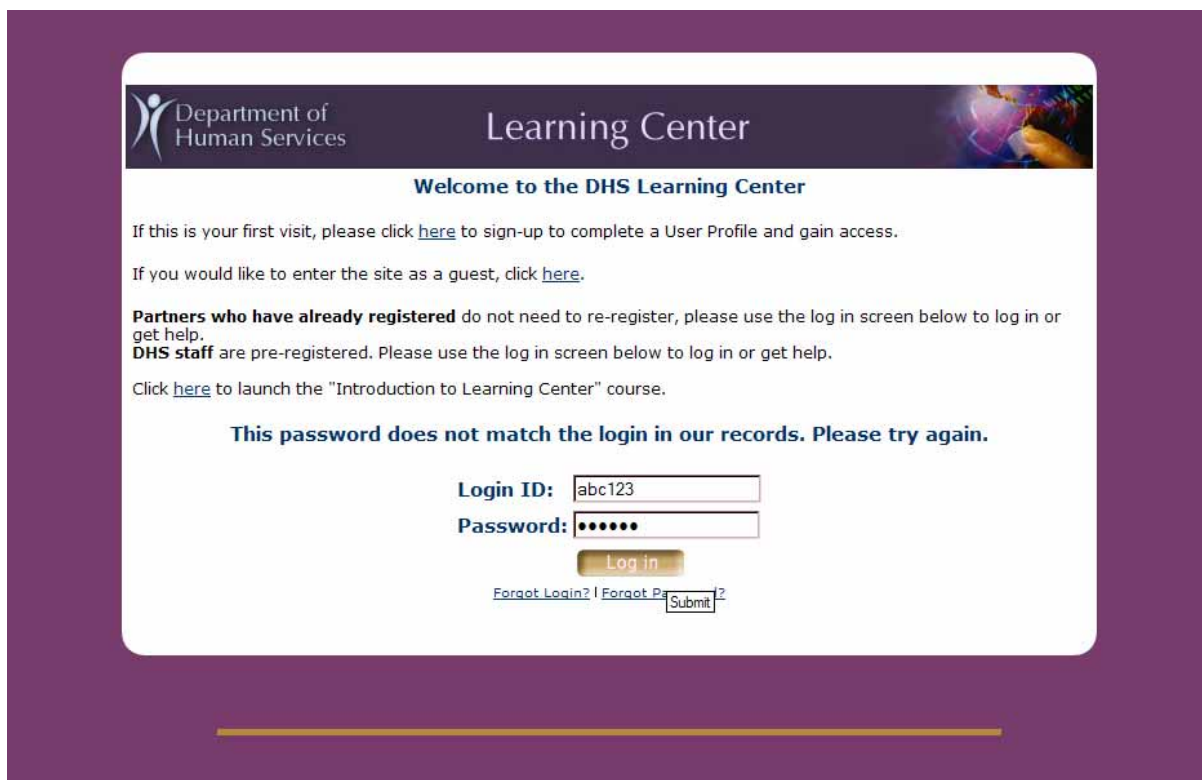


DHS Learning Center

Class sign-up – Step by Step Instructions

Step 1:

Open your Internet browser and type in <https://dhslearn.hr.state.or.us>. Enter your DHS Learning Center login ID and password, then click the “Log In” button.



Department of Human Services Learning Center

Welcome to the DHS Learning Center

If this is your first visit, please click [here](#) to sign-up to complete a User Profile and gain access.

If you would like to enter the site as a guest, click [here](#).

Partners who have already registered do not need to re-register, please use the log in screen below to log in or get help.
DHS staff are pre-registered. Please use the log in screen below to log in or get help.

Click [here](#) to launch the "Introduction to Learning Center" course.

This password does not match the login in our records. Please try again.

