

New User Guide

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

- **CONTRACTED/EXTERNAL PROVIDERS:** please use this link to initiate the LMS log in process: sccmha-lms.myabsorb.com
- Eff 7.17.25 User ID: **FIRST INITIAL.Lastname**
 - (example: John Smith = J.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

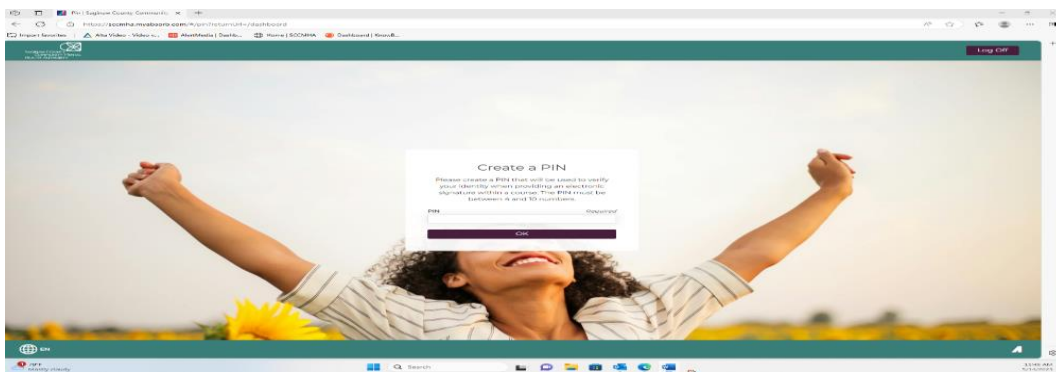
Note: This is a system generated message. Please do not reply to this email.

- **SCCMHA BOARD OPERATED STAFF** (with an @sccmha.org email address) you will follow the link provided by SCCMHA HR at Orientation and/or the Resources provided by IS at this link: [Resource Library | SCCMHA](#) > **Training & Absorb LMS User Guides > Internal Staff.**

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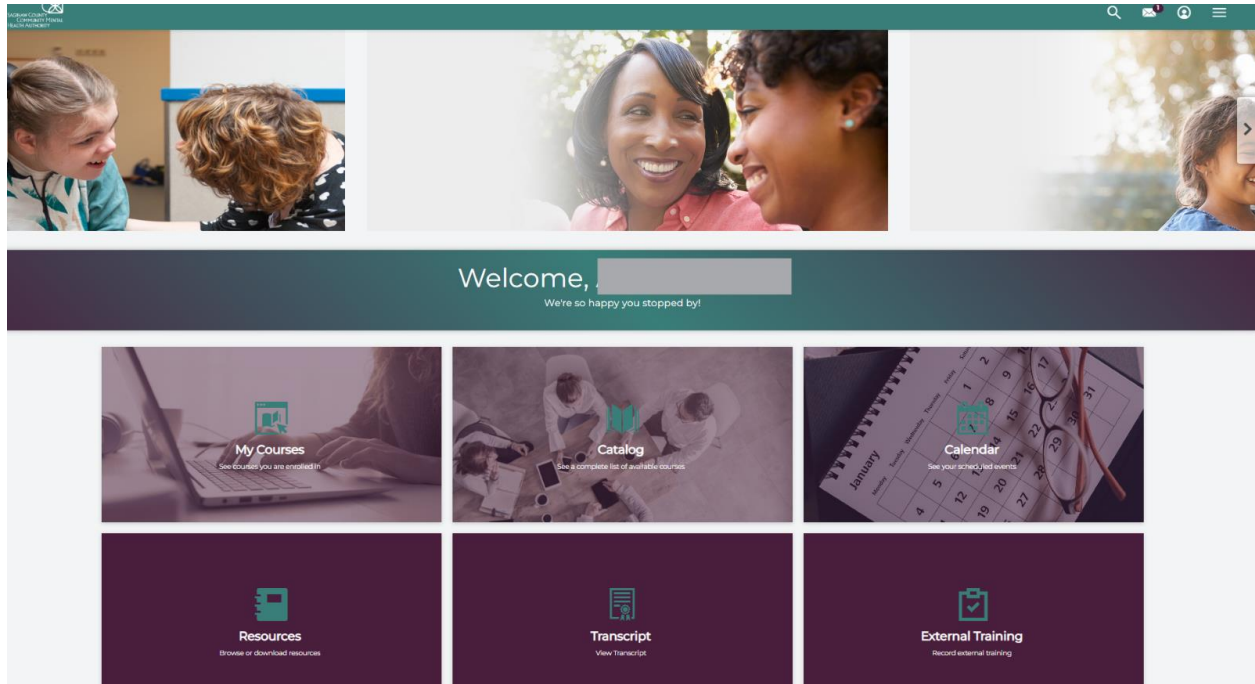
Once log in has been established, all new learners will follow this process:

- **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)

