

# New User Guide

## Welcome to SCCMHA's LMS Log-In (Board Operated Staff)

1. You will receive an email like the one below. Please click the link to activate your Learning Management System account (LMS)

Hi

Now that you have activated your learner account in the Absorb LMS, please set your password at this link:

[https://sccmha.myabsorb.com/#/resetpassword/iLLxHprds9JuedqFh0T5so9uZPzf5lJtgAHUTDjdkpdEpyyGRIMBH2GtPG6hB3HBdLLGUTjEAQfweVbzCN6C-Q2?](https://sccmha.myabsorb.com/#/resetpassword/iLLxHprds9JuedqFh0T5so9uZPzf5lJtgAHUTDjdkpdEpyyGRIMBH2GtPG6hB3HBdLLGUTjEAQfweVbzCN6C-Q2?link=aHR0cHM6Ly9zY2NtaGEubXlhYnNvcmluY29tL2FwaS9yZXN0L3YyL3Bhc3N3b3JkLXJlc2V0cy9pTEx4SHByZHM5SnVIZHFGaDBUNXNvOXVaUHpmNWxKdGdBSFVURGpka3BkRXB5eUdSbE1CSDJHdFBHNmhCM0hCZExMR1VUakVBUWZ3ZVZiekNONkMtUTI=)

[link=aHR0cHM6Ly9zY2NtaGEubXlhYnNvcmluY29tL2FwaS9yZXN0L3YyL3Bhc3N3b3JkLXJlc2V0cy9pTEx4SHByZHM5SnVIZHFGaDBUNXNvOXVaUHpmNWxKdGdBSFVURGpka3BkRXB5eUdSbE1CSDJHdFBHNmhCM0hCZExMR1VUakVBUWZ3ZVZiekNONkMtUTI=](#)

***Please note that this link will expire after 7 days.***

Once your password is set, you can access your training at any time by using your username \_\_\_\_\_ at the Absorb LMS training website:

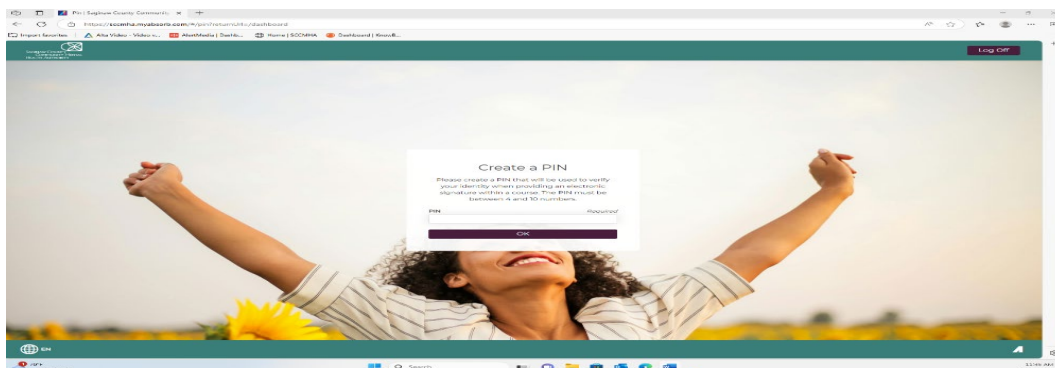
[sccmha.myabsorb.com](https://sccmha.myabsorb.com)

Thank you.