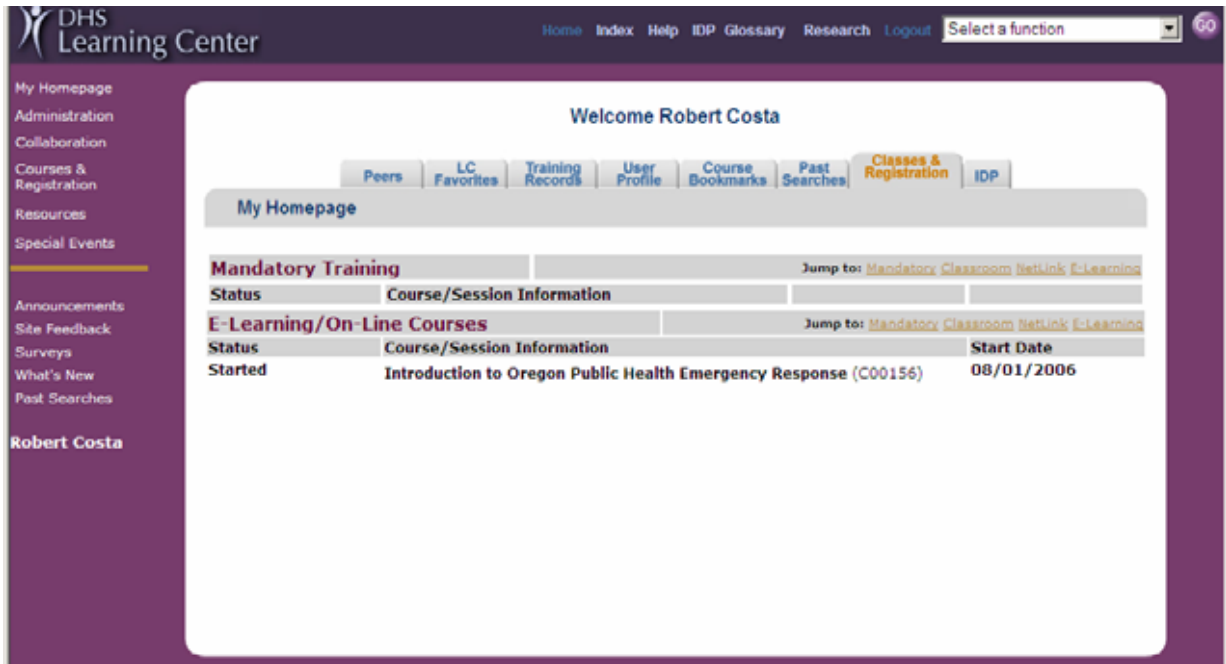
Login ID:

Password:

[Forgot Login?](#) | [Forgot Password?](#)

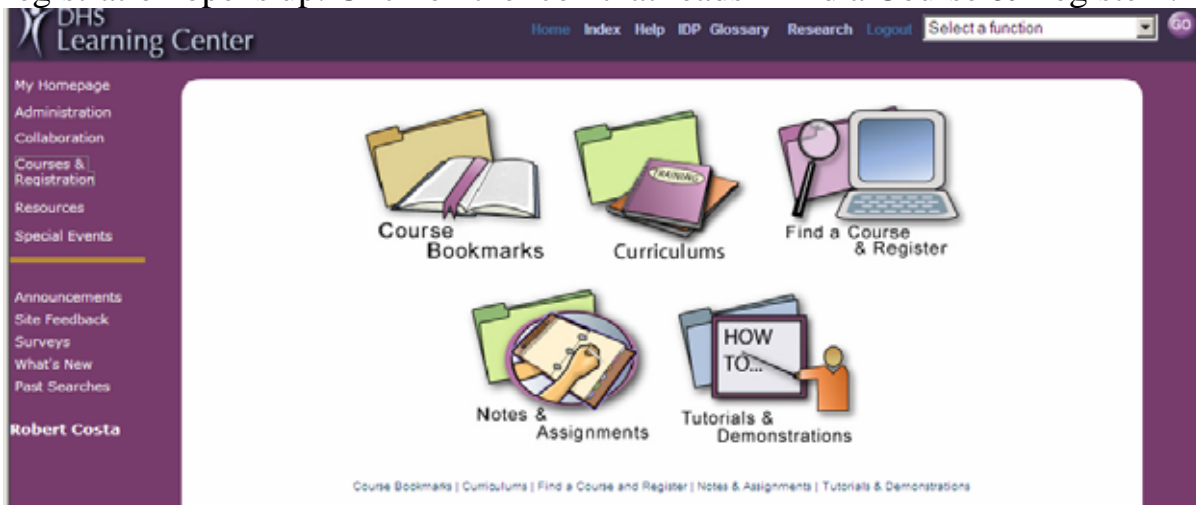
Step 2:

To register for MMIS courses, click on the “Courses and Registration” link in the left-hand toolbar.



