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

➢ **CONTRACTED PROVIDERS:** please use this link to initiate the LMS log in process:

sccmha-lms.myabsorb.com

- o Eff 7.17.25 User ID: *FIRST INITIAL.**Lastname***
    - ▪ **(example: John Smith = J.S*mith*)**
- o Initial password: ***password***
    - ▪ *User will be prompted to change the password to any combination of at least 6 letters/characters.*
- o ***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/XXXXXXXX

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@XXXXX.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.**
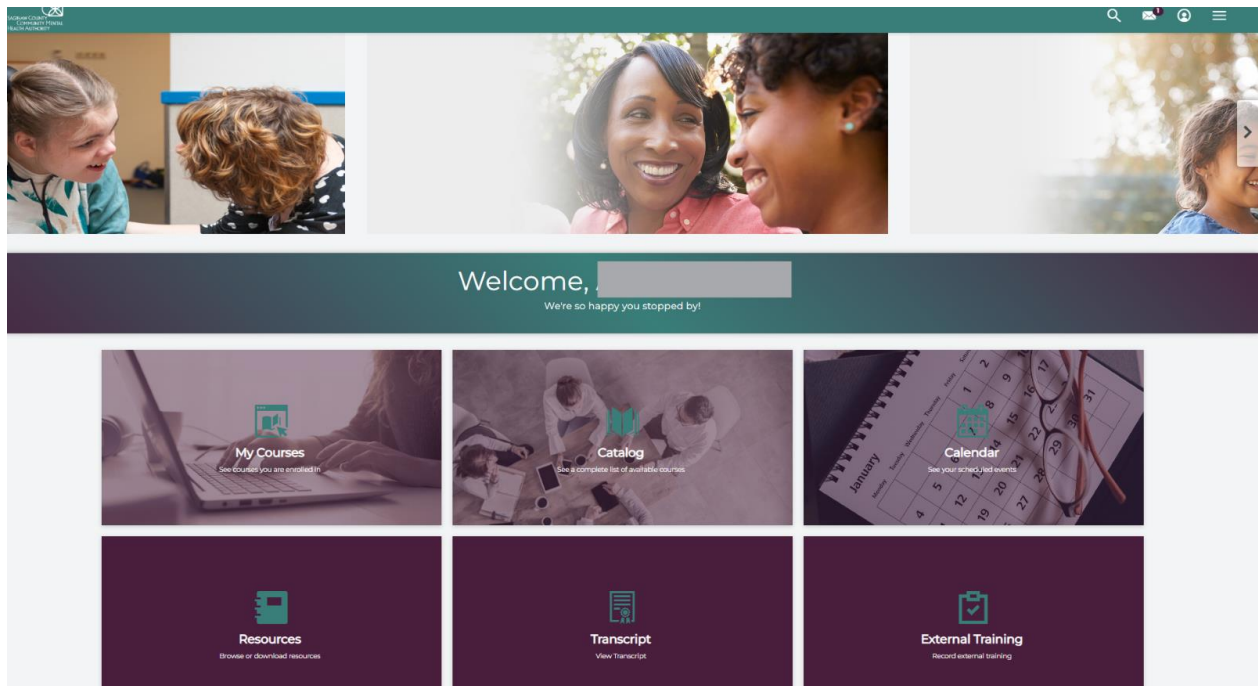
Once log in has been established, all new learners will follow this process:

➢ **You will be directed to create a PIN for the LMS**
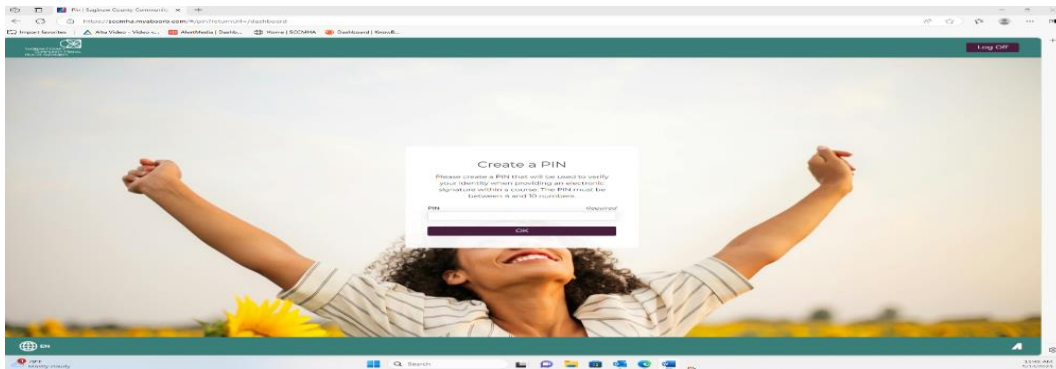
You will then be automatically directed to the Absorb LMS landing page (or Dashboard)
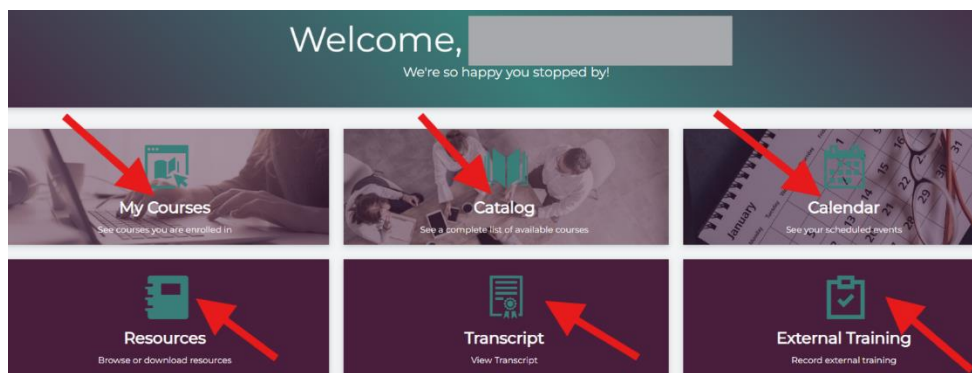
New User Guide

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: ceu.misc@sccmha.org

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

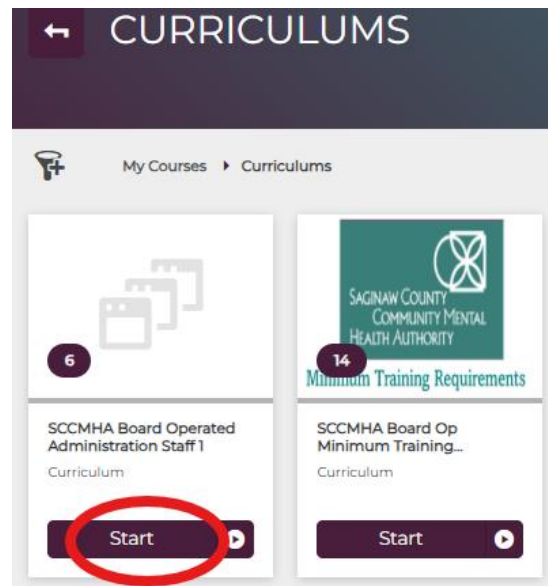2. 'My Courses' will take you to your SCCMHA required courses

3. Once in the 'My Courses" tile, you should see a file folder labeled with "curriculum" indicated by the **red circle**. Choose the folder.
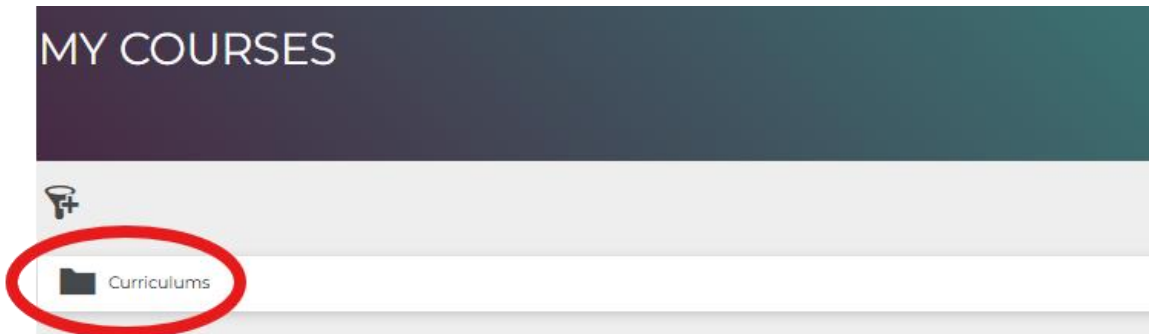
4. Once you open the folder, you should see one or multiple curriculums: t*his is determined by your Job Title*.
   - If there are multiple, you will have trainings to complete in all curriculums identified. Choose the Start button indicated by the **red circle**.

