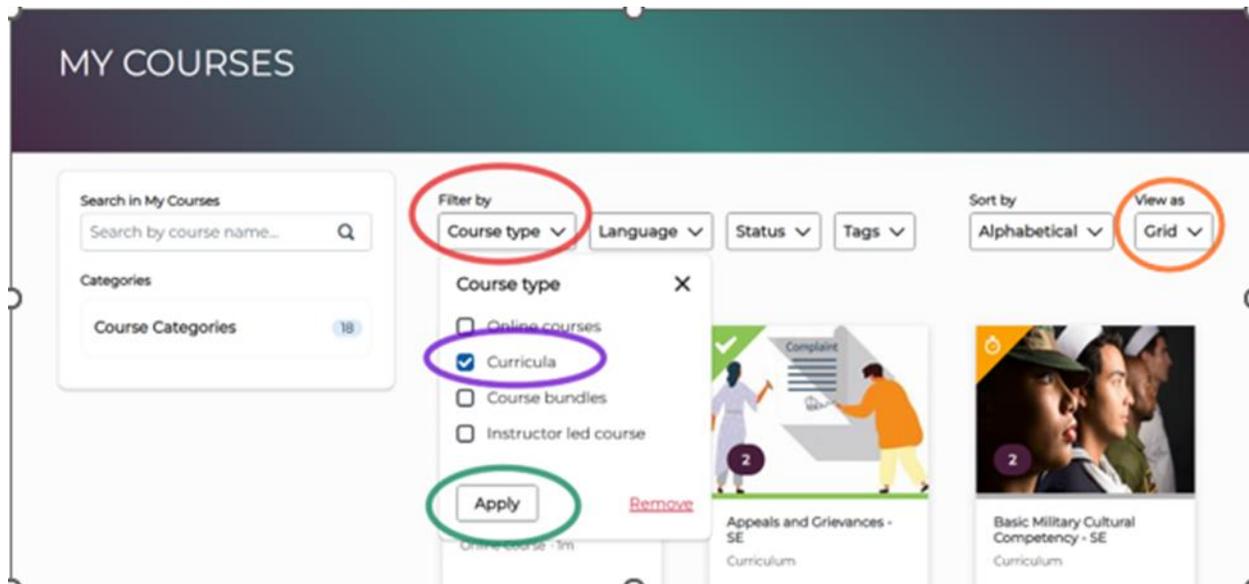


3. Once in the **My Courses** tile, In My Courses

- If your view is not already in *Grid* format, you will use filtering to guide your view:

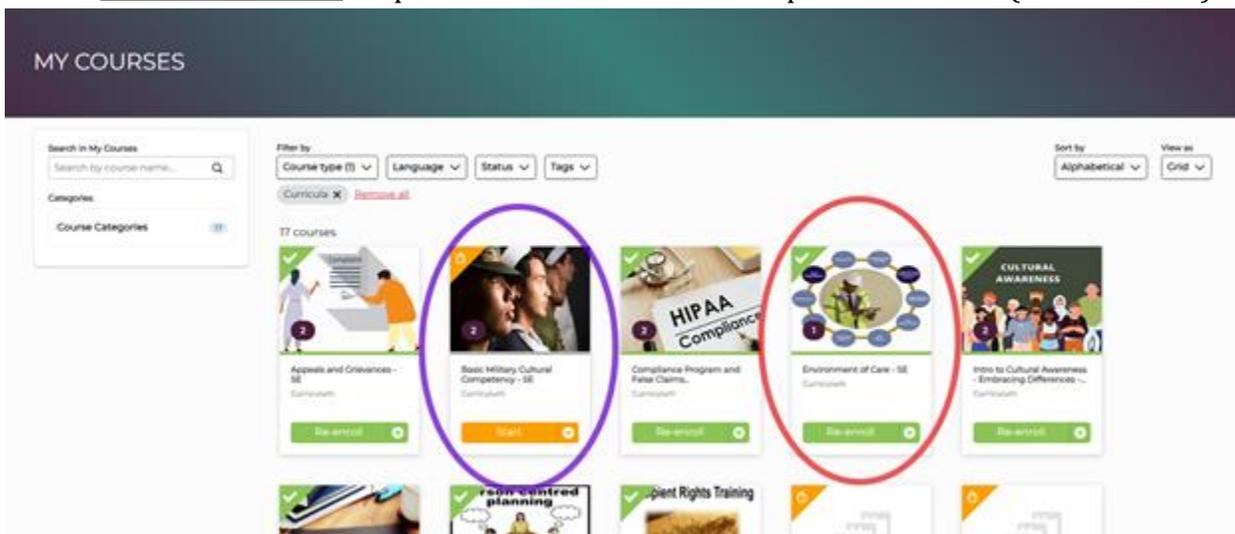
New User Guide

- Choose the View as filter:
- Choose *Grid* (circled in orange)
- Filter by: Course Type (circled in red)
 - Choose Curricula (circled in Purple)
 - Choose Apply (circled in green)



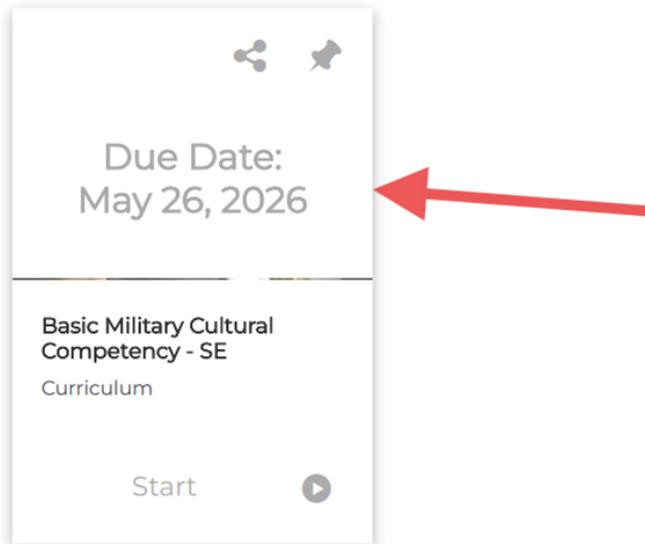
4. Your required training courses are listed below

- Yellow/Orange Course Tile: This represents a course that is due (circled in purple)
- Green Course Tile: Represents a course that is complete or current (circled in red)



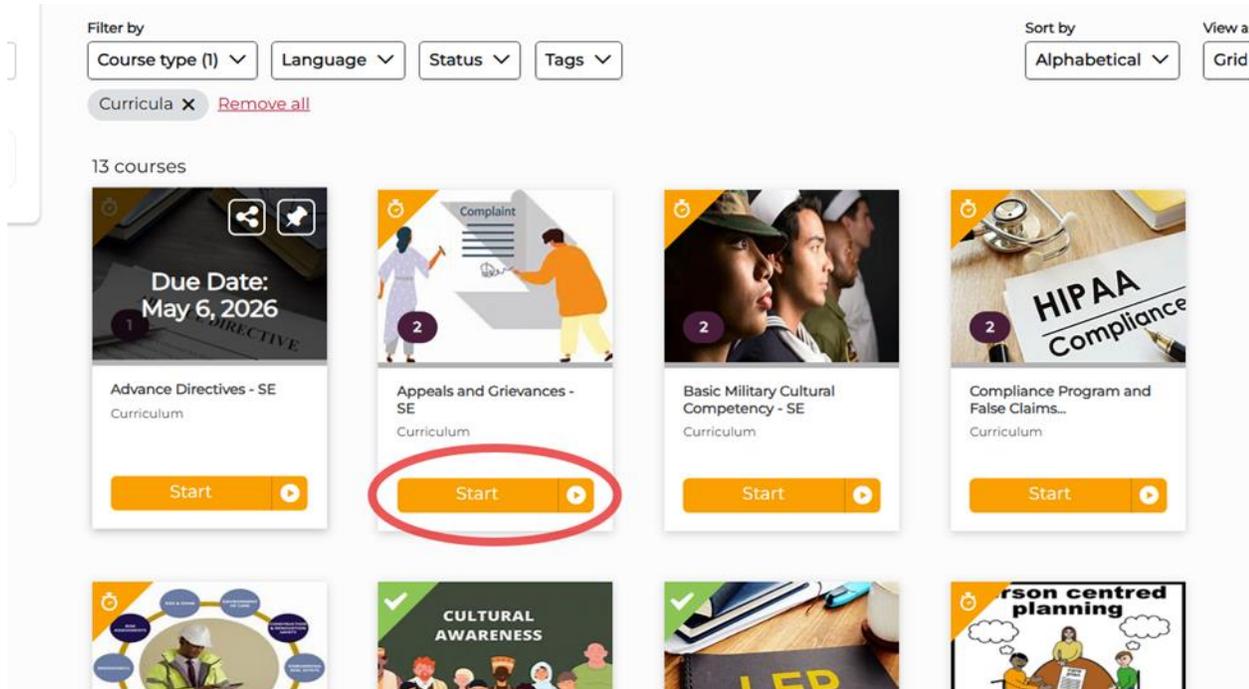
5. When you hover over the tile, it will show the due date (red arrow below)