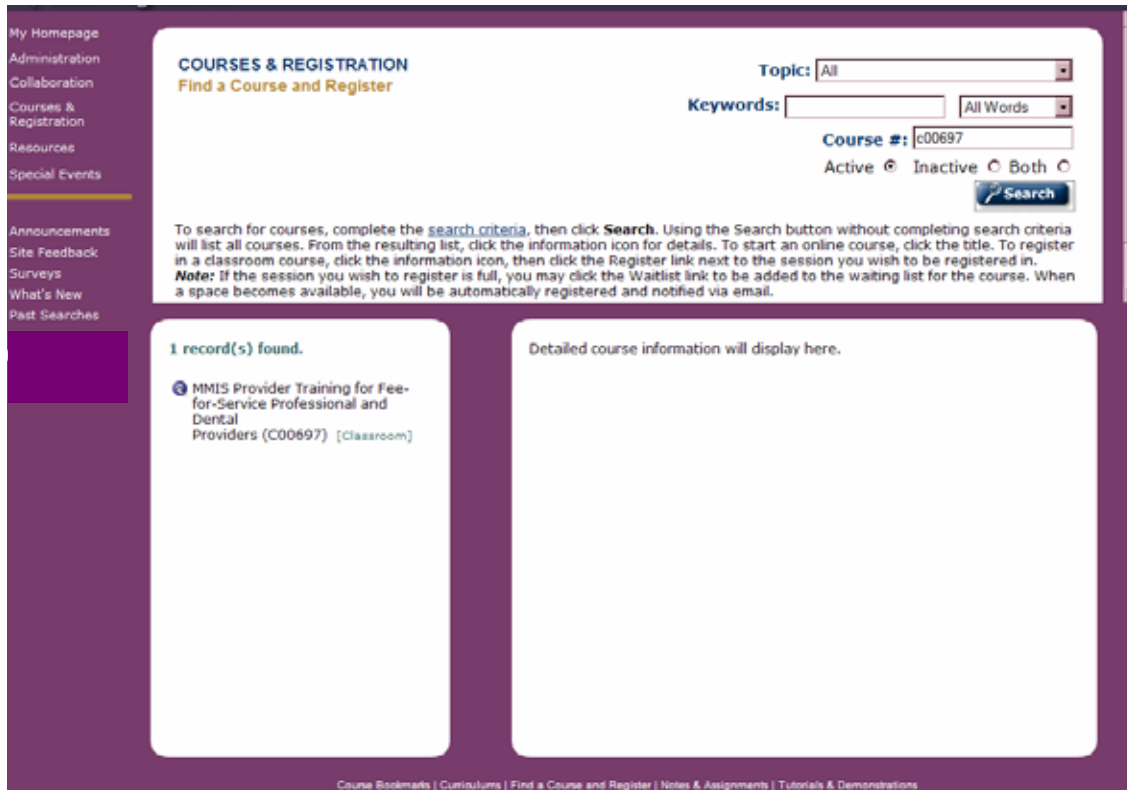
Step 3:

When you click on “Courses & Registration,” the following page for course registration opens up. Click on the icon that reads “Find a Course & Register”.



Step 4:

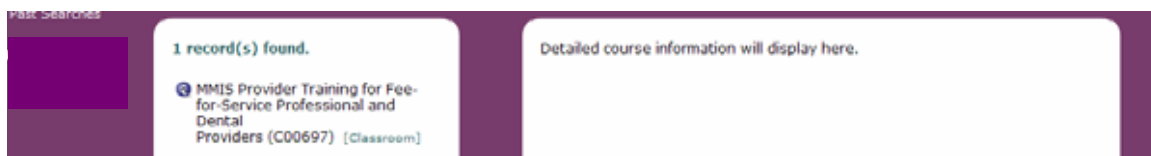
When you click on “Find a Course and Register,” the following page opens up. In the “Course #” box of this page, type **C00748** to find the Combined MMIS Web Portal Professional/Dental/Institutional sessions, then click the Search button.