5. 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: *definition of instructor-led and online, when they are due and if they need to be renewed or not.*

TRAINING	DUE	RENEWAL Y/N | WHEN
Advance Directives	90 days from hire	N
Appeals and Grievances	90 days from hire	Y | Annual
Sentri	365 days from hire	N
Suicide Prevention	90 days from hire	Y | Every 3 years

6. 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.

- ***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.

7. Choose the Enroll button as indicated by the green arrow

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

8. 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.**
   o <u>Please note</u>, if you are required to download training materials for the course, the documents will be available under 'Resources' tab

9. Read and accept the Terms & Conditions as indicated by the **green arrow**. Choose Start Course button as indicated by the **red circle**
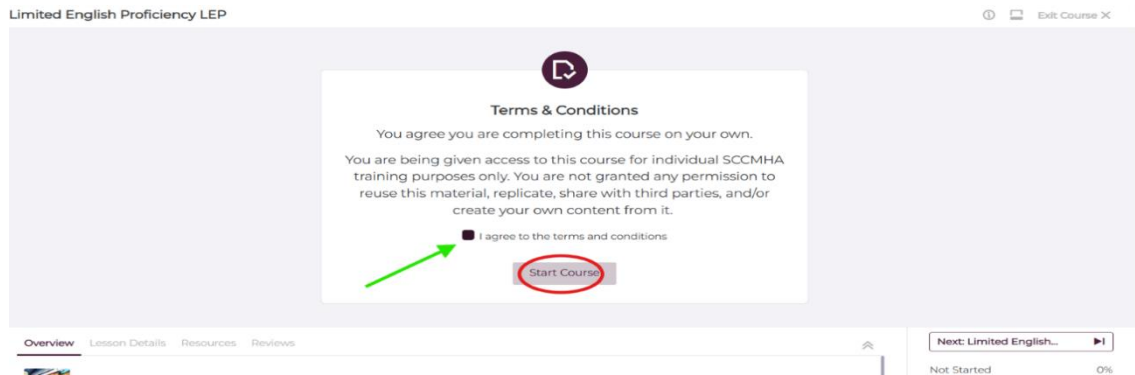
10. The course should now be open. You can change your training view by selecting the 'View' button at the top right of the screen as indicated by the **red circle**. There is a *Change View* resource within the 'Resources' tile on your Dashboard. This will explain the different views.
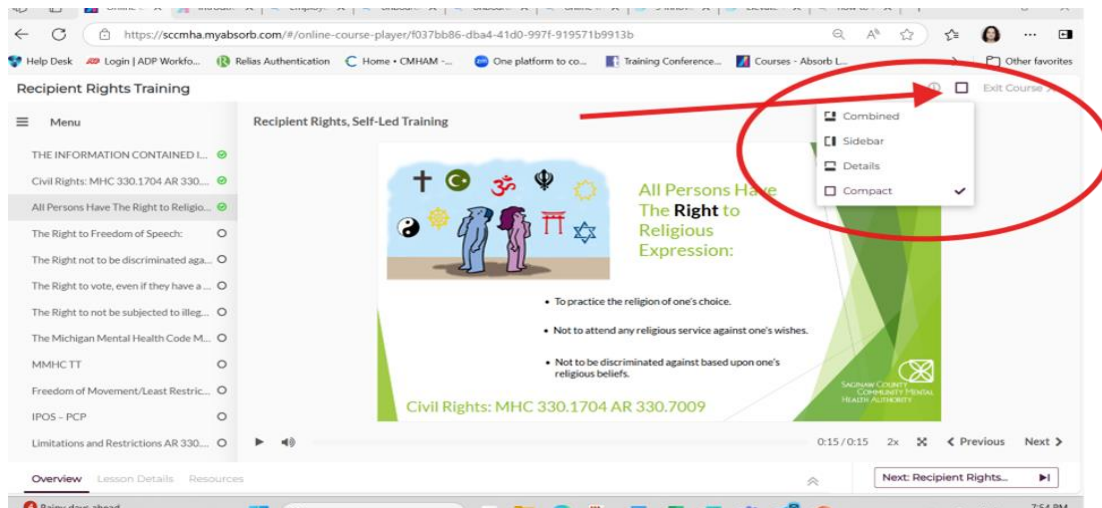
**Please note – some trainings may open in a new browser window not directly within the LMS.