Saginaw County Community Mental Health Authority Continuing Education

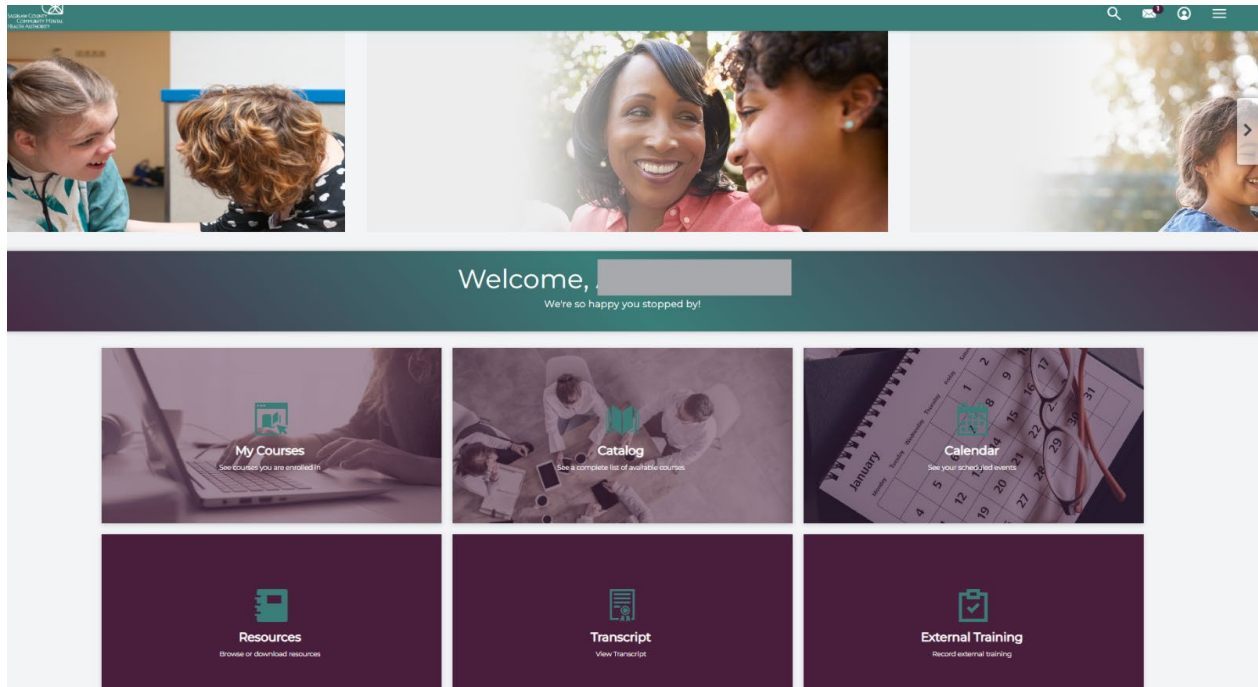
**Note: This is a system generated message. Please do not reply to this email.**