Step 5:

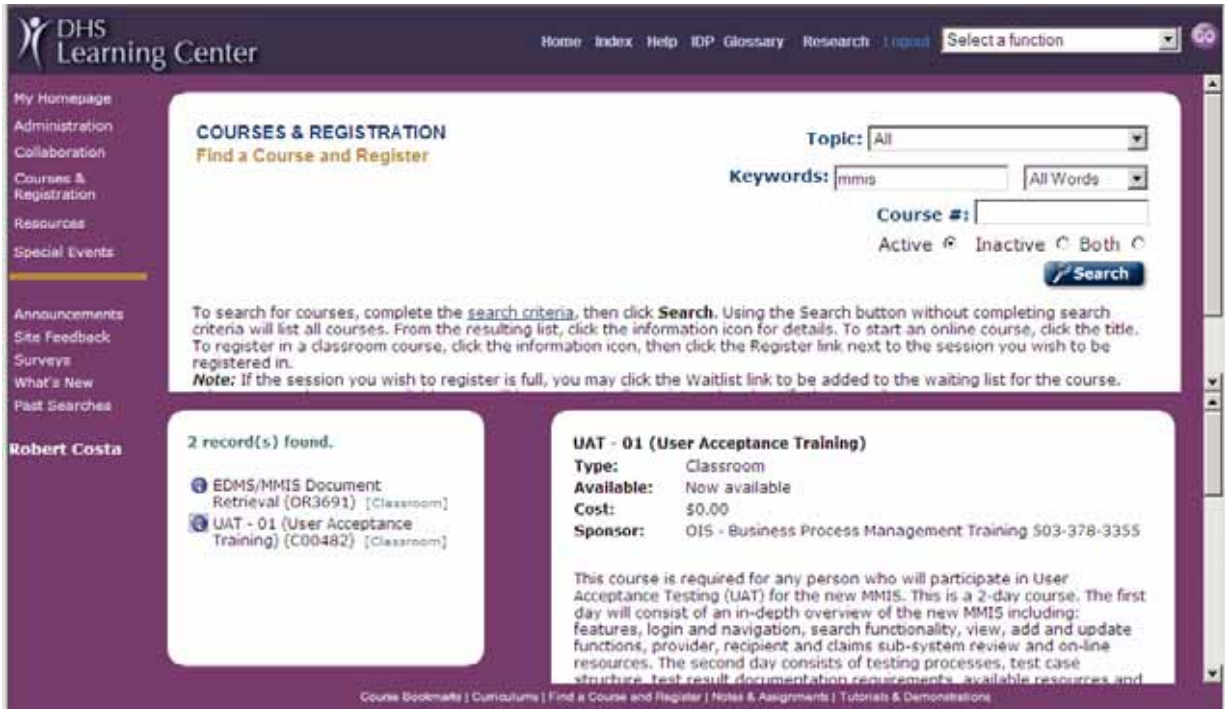
All courses with the keywords you entered will show up in the bottom left-hand box of that same page, in alphabetical order.

Scroll down inside this window to find the course you want. The MMIS provider trainings all begin with “MMIS Provider Training.” Click the blue “I” bullet of the course you want to read the detailed information for the course.



Step 6:

When you click the “I” bullet for a specific course in the left-hand window, the bottom right-hand window displays a detailed course description.



Scroll past the detailed course description, and then you can view the “Register” links that allow you to sign up for available days/locations of the course.



If this bottom right-hand window is too small for you to read, you can right-click on the “I” bullet next to the course you want to view. At the resulting menu, click on “Open Link in New Window.” This will allow this course information window to show up as a full page on your computer screen.

Step 7:

In the course description window, select the day/location of the course you want to attend by clicking on the “Register” link.

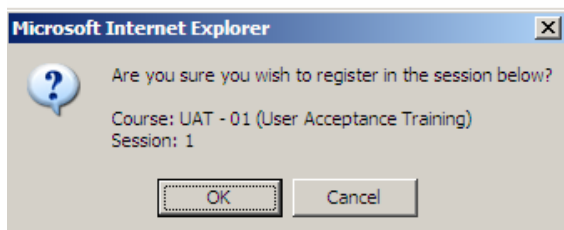
UAT - 01 (User Acceptance Training)
Type: Classroom
Available: Now available
Cost: \$0.00
Sponsor: OIS - Business Process Management Training 503-378-3355

This course is required for any person who will participate in User Acceptance Testing (UAT) for the new MMIS. This is a 2-day course. The first day will consist of an in-depth overview of the new MMIS including: features, login and navigation, search functionality, view, add and update functions, provider, recipient and claims sub-system review and on-line resources. The second day consists of testing processes, test case structure, test result documentation requirements, available resources and practice labs for execution of test cases. The course is being offered four times. Your leader will inform you of which session you are to enroll.