11.   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.

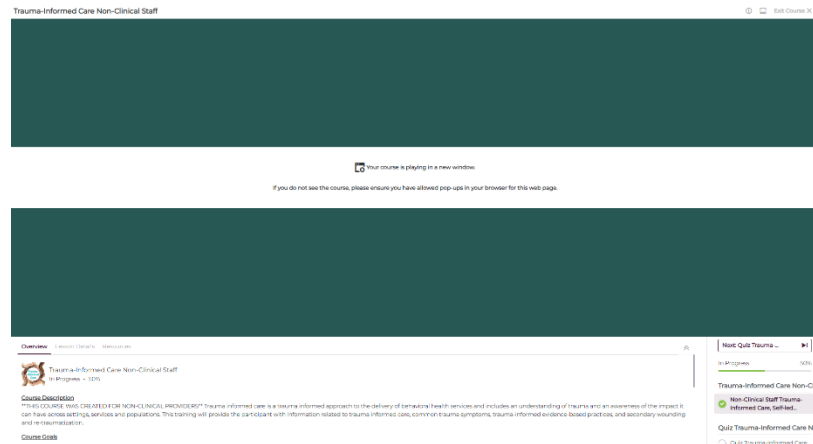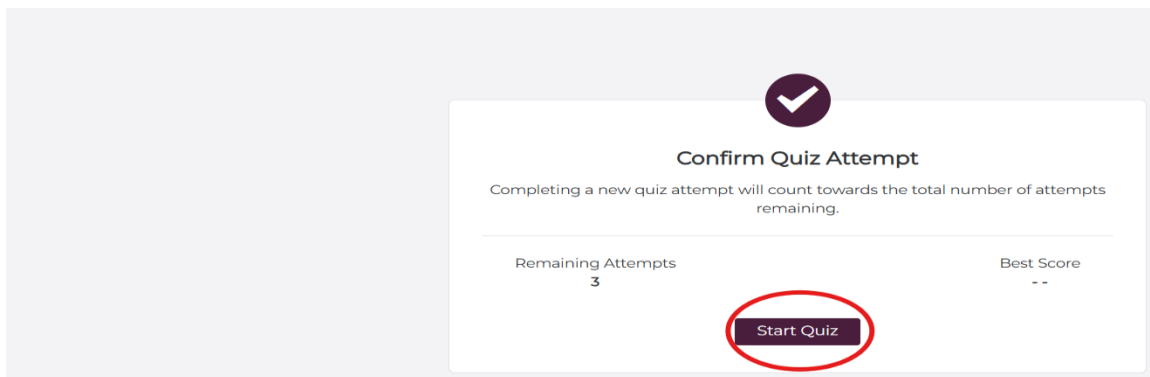

12.   Once the training session is completed, a *Confirm Quiz Attempt* message should appear. Choose the 'Start Quiz' button indicated by the **red circle.** If not, see the next step.