2. Once you click the link, you will be directed to create a PIN for the LMS



# New User Guide

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

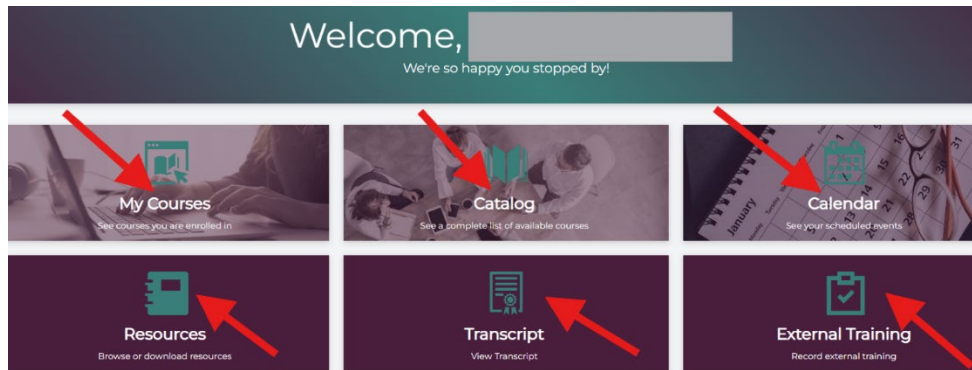


# New User Guide

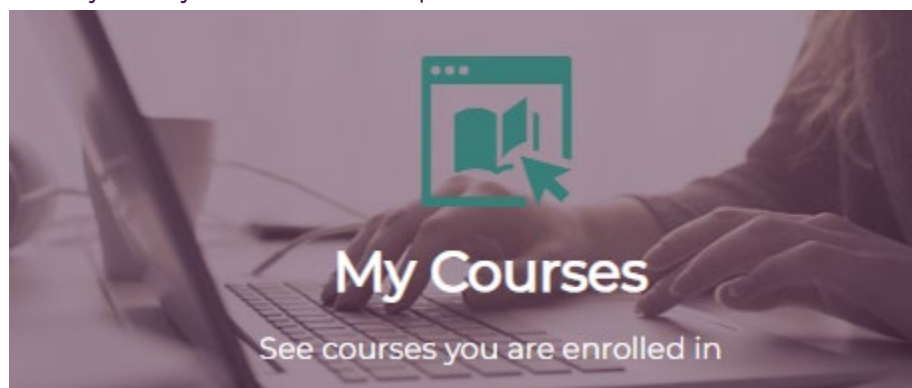
## Navigating through SCCMHA LMS

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: 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.