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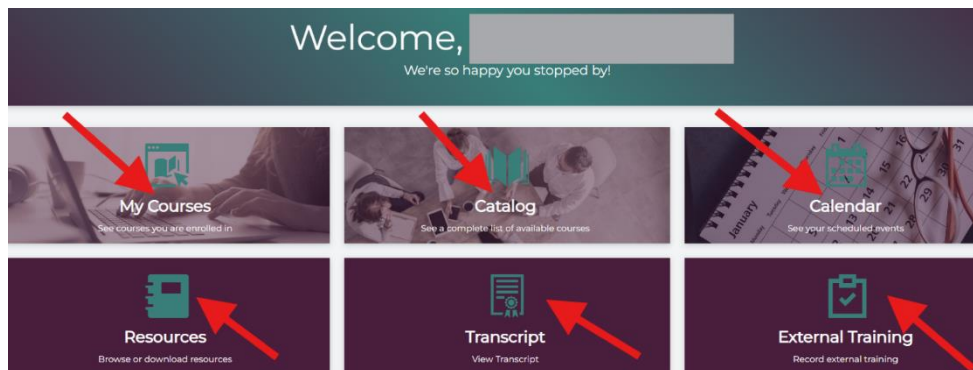


Navigating through SCCMHA LMS

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

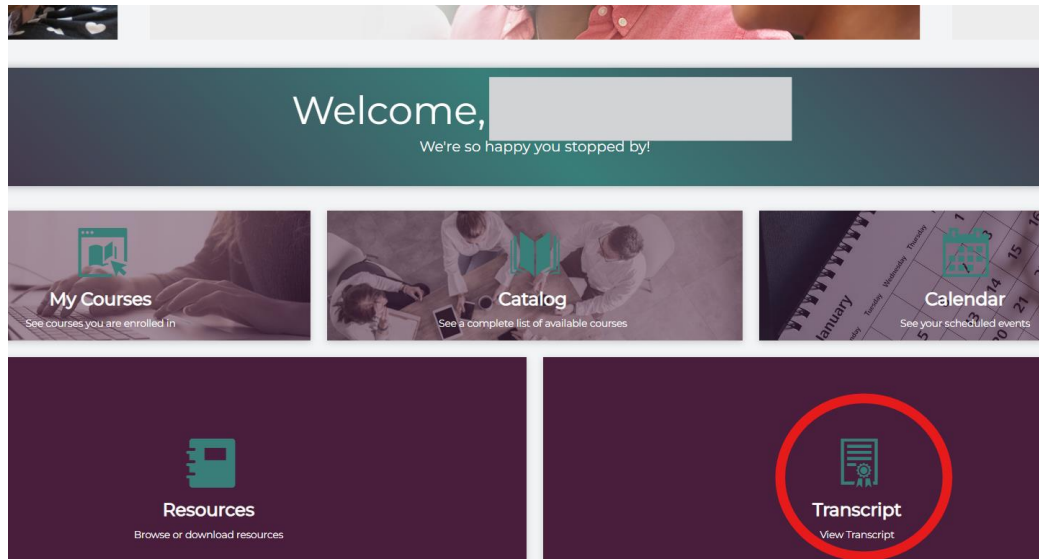
If you need help at any time while navigating through the system, please contact SCCMHA CEU.

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

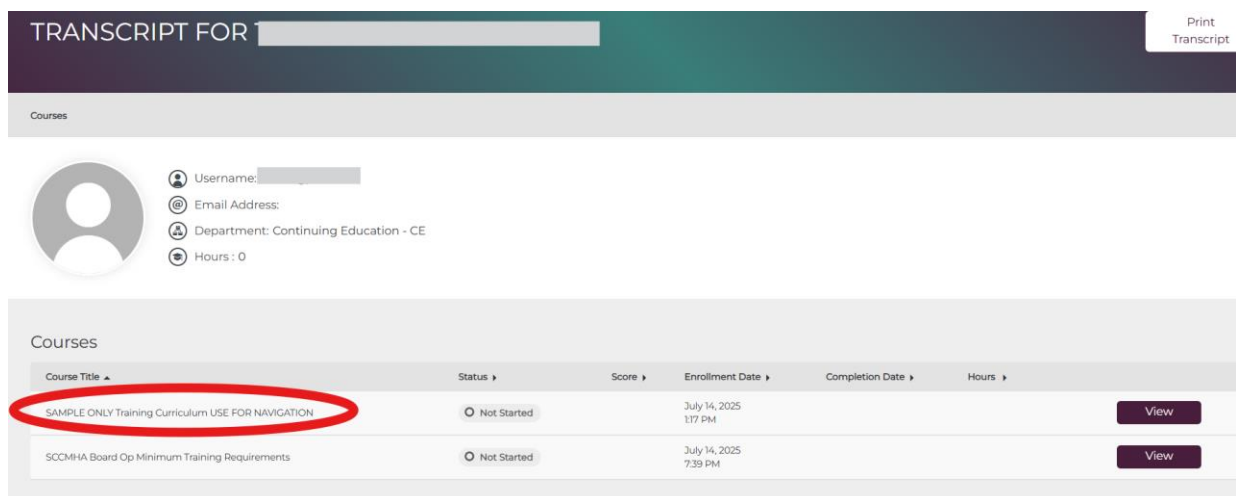


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2. The **Transcript** Tile will take you to your SCCMHA required courses

