

Register in a Training

If you have not created an account. Go to <http://tinyurl.com/ihss-lms> and click on **Create your own account** at the bottom below **LOG ON**

If you already have an account with the Academy for Professional Excellence at San Diego State University please contact the IHSS LMS help Desk at IHSS-LMS@mail.sdsu.edu so we can assure you to access the IHSS Trainings.

1. Go to <http://tinyurl.com/ihss-lms> to log into your IHSS Account.
2. Type in **Username** (this is your **WORK email address**) and **Password**.
3. Click on **LOG ON**



4. In the top right panel, towards the center of the screen, click on the type of training you are interested in from the **CATALOG**.

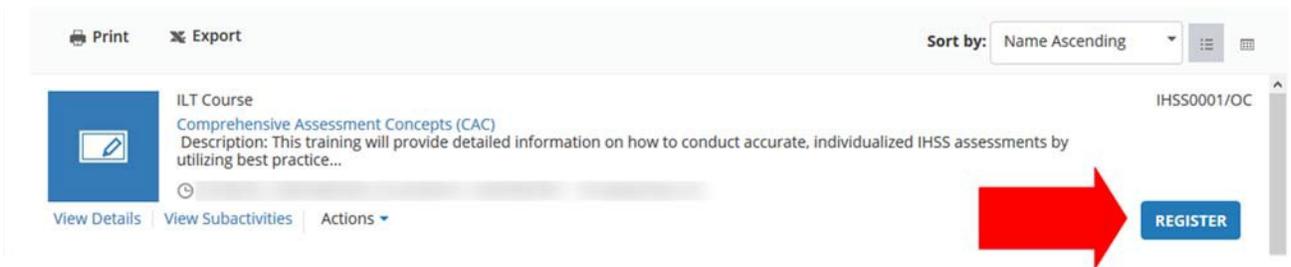
▼ CATALOG

👁 View Related Categories

| | | | |
|---|--|--|--|
|  Comprehensive Assessmen... Northern & Central Region Southern Region Valley Region |  FLSA Training for Trainers (...) No Subcategories Available |  In Home Supportive Servic... Northern & Central Region Southern Region Valley Region |  Medical Implications/Progr... Northern & Central Region Southern Region Valley Region |
|---|--|--|--|

5. From the list choose the region you are interested in. The regions are listed by:
 - Northern & Central Region
 - Southern Region
 - Valley Region

6. Once you have selected the region, from the list choose the training you are interested in. The trainings are listed by:
 - On the first line it will show the type of course and if you are **REGISTERED** in the course.
 - On the second line you will find the **name** of course
 - Under the name of the course is the **Description**
 - Below the Description is the **date, time of course and location.**
 - To the right of the course you will find **REGISTER**.

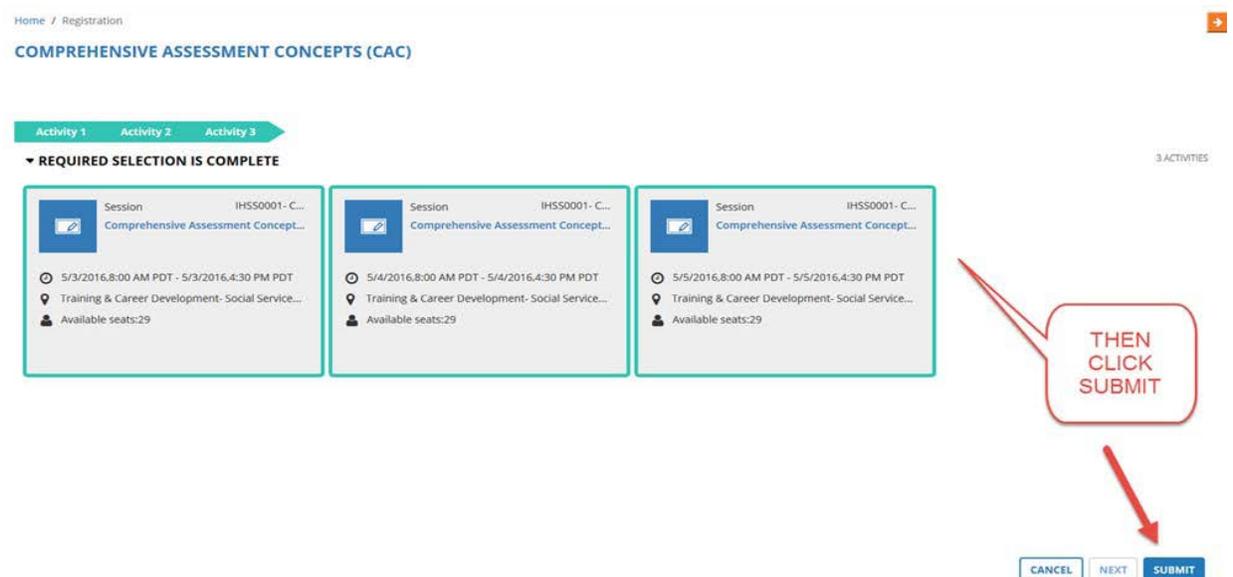


- Select a training and to the right click **REGISTER**.

7. Select the training(s) required. A green outline box will appear then select **"NEXT"**!



8. Select **SUBMIT** then **DONE**



- 9. The **“Required by Parent”** means all 3 day trainings are required to be selected/registered in order to attend the training.

ILT Course
COMPREHENSIVE A... REGISTERED
 0%
 Description: This training will provide detailed information on how to conduct accurate, individualized IHSS assessments by utilizing
 View More
 OPTIONS ▾

✓ You are now **REGISTERED!!!**

- You will receive all 3 day confirmation emails for the training.

| Comprehensive Assessm... | ACTIVITIES | DETAILS |
|--------------------------------|------------|--|
| 1. Comprehensive Assessment... | | Session Required by Parent OPTIONS ▾ Comprehensive Assessment Concepts (CA REGISTERED) 6/14/2016 8:00 AM PDT - 6/14/2016 4:30 PM PDT Show schedule in my time zone |
| 2. Comprehensive Assessment... | | Session Required by Parent OPTIONS ▾ Comprehensive Assessment Concepts (CA REGISTERED) 6/15/2016 8:00 AM PDT - 6/15/2016 4:30 PM PDT Show schedule in my time zone |
| 3. Comprehensive Assessment... | | Session Required by Parent OPTIONS ▾ Comprehensive Assessment Concepts (CA REGISTERED) 6/16/2016 8:00 AM PDT - 6/16/2016 4:30 PM PDT Show schedule in my time zone |