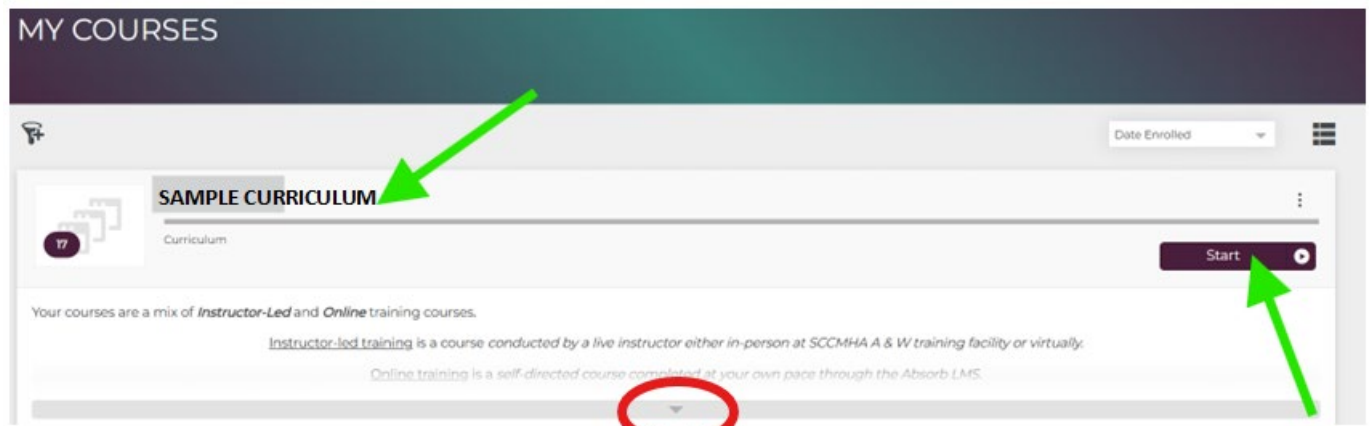


2. 'My Courses' will take you to your SCCMHA required courses



# New User Guide

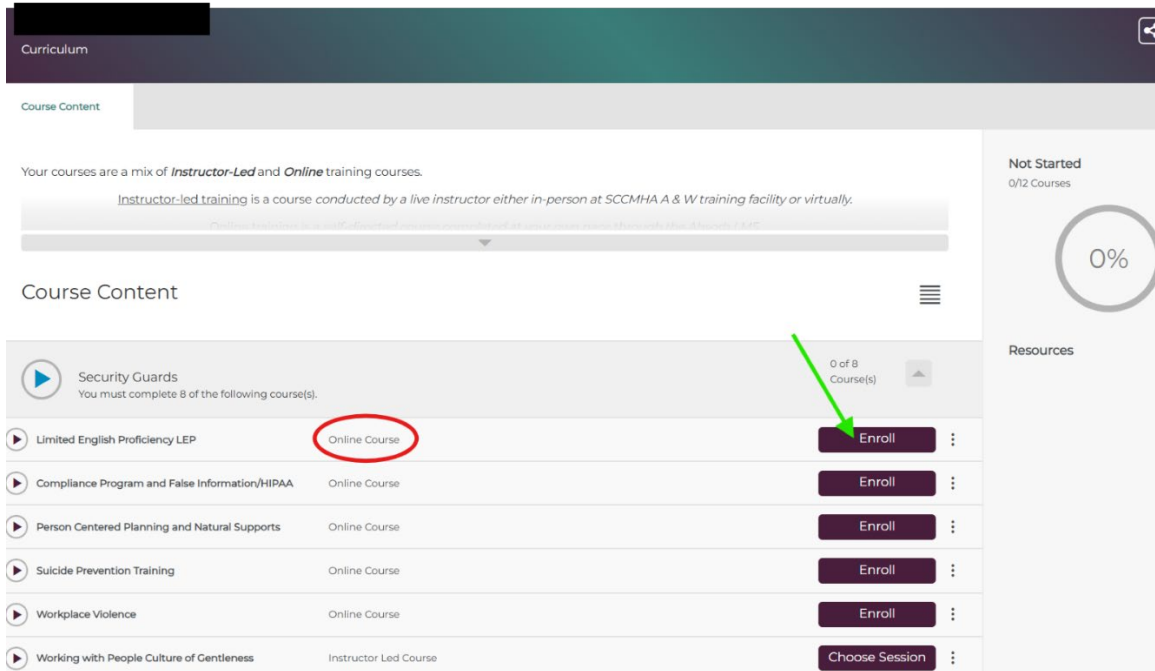
3. Once in the 'My Courses' tile, you should see a title just above "curriculum". This identifies what training curriculum you follow based on your Job Title. You can quickly view all your training requirements when you select the down arrow in the gray box, indicated by the **red circle**.



- You can start completing your trainings in 1 of 2 different ways:
  - Choose the 'Start' button indicated by green arrow
  - or
  - Choose the 'Curriculum' title indicated at the green arrow

# New User Guide

4. 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

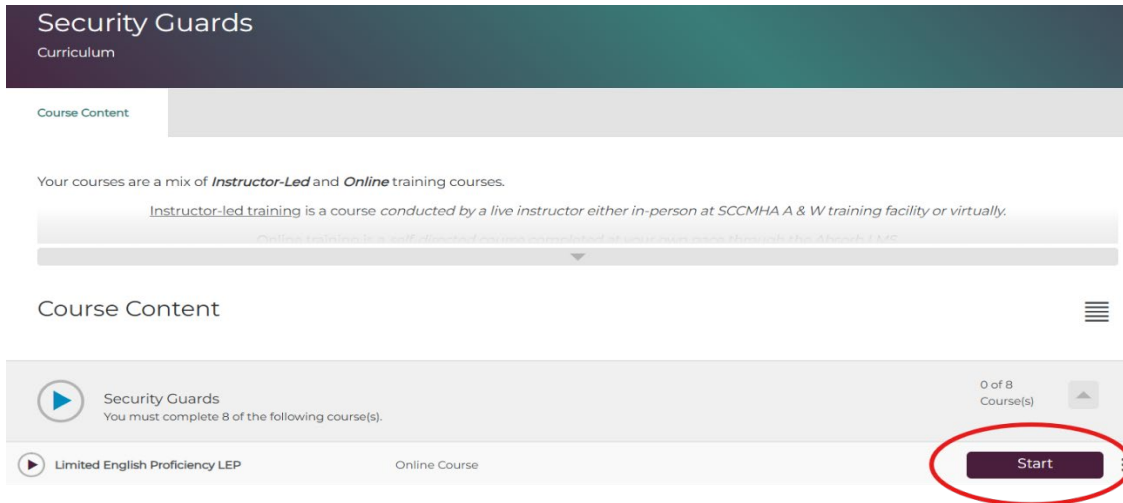


The screenshot shows a web interface for a curriculum. At the top, there's a header with the word 'Curriculum'. Below it, a section titled 'Course Content' contains text about instructor-led and online training. A table lists several courses. The first course, 'Limited English Proficiency LEP', has 'Online Course' circled in red, and a green arrow points to its 'Enroll' button. Other courses include 'Compliance Program and False Information/HIPAA', 'Person Centered Planning and Natural Supports', 'Suicide Prevention Training', 'Workplace Violence', and 'Working with People Culture of Gentleness'. A sidebar on the right shows 'Not Started' status with a 0% progress indicator and a 'Resources' section.