New User Guide



- You are looking for courses which are highlighted in yellow/orange to complete.
6. To start and complete in a course, you will choose the start button within the required course tile (circled in red)

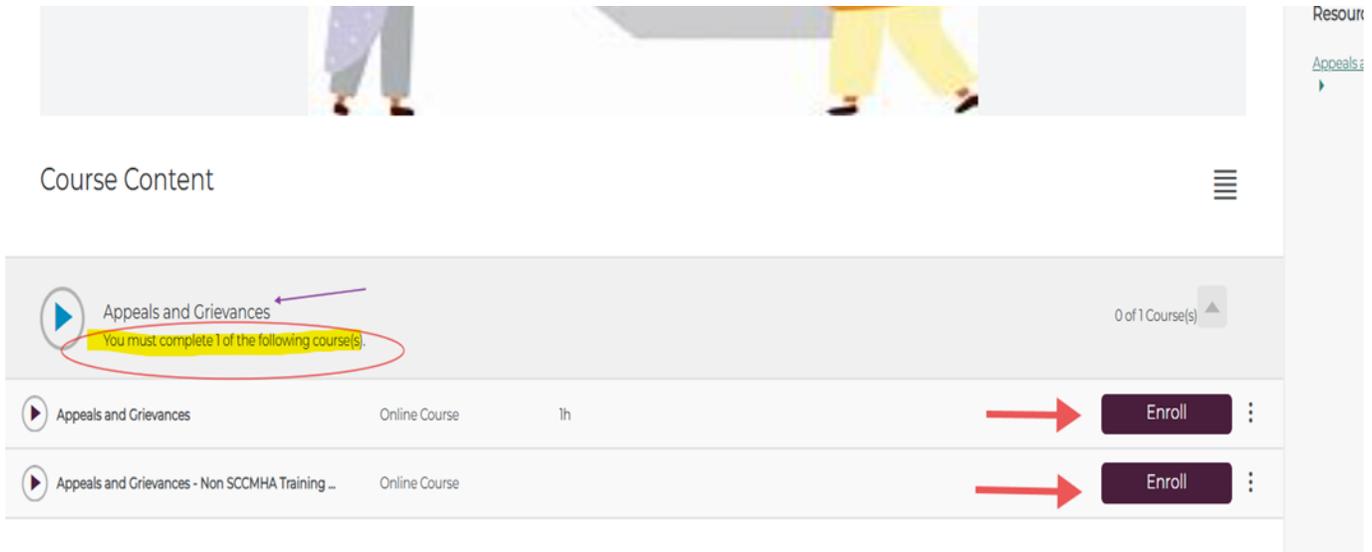
New User Guide



7. Scroll down the page until you reach the section titled: *Course Content*

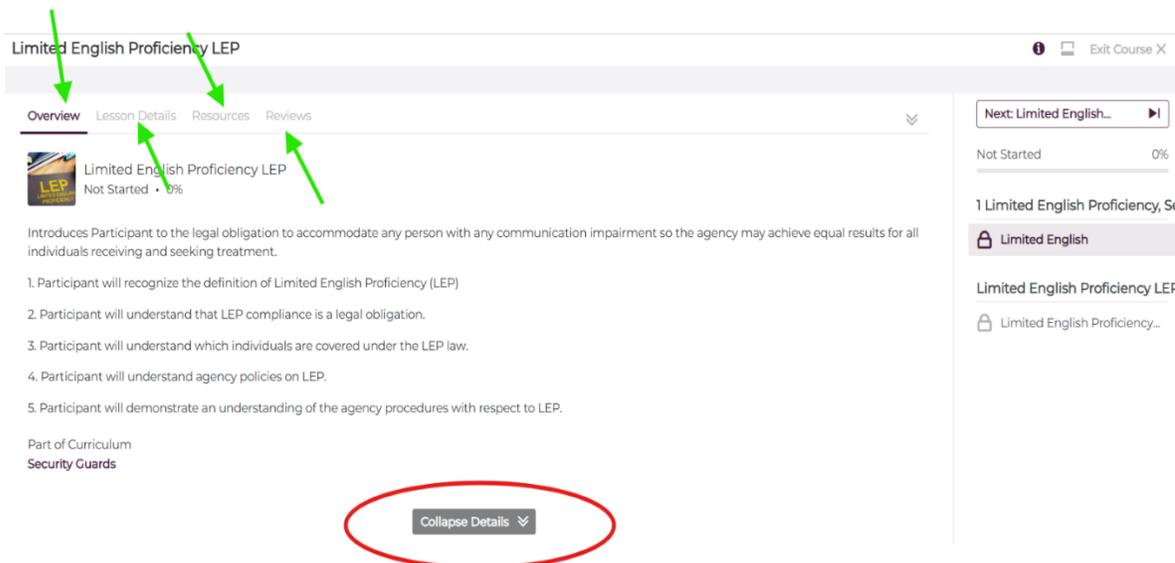
- You will see the training title (blue arrow – next page)
- The message under the course name will give directions on how many of the courses need to be completed (circled & highlighted)
- You may have options to complete the course: (1) online, (2) in-person (instructor-led) or (3) proof of completion from an outside source = non-SCCMHA Training Proof.
