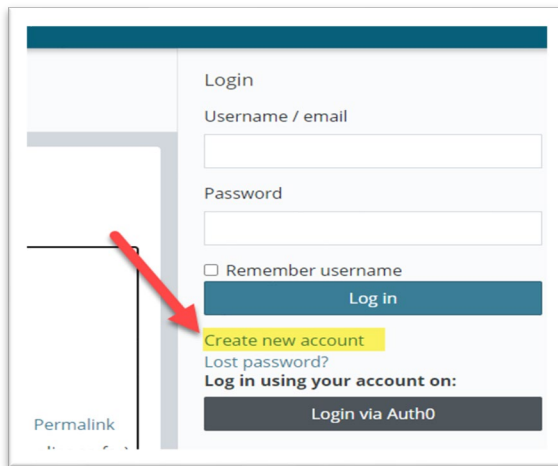


CalMHSAs Learning Management System (LMS) Instructions

1. Visit the following webpage to access CalMHSAs LMS:

<https://moodle.calmhsalearns.org/>

2. Create a new account (or log in if you already have an account):



Permalink

Login

Username / email

Password

Remember username

Log in

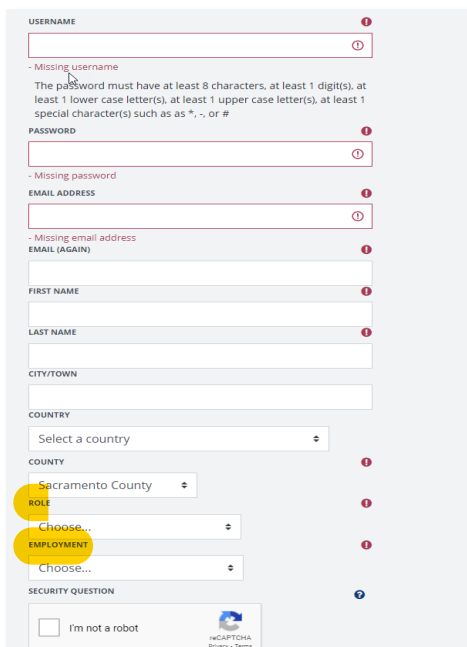
Create new account

Lost password?

Log in using your account on:

Login via Auth0

3. Fill in all required fields to create an account:



USERNAME

- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

PASSWORD

- Missing password

EMAIL ADDRESS

- Missing email address

EMAIL (AGAIN)

FIRST NAME

LAST NAME

CITY/TOWN

COUNTRY

Select a country

COUNTY

Sacramento County

ROLE

Choose...

EMPLOYMENT

Choose...

SECURITY QUESTION

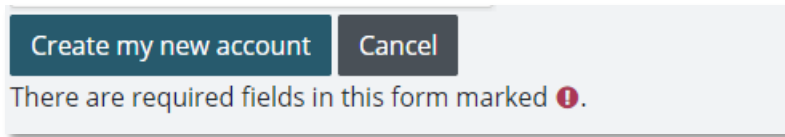
I'm not a robot

HEALTHCARE

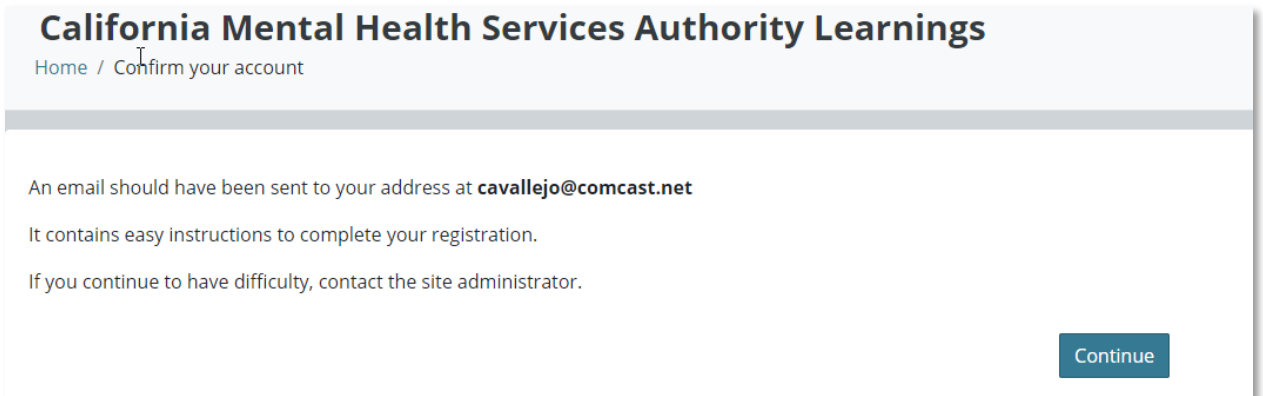
**Role: select most appropriate selection, can be updated under Profile Settings at a later date