Course Name	Course Type	Action
Limited English Proficiency LEP	Online Course	Enroll
Compliance Program and False Information/HIPAA	Online Course	Enroll
Person Centered Planning and Natural Supports	Online Course	Enroll
Suicide Prevention Training	Online Course	Enroll
Workplace Violence	Online Course	Enroll
Working with People Culture of Gentleness	Instructor Led Course	Choose Session

# New User Guide

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



# New User Guide

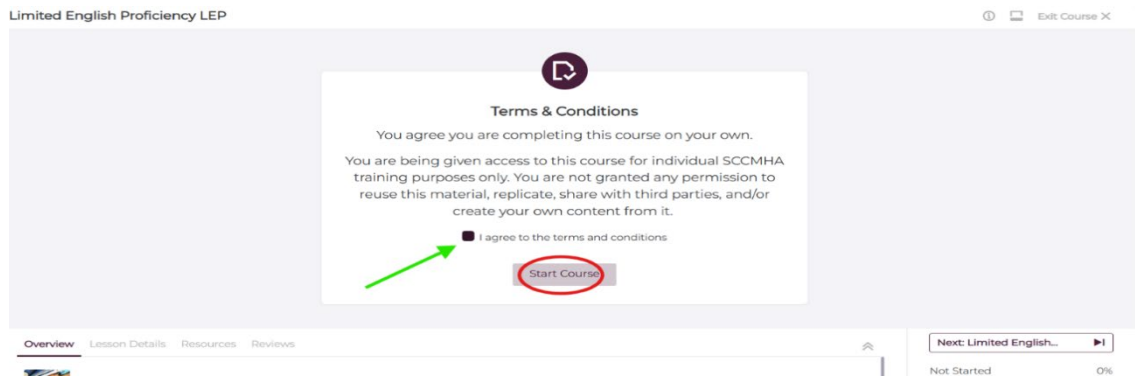
6. You will be directed to the screen with the training. The options indicated by the **green arrows** will give you information about the course. To start the course, choose the Collapse Details button indicated by the **red circle**.
- Please note, if you are required to download training materials for the course, the documents will be available under 'Resources' tab

The screenshot shows the 'Limited English Proficiency LEP' course interface. At the top, there's a header with the course title and an 'Exit Course' button. Below the header is a navigation bar with four tabs: 'Overview', 'Lesson Details', 'Resources', and 'Reviews'. Green arrows point to each of these tabs. The 'Overview' tab is currently selected, showing a course card with the title 'Limited English Proficiency LEP', a status of 'Not Started', and a progress bar at 0%. Below the card, there's a description of the course and a list of five learning objectives. At the bottom of the page, a 'Collapse Details' button is circled in red. On the right side of the page, there's a sidebar with a 'Next: Limited English...' button, a progress bar, and a list of course items.