 - Any course identified with “non-SCCMHA Training Proof” is considered training completed at another CMH or an outside source. This will require a certificate or course completion verification via a document upload process.
- Choose the *enroll* button (red arrow) to begin your training

New User Guide



- The Enroll button now displays *Start*, choose the start button and follow the prompts to complete the course.

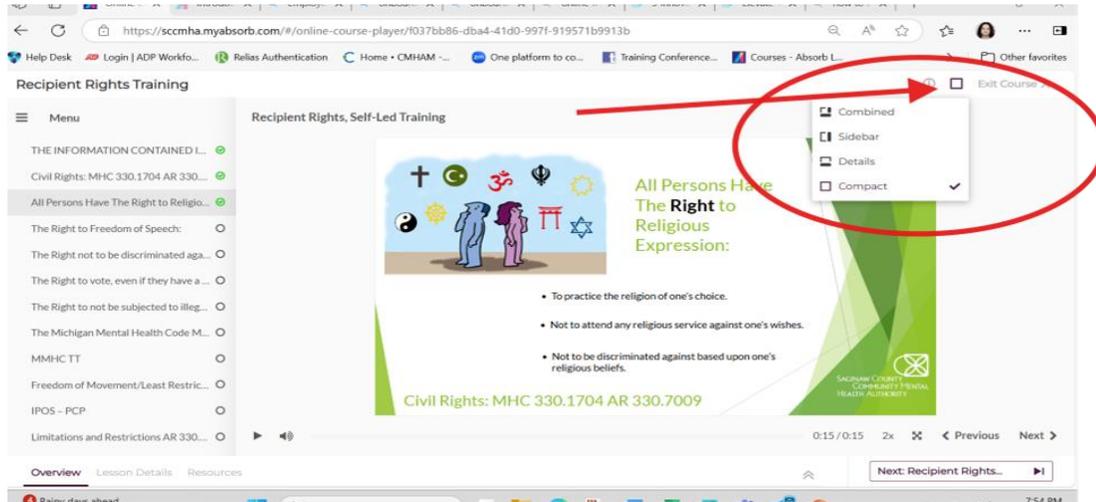
Information about the course: **green** arrows



6. 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*

New User Guide

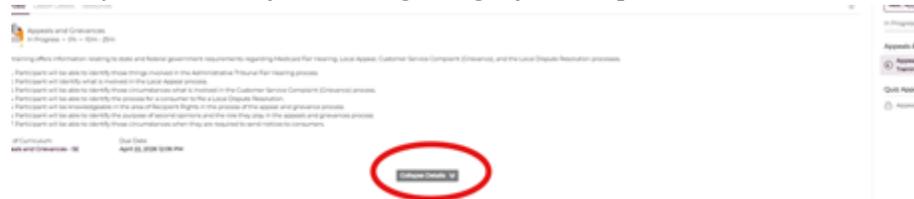
resource within the 'Resources' tile on your Dashboard. This will explain the different views.