**Employment: Contracted staff should select "Community Based Organization" - Staff working for a County Operated Program will choose "Government Entity"

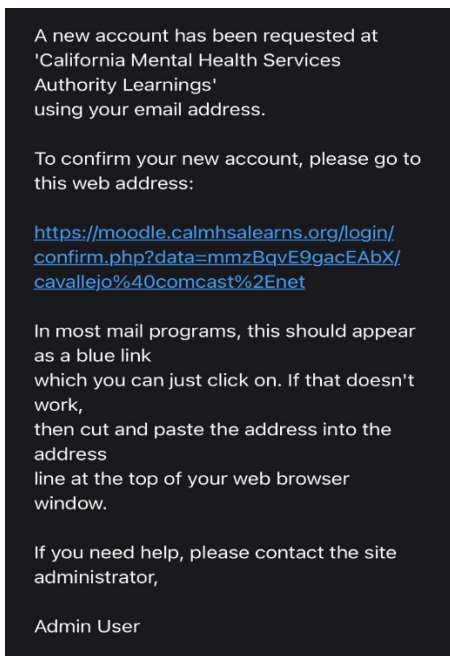
4. Click "Create my new account":



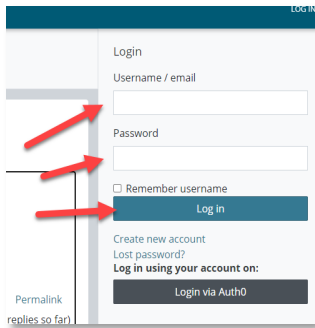
5. You will see the following message:



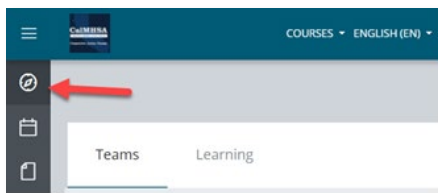
6. The email you receive should state the following:



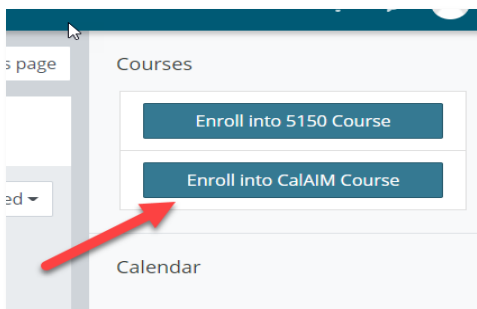
7. Once you have confirmed your new account, you can go back to the LMS site and log in:



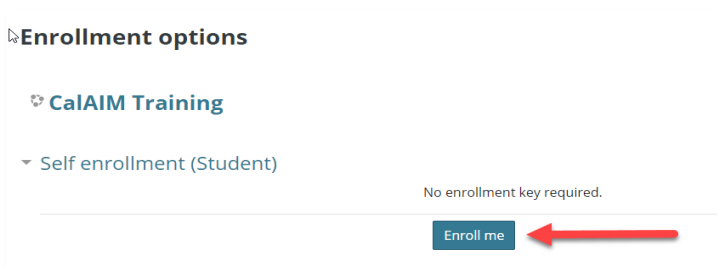
8. Once logged in, navigate to your “dashboard”:



9. In the upper right side of the page you will see a “quick link” button that says “Enroll into CalAIM Course”:



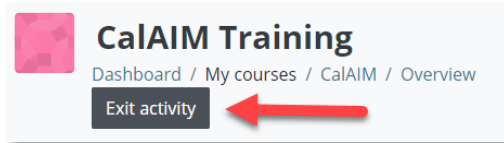
10. Select “Enroll me”:



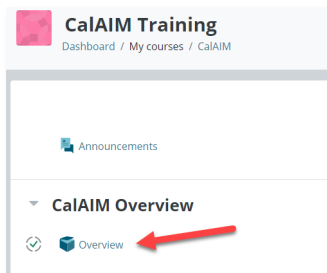
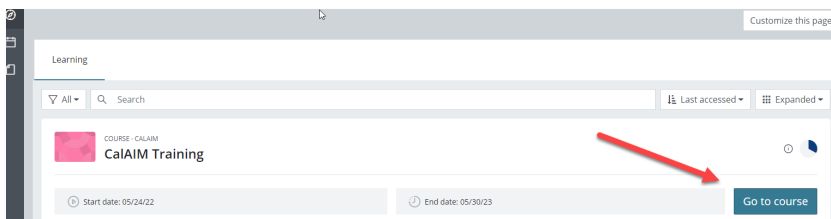
11. When you enroll in the CalAIM Course, you should see a list of available trainings (additional trainings will be added as they become available):



12. If you need to exit and return to your training at a later time, you can select "Exit Activity" at the top of the page:



13. To resume your training at a later time, log back in, select "Go to course" and then select the training:



14. Once each training is 100% complete, you will see a green check mark next to the name of the training:

