

Enroll in PMG-101

The Basics of Quality Improvement for Public Health Practitioners

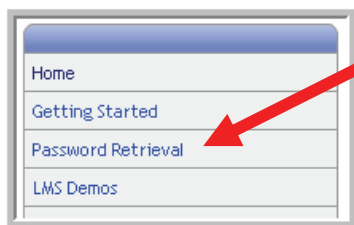


Register for the Learning Management System (LMS):

1. Go to <https://www.nylearnsph.com>
2. Select **CLICK HERE** to register with us and complete the registration form (~3 min.)
3. Choose your own username & password
 - Fill in all required fields denoted with an asterisk (*)
 - Please include your Agency name in the first line of your work address

USERNAME:
PASSWORD:
LOGIN
Not registered yet?
CLICK HERE
to register with us

Forgot your Username or Password? Use Password Retrieval!



- Retrieve your **Username** by email.
- Retrieve your password by answering your secret questions.

Upon answering your questions correctly, instructions for changing your password will be emailed to you. Follow the link in the email to change your password. Once your password has been changed you may log into the LMS.

Search for and Enroll in the Course:

1. Now that you are logged into the system, select **Course Catalog** from the navigation menu on the left side of the screen
2. Search using the course number, **PMG-101**, as a keyword
3. Click on course title, **Performance Management 101: The Basics of Quality Improvement**, to be brought to the Description page. The available section will be displayed.
4. Click the **Enroll** button.
 - You will receive a confirmation of your enrollment on your screen and in your email.
 - As noted in the confirmation, the course becomes part of your **Current Courses** in the **My Courses** area of the **LMS**.

Search Catalog Query
Course Keyword Search: PMG-101
Course Format: Any Format
Course Category: View All Courses
Search

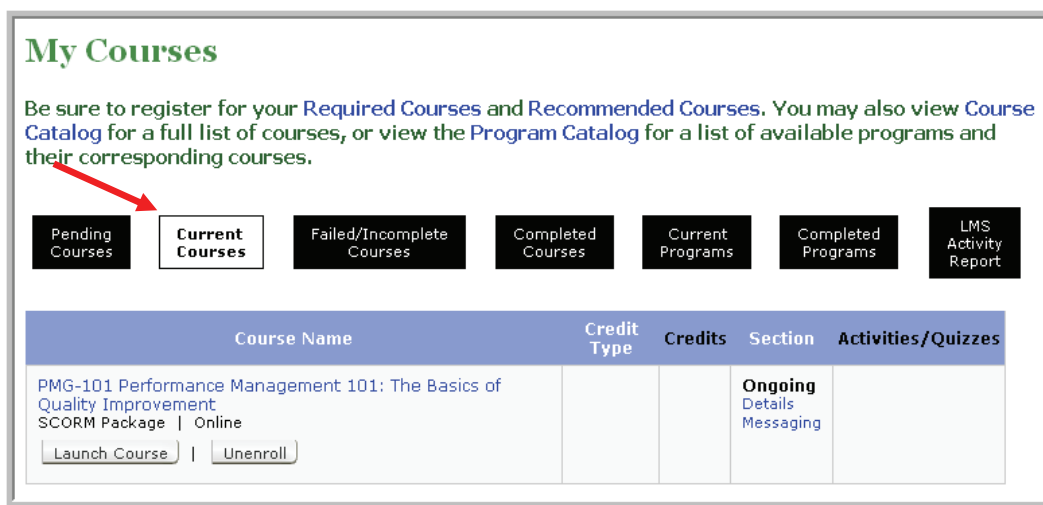
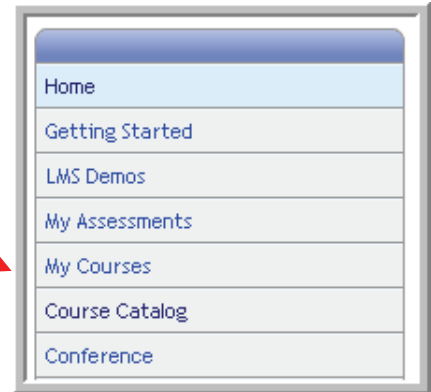
PMG-101 Performance Management 101: The Basics of Quality Improvement

Enrollment Deadline	Section	Course Format	Start/End Dates	Meeting Times	Location	Instructor (s)	Speaker (s)
Enroll Ongoing	SCORM Package	Online	Ongoing				

The Basics of Quality Improvement for Public Health Practitioners

When you are ready to take the course:

1. Navigate to My Courses—Current Courses
2. Click the Launch Course button to begin the course
3. The course will open in a pop-up player
 - The course occasionally requires that you interact with it
 - Failure to interact for 60 minutes may result in a player time-out and require that you Contact Us to “clear your SCORM cache”



- View the content and answer the questions.
- Be sure to view the slide that instructs how to properly close the course.
- View the Question Review and Contacts slides.
- Close course according to the simple instructions provided.
- Receive completion confirmation email

Review the course after you have completed it

- Go to My Courses—Completed Courses
- Click the Launch Course button
- Course will open in the pop-up player
- Review the course.

