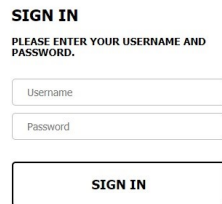


## Registering for an eLearning Training

1. Log in to the LMS by clicking [here](#) using your RIHS username and password. Be sure to turn off your pop-up blockers before you log in.



**SIGN IN**  
PLEASE ENTER YOUR USERNAME AND  
PASSWORD.

Username

Password

**SIGN IN**

2. Click the magnifying glass search icon on the upper right hand corner.



3. Search for the training by typing in its name or course code. (Note: the course code can be found on the [RIHS eLearning page](#).)

By the training name:



WHAT ARE YOU LOOKING FOR TODAY?



LEARNING |

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (\*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

By the course code:



WHAT ARE YOU LOOKING FOR TODAY?

LEARNIN

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (\*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

4. Find the training you want. Click **Select**, then click **Register**.

The screenshot shows a search interface with a sidebar on the left for filtering results by activity type, location, facility city, and language. The main content area displays search results for "Enhanced Case Management eLearning". The first result is highlighted, and a context menu is open over it, showing options: "SELECT", "Register", "View Details", and "Add To Development Plan". The "Register" option is circled in green, and a green arrow points to it from the right. A "5." is placed to the right of the menu.

5. Click **Register** on the bottom right.

The screenshot shows the "ACTIVITY REGISTRATION" page. The main content area displays details for the course "Enhanced Case Management eLearning" (BHE0096), including a "REGISTRATION ALLOWED" status and "Unlimited" availability. On the right, a "REGISTRATION SUMMARY" sidebar is visible. At the bottom of the page, there are two buttons: "CANCEL" and "REGISTER". The "REGISTER" button is circled in green, and a green arrow points down to it from above.

6. You are now registered for the eLearning. Click **DONE** in the lower right to exit or **START** in the top right to begin the eLearning in a new window.

The screenshot shows the user interface for the 'ENHANCED CASE MANAGEMENT EARNING' course. At the top, a green banner displays a congratulatory message: 'Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.' Below this, the course title 'ENHANCED CASE MANAGEMENT EARNING' is shown with a 'REGISTERED' status and a '1 Hours' duration. A 'Completion Status' indicator shows '0%' and a 'START' button with a dropdown arrow. A green arrow points to this 'START' button. The main content area is divided into 'DETAILS' and 'ACTIVITIES' tabs. Under 'DETAILS', there are expandable sections for 'Full Description', 'Schedule and Pricing', 'Additional Information', 'Notes', 'Training Credits', and 'Library Details'. A green arrow points to a 'DONE' button located at the bottom right of the page.