- 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**
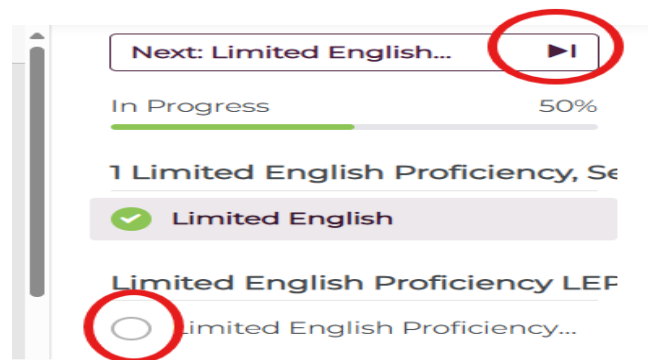
13. Refer to step 12: Choose the 'Start Quiz' button indicated by the **red circle.**
14. Choose the *blue* 'Proceed' button to begin the quiz

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 ➡

15. 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*.

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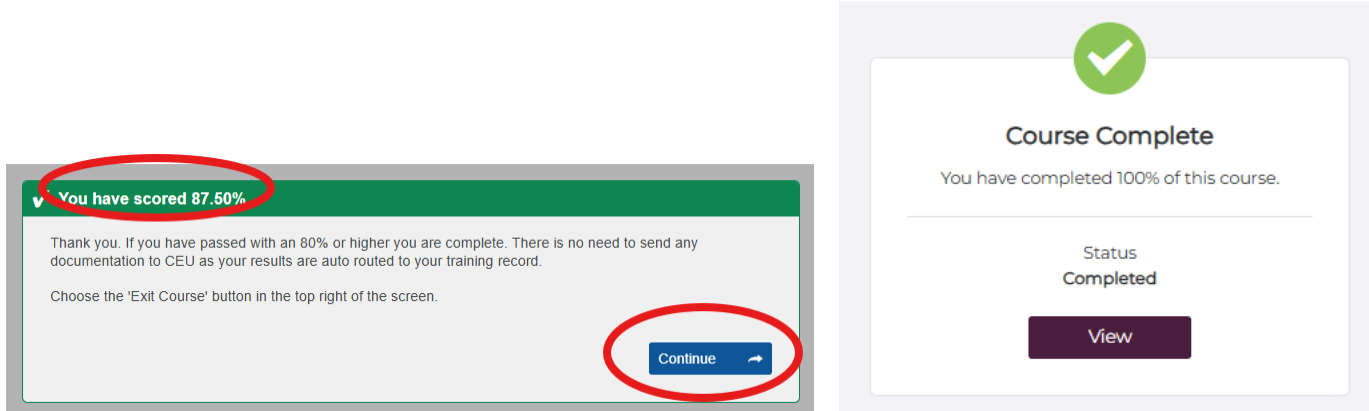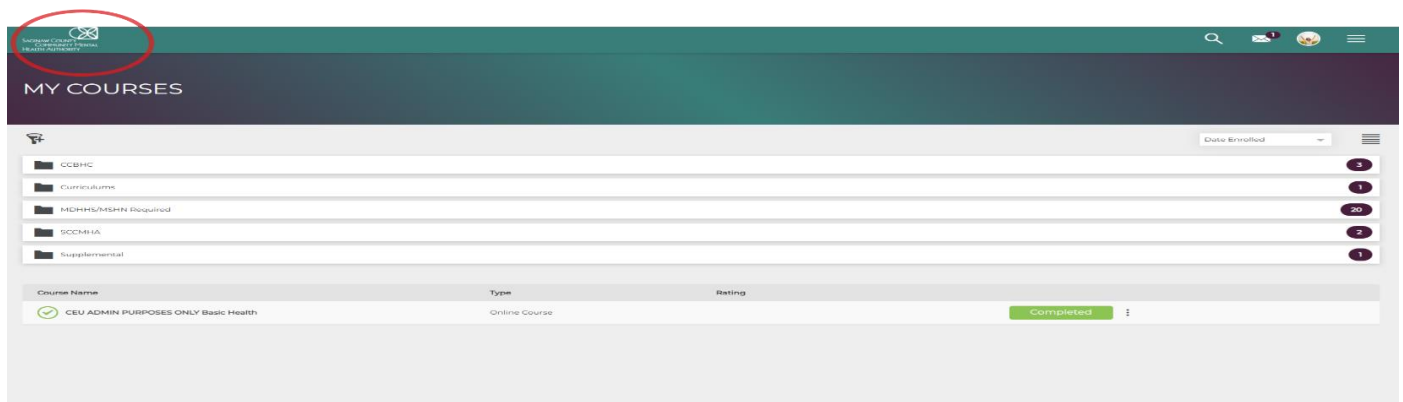