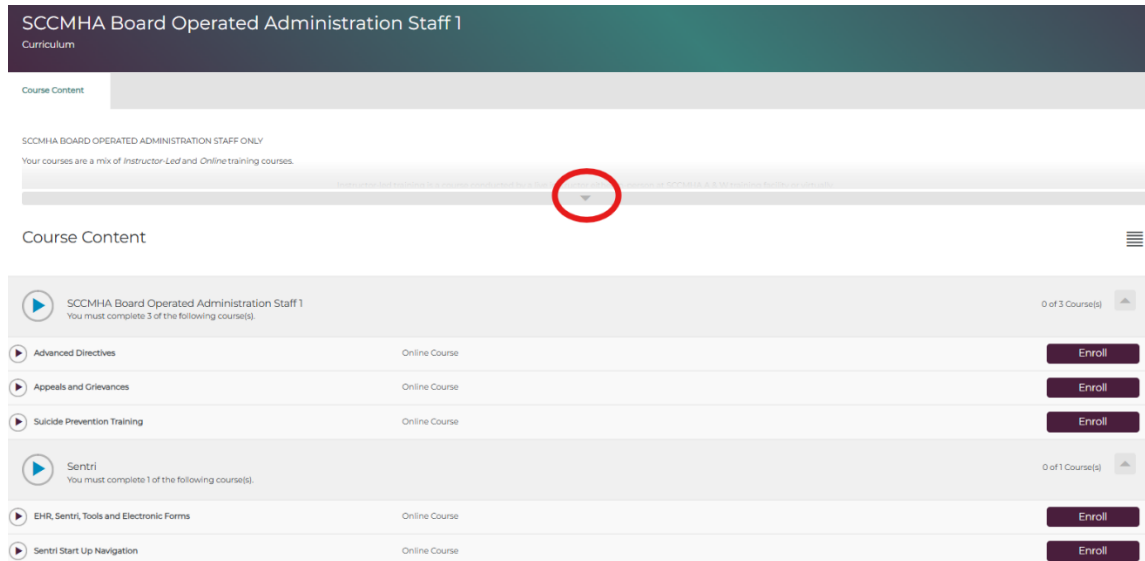


3. Once in the **Transcript** tile, you should see at least one **Curriculum**, possibly 2, indicated by the **red circle**. How many curriculums you see are determined by your provider type. Choose a **Curriculum** to open



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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.



SCCMHA Board Operated Administration Staff 1
Curriculum

Course Content

SCCMHA BOARD OPERATED ADMINISTRATION STAFF ONLY
Your courses are a mix of *Instructor-Led* and *Online* training courses.

Course Content

SCCMHA Board Operated Administration Staff 1
You must complete 3 of the following course(s).

0 of 3 Course(s)

Course Name	Course Type	Enroll
Advanced Directives	Online Course	Enroll
Appeals and Grievances	Online Course	Enroll
Suicide Prevention Training	Online Course	Enroll

Sentri
You must complete 1 of the following course(s).

0 of 1 Course(s)

Course Name	Course Type	Enroll
EHR, Sentri, Tools and Electronic Forms	Online Course	Enroll
Sentri Start Up Navigation	Online Course	Enroll

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.

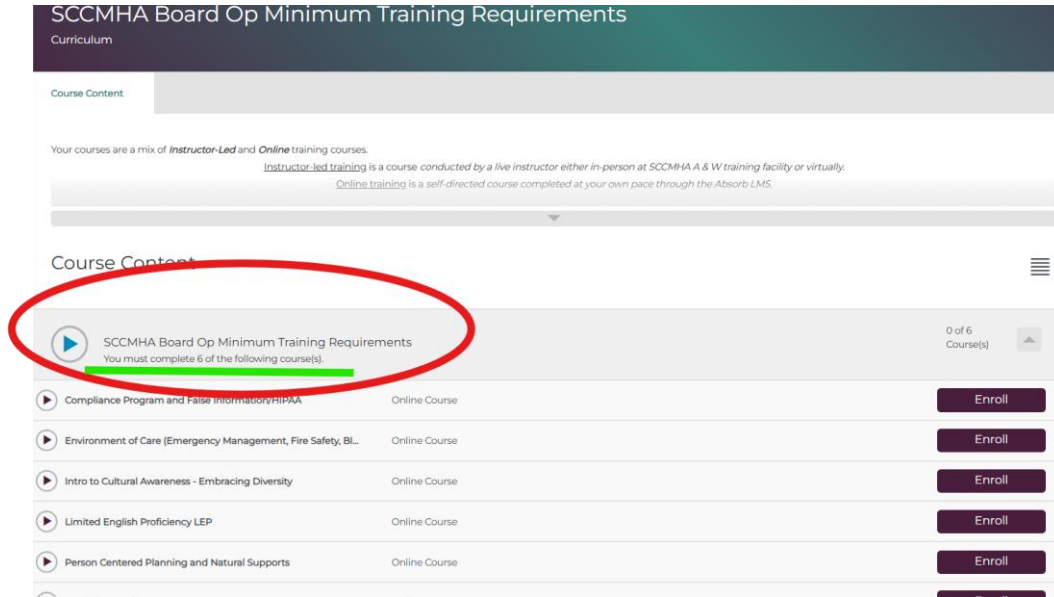
TRAINING
Advance Directives
Appeals and Grievances
Sentri
Suicide Prevention