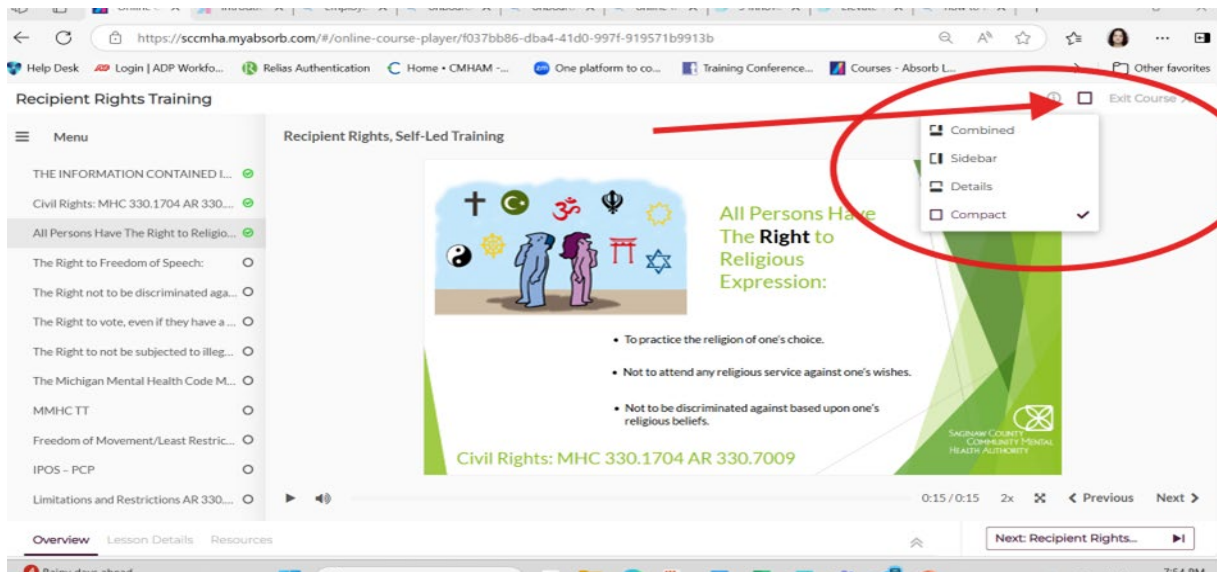


# New User Guide

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



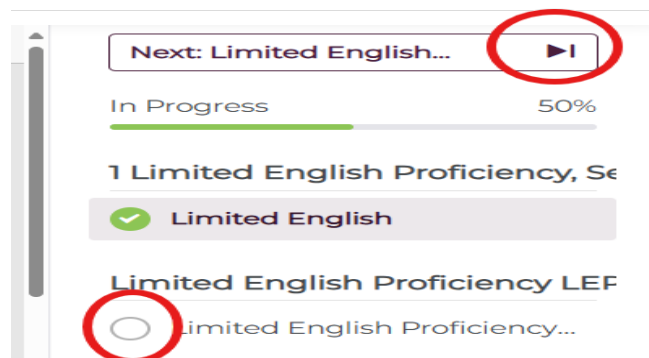
- The course should now be open. You can change your training view by selecting the 'View' button at the top right of the screen as indicated by the **red circle**. There is a Change View resource within the 'Resources' tile on your Dashboard. This will explain the different views you can use.





# New User Guide

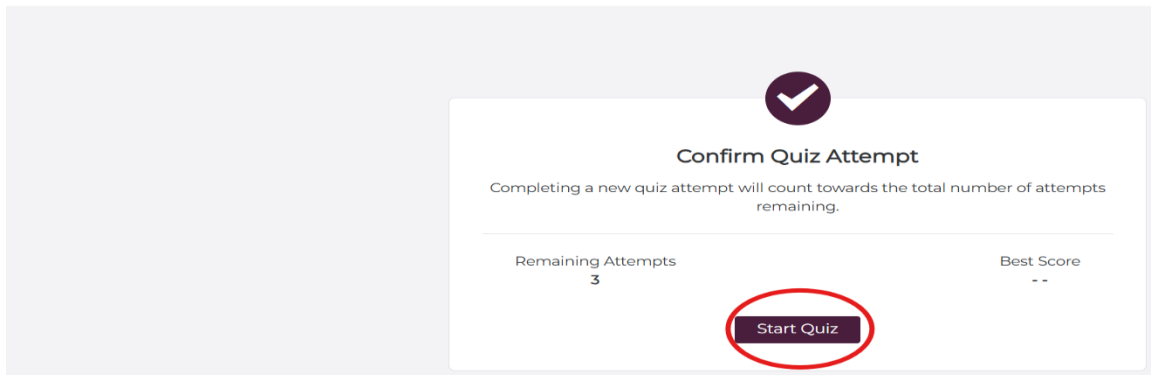
9. The training courses have several different training formats: Reading Document, Video, PowerPoint, Interactive presentation. A green circle with a white check mark will indicate when you can move to the next part of the training. You can move forward 2 different ways:
- Choose the arrow next to the Training title indicated by the top **red circle**
  - or
  - Choose the white circle at the 2<sup>nd</sup> part of the training as indicated by the bottom **red circle**



# New User Guide

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

Limited English Proficiency LEP



11. Please 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



12. 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.

# New User Guide

- ★ 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.

