Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System (LMS)
What is DHSES LMS?

- DHSES LMS is an online application accessible to Students to provide a simple, streamlined process that will allow them to:
  
  - View all Current and Upcoming Trainings Being Offered by DHSES
  
  - Register for DHSES Trainings
  
  - Request a DHSES LMS Account *(if the Student is Brand New to DHSES, or Has NEVER Taken Any DHSES Trainings Before)*
  
  - Submit Up To Date Personal Information to DHSES
How Do Students Get Started Using DHSES LMS?

• To Register for DHSES Trainings, a DHSES LMS User Account is Required:

  • **For Brand New Students:** If you have NEVER taken a training with DHSES before, you will need to request that a DHSES LMS Account be created for you.

  • **For Existing Students:** If you have taken at least one training with DHSES (in the last 10 years), then you should have received a communication from DHSES as to what your DHSES LMS username and temporary password are. If you have not, please contact DHSES at: **LMS@DHSES.NY.GOV**

• **NOTE:** To View Available DHSES Trainings, a DHSES LMS User Account is NOT Required

• To Access DHSES LMS Please Follow this Link:

  [https://lmsportal-dhse.ny.gov/acadisviewer/login.aspx](https://lmsportal-dhse.ny.gov/acadisviewer/login.aspx)
How Do Students View Available DHSES Trainings?

- Anyone can view Available DHSES Trainings; doing so does not require a DHSES LMS User Account. To view DHSES Trainings click ‘Available Training’ as shown below.
How Do Students View Available DHSES Trainings?

- This is an example of how DHSES Trainings are displayed in the DHSES LMS. By clicking on an individual training link as shown below, the specific details of that training will be displayed.
How Do Students View Available DHSES Trainings?

- This is an example of the specific details that are displayed after selecting an individual DHSES Training.
How Do Students Request a DHSES LMS Account?

• Brand new students who have never taken a DHSES Training, must first submit a request to have a DHSES LMS account created for them by DHSES Staff.

• To create a DHSES LMS Request, click on ‘WebForms’.
How Do Students Request a DHSES LMS Account?

- Next click ‘DHSES LMS Portal- New User Access Request WebForm’
How Do Students Request a DHSES LMS Account?

• The ‘New User Access Request WebForm’ is displayed. All required fields that must be completed are marked with an asterisk (*) as shown below. All other fields not marked with an asterisk are optional. Upon completion click ‘Submit’ this will forward the completed DHSES LMS Account Request to DHSES staff. Requests will take 2-3 days to be reviewed and processed, Students should expect a separate email notification in response.
How Do Students Log Into DHSES LMS?

- To log into DHSES LMS, Students will provide their username (email address) and password then click ‘Sign In’ as shown below: *(Please note: the DHSES LMS works best with pop-up blockers disabled).*

![DHSES LMS Login Page](image)
How Do Students Log Into DHSES LMS?

• Upon logging into DHSES LMS, all Students must agree to DHSES’ conduct policy before proceeding any further. Students will do so by clicking ‘I Agree’ as shown below:
How Do Students Reset Their Password?

- To Reset their password, a Student will click on ‘Reset Your Password’ as shown below.
How Do Students Reset Their Password?

- Next, Student’s will enter their email address and click ‘Continue’ as shown below. Subsequently Students will receive an email with their temporary password. Upon logging in successfully, Students will be prompted to change their password.
How Do Students Register for DHSES Trainings?

- After logging into DHSES LMS, Students will search for DHSES trainings they want to register for. As shown below, Students can click ‘Registration’ from the DHSES LMS navigation pane and then click ‘Browse or Sign Up for Training’ as shown below.
How Do Students Register for DHSES Trainings?

- From the results that are returned, Students can view the specific details of a training by clicking on its name; or they can begin the registration process by clicking on the training’s ‘Register’ button as shown below.
How Do Students Register for DHSES Trainings?