DUE
90 days from hire
90 days from hire
365 days from hire
90 days from hire

RENEWAL Y/N | WHEN
N
Y | Annual
N
Y | Every 3 years

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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.

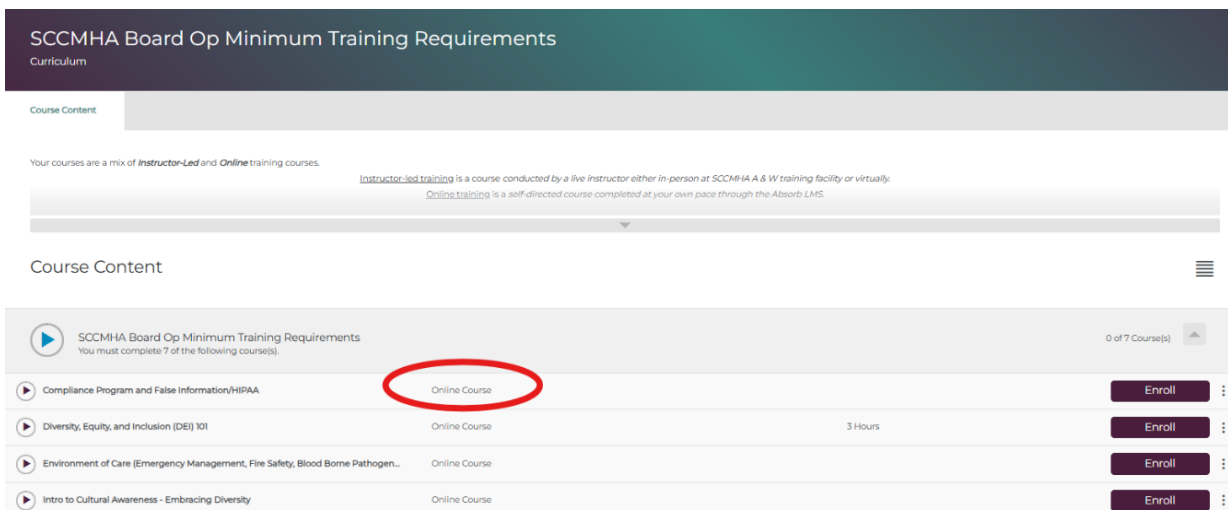
Course Content

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

0 of 6 Course(s)

Course Title	Type	Action
Compliance Program and False Information/HIPAA	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

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

SCCMHA Board Op Minimum Training Requirements
You must complete 7 of the following course(s).

0 of 7 Course(s)

Course Title	Type	Duration	Action
Compliance Program and False Information/HIPAA	Online Course		Enroll
Diversity, Equity, and Inclusion (DEI) 101	Online Course	3 Hours	Enroll
Environment of Care (Emergency Management, Fire Safety, Blood Borne Pathogen...	Online Course		Enroll
Intro to Cultural Awareness - Embracing Diversity	Online Course		Enroll

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- **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.

This screenshot shows the 'Basic Military Culture Competency Training' section. At the top, a purple line indicates 'You must complete 1 of the following course(s)'. Below this, two options are listed: 'Basic Military Culture Competency' (Online Course) and 'Basic Military Cultural Competency' (Instructor Led Course). A yellow callout box for the Online Course states: 'This course will satisfy the requirement.' A yellow callout box for the Instructor Led Course states: '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.' Both options have an 'Enroll' button to the right.

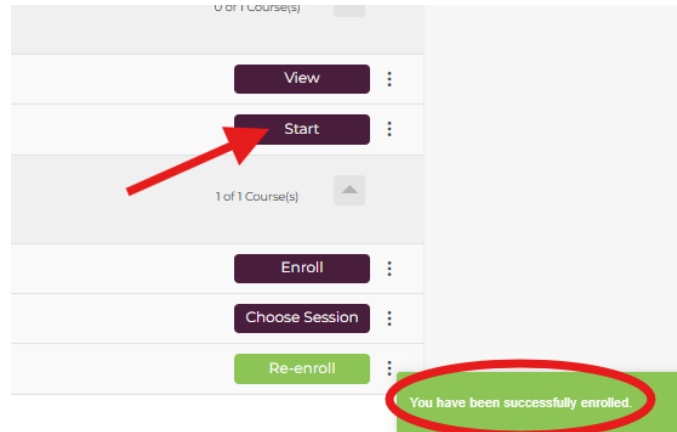
This screenshot shows the 'Trauma-Informed Care Training' section. A purple line indicates 'You must complete 1 of the following course(s)'. Three options are listed: 'Trauma-Informed Care CLINICAL PROVIDERS' (Online Course), 'Trauma-Informed Care-Virtual' (Instructor Led Course), and 'Trauma-Informed Care Non-Clinical Staff' (Online Course). Red arrows point from a yellow callout box to the first two options. The callout box states: '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.' A second yellow callout box points to the third option and states: 'This course will satisfy the requirement for all administrative, **non-clinical roles**. Such as: direct care, AFC; CLS/Respite; Custodial; Security; Finance; MHAA; etc.' Each option has an 'Enroll' button to the right.

8. 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.

This screenshot shows the 'Recipient Rights Training' section. A green line indicates 'You must complete 1 of the following course(s)'. Two options are listed: 'Recipient Rights Training - In-Person' (Instructor Led Course) and 'Recipient Rights Training - Self-Led' (Online Course). A red circle highlights the 'Instructor Led Course' and 'Online Course' labels. A green arrow points from the 'Enroll' button of the 'Self-Led' option.

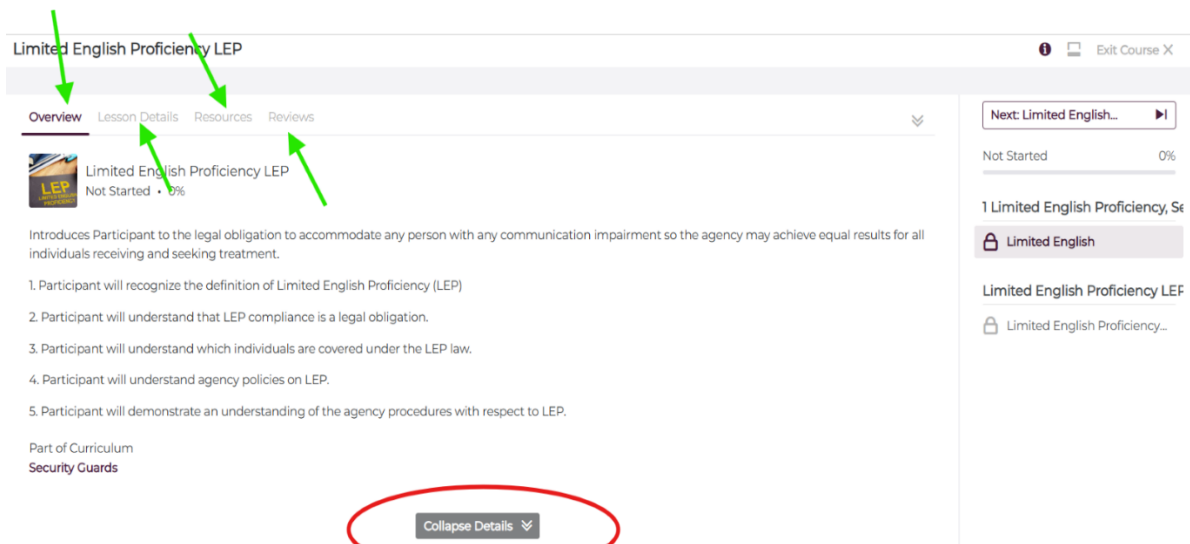
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9. If you have pop-ups enabled, you should see a notice around the bottom right of your screen indicating: *You have been Successfully Enrolled in the Course*. The Enroll button has now changed to a Start status. Choose the start button to access the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



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**.

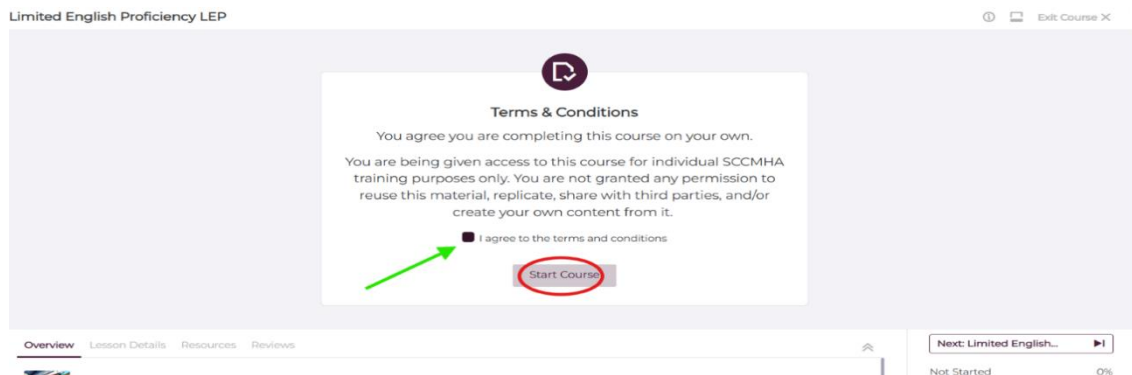
- Please note, if you are required to download training materials for the course, the documents will be available under 'Resources' tab