17. You can now exit the course by choosing **Exit Course** in the top right corner of the screen

18. You should immediately return to your dashboard. If you do not return to your dashboard, there are 2 different ways to return:
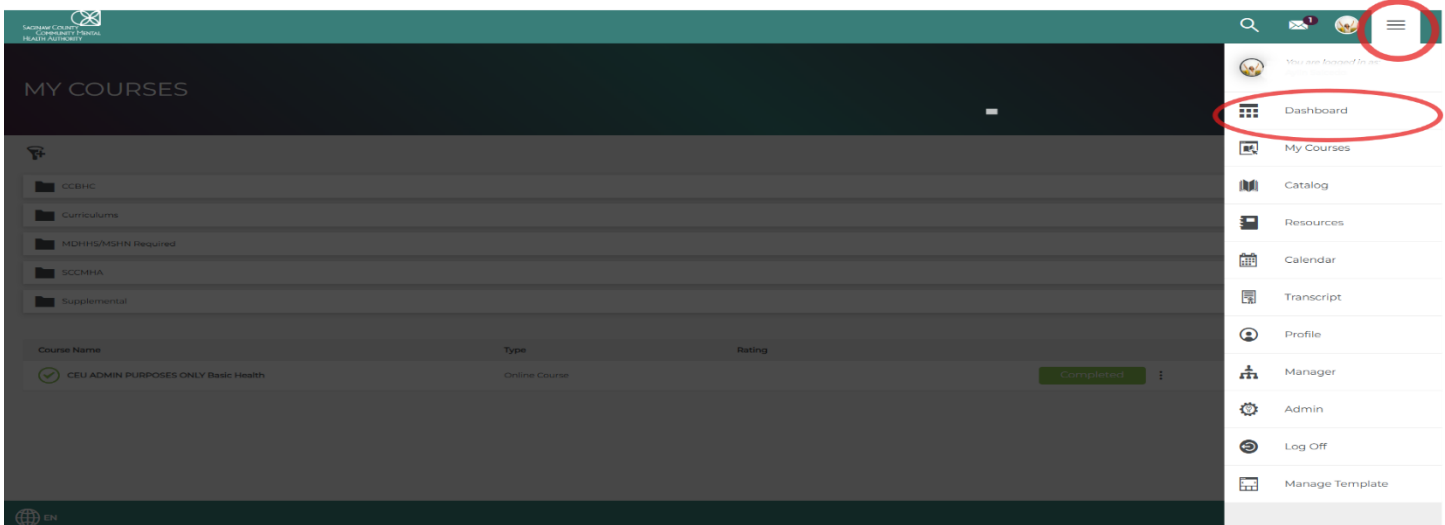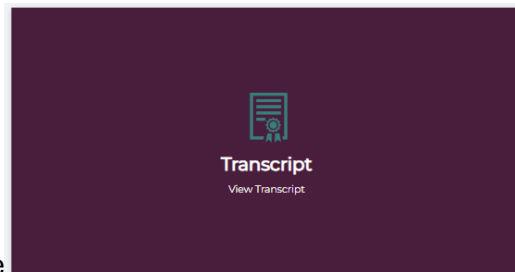   - Choose the SCCMHA logo at the top left of the screen

OR

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

19. Back at the dashboard (the main landing page) to review completed trainings and/or continuing with training:

- To review completed trainings

i. Choose the Transcript Tile
ii. Your completed courses should display as indicated by the screenshot below

- To continue with training
    i. Choose the My Courses tile and start over with the directions at #2