- When viewing the details of a DHSES Training, it is important that Students pay attention to any prerequisites the training may have. In addition, the prerequisites also communicate important information the Student needs to provide if for example they are to be eligible for lodging.
How Do Students Register for DHSES Trainings?

- After clicking the ‘Register’ button for a DHSES Training; if a Student has already registered for DHSES Trainings previously, DHSES LMS will display a similar screen to the one shown below. This is just to make sure the Student is aware of this fact in order to avoid any scheduling conflicts. To proceed past this, click the ‘Continue Registration’ button as shown below.
How Do Students Register for DHSES Trainings?

- To register for a DHSES Training, Students must complete all sections of the form that is displayed and provide all the information that is required.
How Do Students Register for DHSES Trainings?

- Prerequisites allow Students to provide required information as it relates to their eligibility to take a DHSES Training or communicate any needs they may have such as the need for lodging. Student’s will click on each ‘Update Fulfillment’ button for each prerequisite as shown below.
How Do Students Register for DHSES Trainings?

- There are generally 4 steps in completing a prerequisite in DHSES LMS as shown below:
  1. Completing the actual prerequisite
  2. Providing clarifying comments as they are needed
  3. Marking the prerequisite as complete; Students do have the option to save their progress and come back to the complete the prerequisite by selecting ‘I Want to Finish Later’
  4. Clicking ‘Save’
How Do Students Register for DHSES Trainings?

• As Students address each required section of their Registration, they should see each section of the page populate as a running checklist that they have successfully completed it as shown below. However, if sections are not completed the ‘Submit Request’ button will be disabled (greyed out) until they have.

• At anytime Students can ‘Cancel’ their request, click ‘Finish Later’ to save it and comeback to complete it at another time.
How Do Students Register for DHSES Trainings?

• As Students address each required section of their Registration, they should see each section of the page populate as a running checklist that they have successfully completed it as shown below. Upon completion of all sections, Students will click on ‘Submit Request’ (which should be enabled) to send their request onto DHSES for review.
How Do Students Register for DHSES Trainings?

- Once a Student’s Registration Request has been submitted, The Student’s Registration Screen will now show their PENDING request. Students will receive a separate enrollment email notification from DHSES once their request has been approved and they have been enrolled into the training. Students should allow 2 to 3 days for DHSES to complete their review process.
How Do Students Request an Update to Their Student Profile?

• For all changes to a Student’s personal information (i.e., name change, new email address, etc.) Students will need to submit a webform through the DHSES LMS website. Click ‘Webforms’ as shown below:
How Do Students Request an Update to Their Student Profile?

- Click ‘Request to Change Personal Profile Information WebForm’ as shown below:
How Do Students Request an Update to Their Student Profile?

- The ‘Request to Change Personal Profile Information Webform’ displays. Please be aware that while some fields are optional. All required fields that must be completed are delineated with an asterisk (*).
How Do Students Request an Update to Their Student Profile?

• In addition to all required data fields in this form, the Student will need to complete the section of the form that is most relevant to their personal data that needs to be updated. The sections of the webform include:

  • Primary Organization *(this section is always required)*
  • Personal Information *(this section is always required)*
  • Change Personal Information (Person’s Name)
  • Change Primary Email Address
  • Change Primary Address
  • Change Primary Phone Number
  • Change Primary Organization
How Do Students Request Assistance or Ask Questions?

• Students who require assistance or have questions are encouraged to reach out to DHSES for support.

• General questions, DHSES LMS technical support, etc. can be submitted by email to: LMS@DHSES.NY.GOV

• For specific questions about the training programs, please contact the appropriate Training Academy:
  • Office of Disaster Recovery (DR) -- (518) 292-2293
  • Office of Emergency Management (OEM) -- (518) 292-2351
  • Office of Fire Prevention and Control (OFPC) -- (518) 474-6746
  • Office of Interoperable and Emergency Communications (OIEC) -- (518) 322-4911
  • State Preparedness Training Center (SPTC) -- (315) 768-5689