#	City	Date	Time	Status
1	Salem	12/11/2007-12/12/2007	08:00 AM-05:00 PM	Register
Salem/Keizer - EDS Building - MMIS Training Room More...				
2	Salem	12/13/2007-12/14/2007	08:00 AM-05:00 PM	Register
Salem/Keizer - EDS Building - MMIS Training Room More...				
3	Salem	01/29/2008-01/30/2008	08:00 AM-05:00 PM	Register
Salem/Keizer - EDS Building - MMIS Training Room More...				
4	Salem	02/19/2008-02/20/2008	08:00 AM-05:00 PM	Register
Salem/Keizer - EDS Building - MMIS Training Room More...				

Upon registration, please visit the Notes & Assignments page to access additional information for this course.

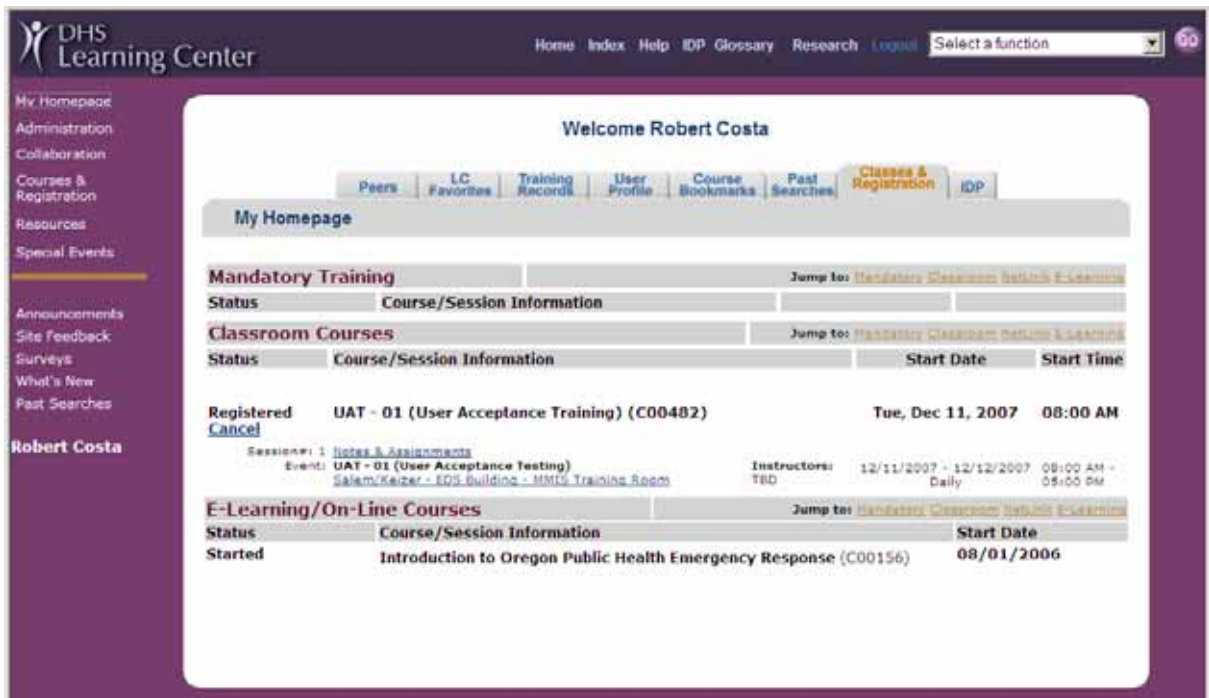
When you click on the “Register” link for a specific session of the course, the following box will pop up asking if this is the course for which the end user wants to register. If it is, click on “OK”.



Step 8:

Once you confirm by registration for a specific session of a course by clicking “OK,” the following things let you know that you are now registered for the session you selected:

- All remaining sessions for that course will show a “Cancel” link. The system does not allow you to register for more than one session of a course at a time.
- You will receive a system-generated email that confirms your registration for the session.
- When you return to your DHS Learning Center home page, you will see the course listed there, complete with date, time, and location.



If you need to cancel a course later:

- Just go to <https://dhslearn.hr.state.or.us> and log in with your User ID and password. The DHS Learning Center will automatically take you to your home page, which displays the classes you are currently registered for.
- At the home page, click on the “Cancel” link for the class you want to cancel. This link is in the “Status” column for the class.
- A pop-up box will ask if you still want to cancel the course. Click “OK,” and the system will automatically remove you from the roster for that course.