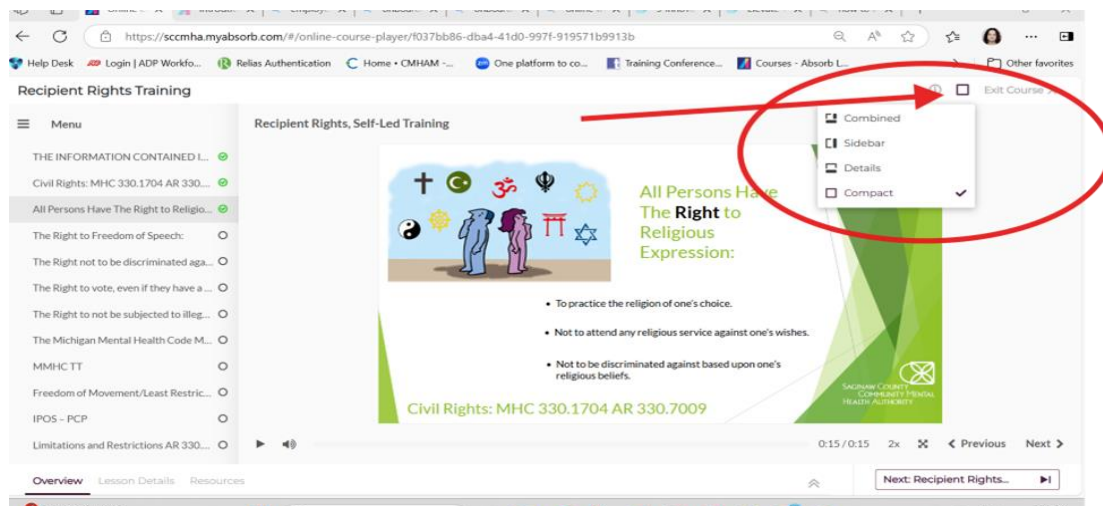
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11. Some courses may have Terms and Conditions. If that is the case it will pop up like the screenshot below. Read and accept the Terms & Conditions as indicated by the **green arrow**. Choose Start Course button as indicated by the **red circle**.

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



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.



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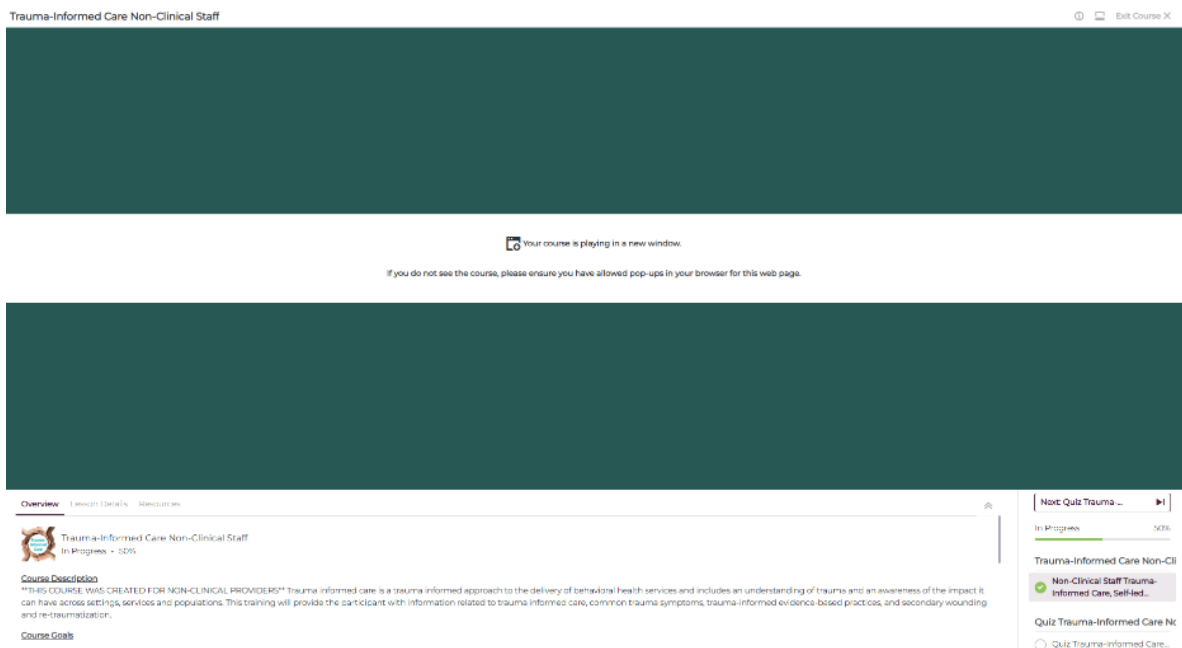
*****Please note – some trainings may open in a new browser window not directly within the LMS. You will receive this message if that is the case. Pop-ups must be enabled on your device***



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.

