**IHSS Training Academy – Registration Process**

The California Department of Social Services (CDSS), Adult Programs Division (APD), Quality Assurance and Improvement Bureau (QA&IB), Training and Development Unit (T&DU), provides the following general training registration guidelines for county social services staff when participating in IHSSTA classes. Registration for the IHSS Training Academy has launched last week and the interest is high.

The following information will help ensure a smooth registration process across the state:

1. Know which region your county belongs to in order to attend the appropriate trainings in your region (see attached regional map).

2. To register for any IHSS course, you must have or create a LMS account:  
   [http://tinyurl.com/ihss-lms](http://tinyurl.com/ihss-lms)

3. Before creating a new account in LMS, please review the instructions. You can access the instructions here:  
   [http://tinyurl.com/howtoregihss](http://tinyurl.com/howtoregihss)

4. **Ensure that the username is your work email address.** Be advised that if you already created an account, your username was changed to your email address provided and must be used to sign in and register for classes.

5. Once you create your account with the correct information required, the approval process will take 1-2 days. You will receive an email notification when your account is approved and ready to use. Please do not create multiple accounts during this process.

6. 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](mailto:IHSS-LMS@mail.sdsu.edu) so we can assure you to access the IHSS trainings.

**If you are having difficulty logging in or accessing the webpage. Here are some useful tips:**

- For best performance, please use FIREFOX, or Internet Explorer. Turn off all pop-up blockers on the browser's toolbar.
- Make sure you entirely log out and log in the LMS log in webpage (do not stay logged in and try to register for training's this may cause an error to your registration process).
- When you are viewing the catalog for IHSS 101 and CAC, make sure to refresh your browser periodically, so all trainings with open slots will be visible.
- If you are wait listed, the system will automatically add the individual onto the roster in the order it has received. A confirmation email will automatically be sent to the user who was able to obtain a spot.
- If the desired training date is not available on the system it will say (registration is blocked) and (roster is locked), it means the module has been filled to its capacity.
- If you are still unable to view, clear your browser's cache, cookies, and history.

For additional support: [IHSS-LMS@mail.sdsu.edu](mailto:IHSS-LMS@mail.sdsu.edu)

Thank you for your interest in the IHSS Training Academy!