To register for a webinar on the Learning Management System (LMS), please follow the steps below:

1) Log into HCSIS and click the Learning Management System (LMS) link

![HCSIS Login Screen]

Welcome to HCSIS
Please click below to choose the HCSIS component you would like to access.

- HCSIS Login: Access the Home and Community Services Information System
- Provider Access: Register as a provider/access provider functionality
- OCYF IM Login: Access the Children's Youth and Families Incident Management System
- Frequently Asked Questions (FAQ)
- Learning Management System (LMS): Register for training/download reference material
- Identity Manager: User Administration: Look up, create, modify, or deactivate HCSIS user IDs

Program Links
- Office of Developmental Programs (ODP)
- Bureau of Autism Services (BAS)
- Office of Long Term Living (OLTL)
- Office of Child Development and Early Learning (OCDEL)
- Office of Mental Health and Substance Abuse Services (OMHASS)
- CHIPP Participant Required Data Definitions
- Services and Supports Directory
- Adult Autism Waiver
- Service Definitions
- Provider Directory

2) Enter your Login ID and Password, and then click [Continue]

**Note:** If you do not know your LMS ID, please contact your Business Partner (BP) Administrator.
3) Click the **My Curriculum** link on the left hand side of the screen

4) Locate the upcoming webinar for which you would like to register, and then click the **Register** link next to it

**Note:** Make sure you select the correct webinar name and date. If the webinar that you wish to attend is not listed under your curriculum, please send a request to your local HCSIS/LMS Administrator with the name of the course so they can add the appropriate role(s) to your LMS user ID.

<table>
<thead>
<tr>
<th>ILT</th>
<th>BAS: Webinar - EIM Identity Manager Training for BP Admin on 03/26/2011 at 2:00 PM</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILT</td>
<td>BAS: Webinar - EIM Identity Manager Training for BP Admin on 03/30/2011 at 10:00 AM</td>
<td>Register</td>
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<tr>
<td>ILT</td>
<td><strong>BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM</strong></td>
<td>Register</td>
</tr>
<tr>
<td>ILT</td>
<td>BAS: Webinar - EIM Role Mapping Training for Provider Contacts on 03/21/2011 at 2:00 PM</td>
<td>Register</td>
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<tr>
<td>ILT</td>
<td>BAS: Webinar - EIM Role Mapping Training for Provider Contacts on 03/23/2011 at 10:00 AM</td>
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<tr>
<td>ILT</td>
<td>BAS: Webinar - EIM System Training For BAS Staff on 04/05/2011 at 9:00 AM</td>
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<td>ILT</td>
<td>BAS: Webinar - EIM System Training For BAS Staff on 04/07/2011 at 9:00 AM</td>
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<tr>
<td>ILT</td>
<td>BAS: Webinar - EIM System Training For Providers on 04/13/2011 at 9:00 AM</td>
<td>Register</td>
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</tbody>
</table>
5) Click the **Enroll** link

*Note: If the Seats available is zero, the course will be closed and you will not be able to enroll in the course. Click the button under the Wait List Request column to send a request to the course administrator to be placed on a wait list in case of a cancellation.*

![Enroll Student in a Course]

6) Click **[Register]**

![Course Confirmation]

7) The message “Course Successfully Added” will appear to confirm your registration

![Course Successfully Added]

You are now registered for **BAS: Webinar - EIM Incident and Complaint Management Reports Training on 04/12/2011 at 1:00 PM**

You should receive an email with course and class information soon
8) To view the courses for which you are registered, click the My Schedule link on the left side of the page.