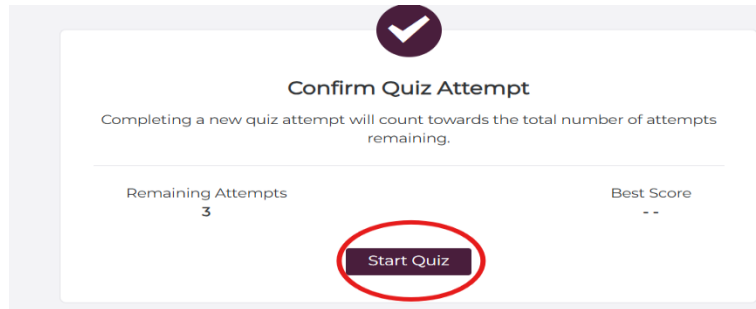
13. If your training course opened in a separate browser and you have reached the conclusion/ending, you can close your browser and you will be redirected to the LMS.



The screenshot shows a web browser window titled "Trauma-Informed Care Non-Clinical Staff". The main content area is a solid dark teal color. 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 "Assessments". The "Overview" tab is active, showing a course description and goals. On the right side, there is a sidebar with a progress bar for "Next Quiz Trauma..." at 50% completion, and a list of course items including "Trauma-Informed Care Non-Cli...", "Non-Clinical Staff Trauma-Informed Care, Self-led...", and "Quiz Trauma-Informed Care Nc...".

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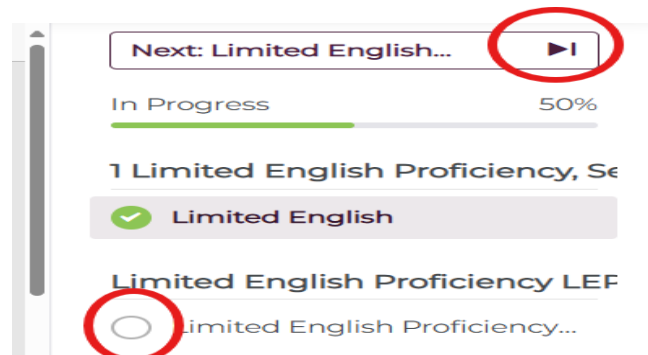
14. Once the training session is completed, a *Confirm Quiz Attempt* message should appear. Choose the 'Start Quiz' button indicated by the **red circle**. If not, see the next step.



- 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.
 - 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**



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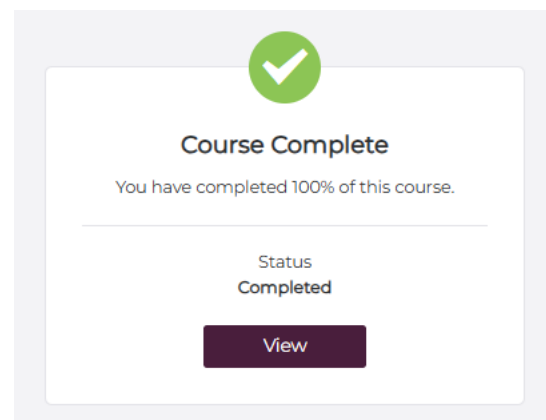
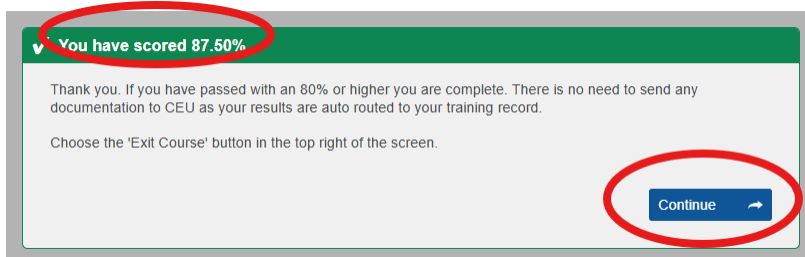
15. Refer to step 14: Choose the 'Start Quiz' button indicated by the **red circle**.
16. Choose the **blue** 'Proceed' button to begin the quiz

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



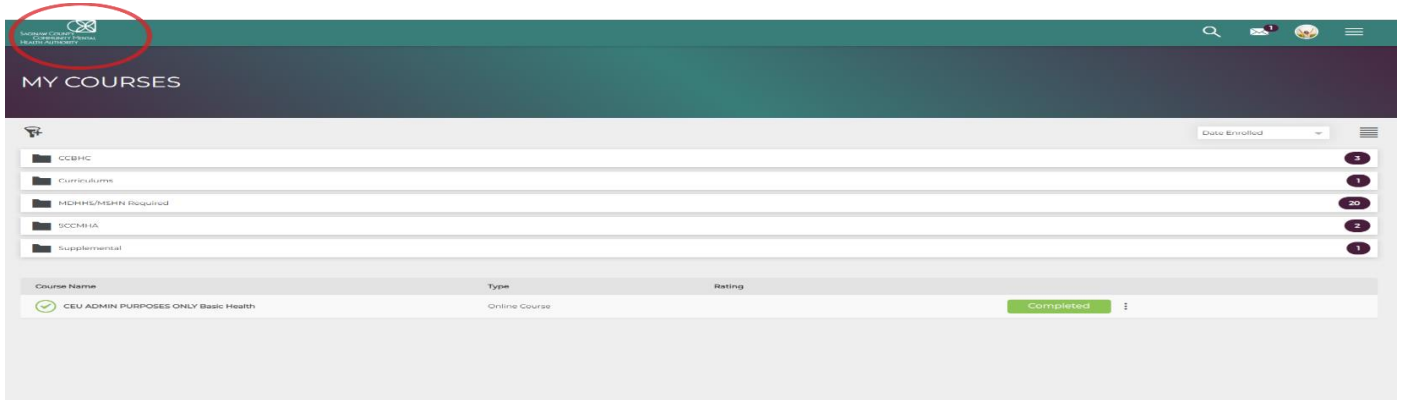
19. You can now exit the course by choosing **Exit Course** in the top right corner of the screen



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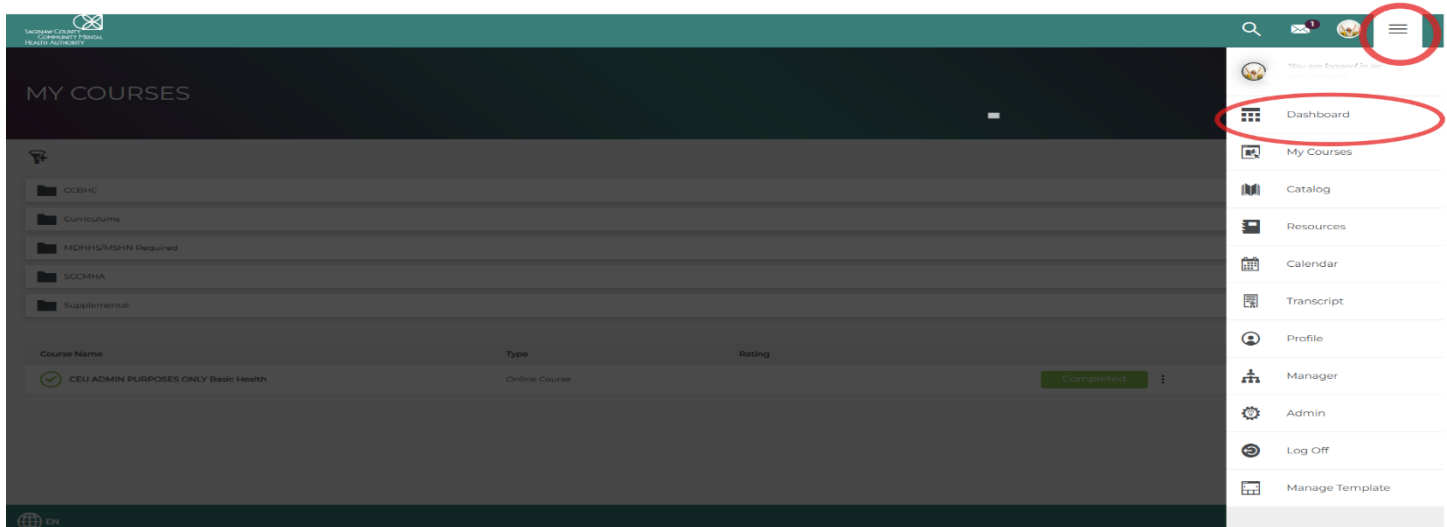
20. You should immediately return to your dashboard. If you do not return to your dashboard, there are 2 different ways to return:

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



OR

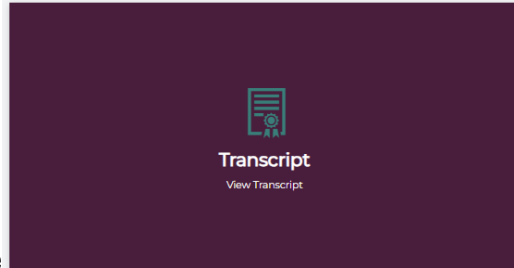
- Choose the menu drop down at the top right, then choose dashboard.



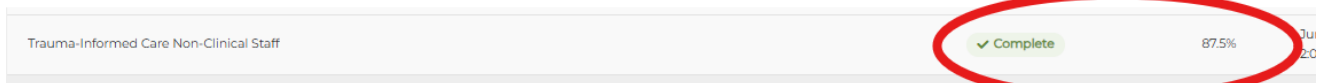
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21. Back at the dashboard (*the main landing page*) if you would like to review completed trainings and/or continuing with more training:

- To review completed trainings



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



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