- Typically, starting the course is indicated with a start (arrow) button



- o If you can't see the Start button on the screen, you may need to minimize the course details/overview by choosing the gray ***Collapse Details*** box



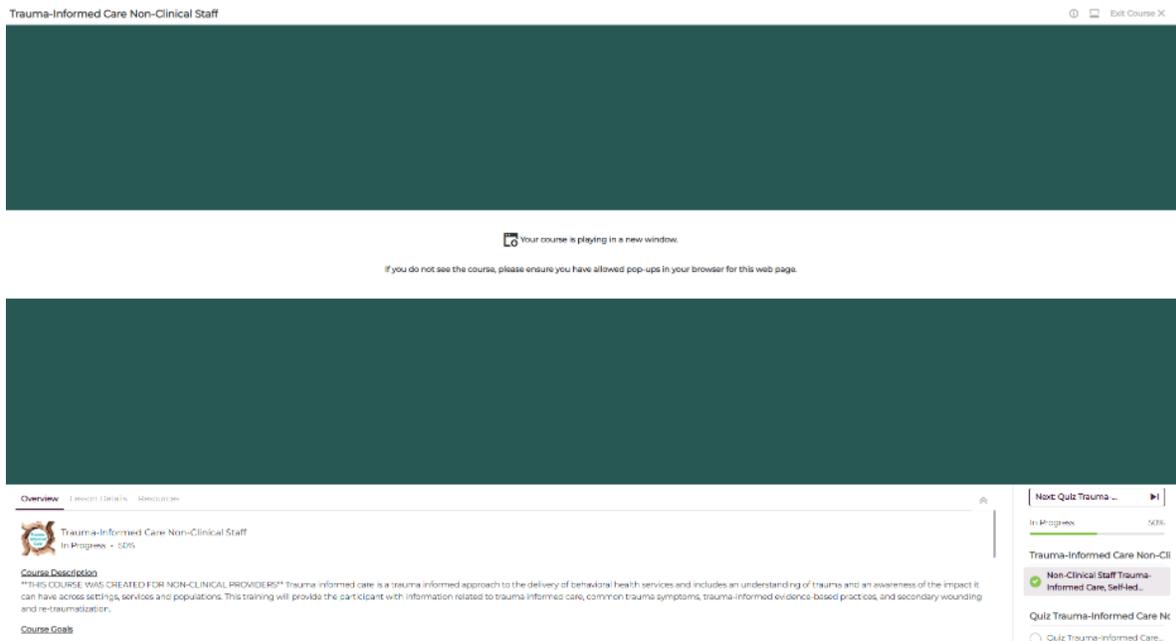
*****Please note – some trainings may open in a new browser window not directly within the LMS. You will receive this message if that is the case. Pop-ups must be enabled on your device***

New User Guide

 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.

7. 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.



The screenshot shows a browser window titled "Trauma-Informed Care Non-Clinical Staff". The main content area is a solid dark green rectangle. Below this, a message reads: "Your course is playing in a new window." followed by "If you do not see the course, please ensure you have allowed pop-ups in your browser for this web page." At the bottom, there is a navigation bar with tabs for "Overview", "Lesson Details", and "Resources". The "Overview" tab is active, showing course details for "Trauma-Informed Care Non-Clinical Staff" which is "In Progress" (50%). A "Next Quiz Trauma..." button is visible in the top right corner of the content area. A sidebar on the right shows a progress bar for "Non-Clinical Staff Trauma-Informed Care, Self-led..." and a "Quiz Trauma-Informed Care..." button.

8. 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.

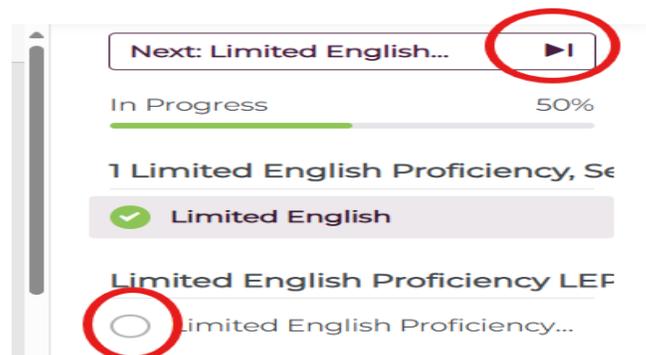
New User Guide



- 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.
 - 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**

OR

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



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

New User Guide

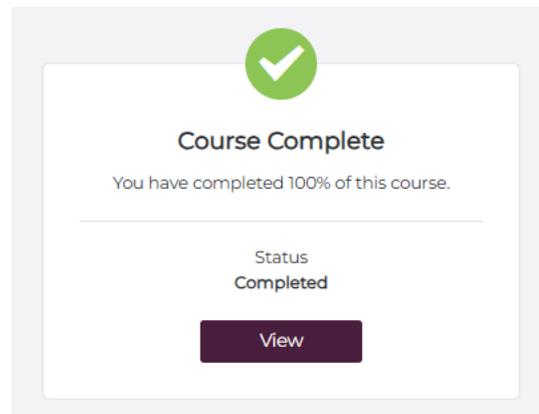
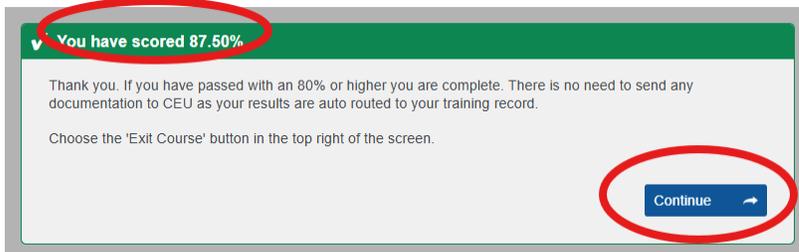
Limited English Proficiency LEP (Self-Led) Quiz

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

Proceed 

11. 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.

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



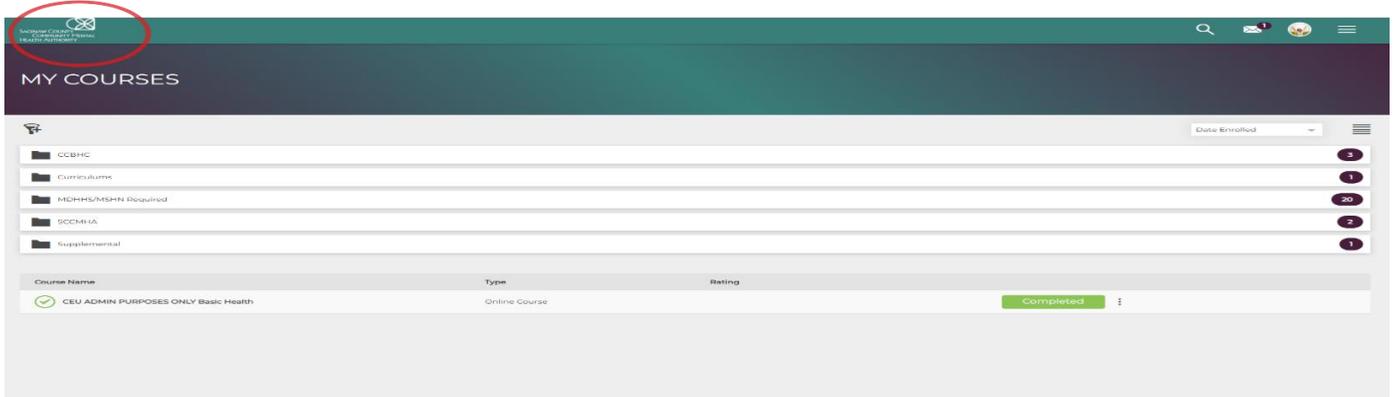
13. You can now exit the course by choosing **Exit Course** in the top right corner of the screen



14. 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.

