



**ALABAMA
PUBLIC
HEALTH**

How to Access and Log In to LCMS

INSTRUCTION MANUAL

Revised February 13, 2017
Version 3.1

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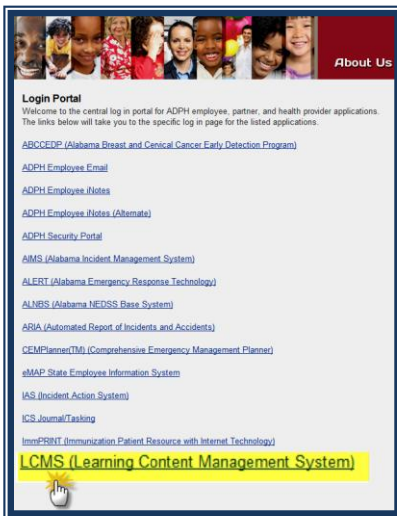
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How to Access LCMS

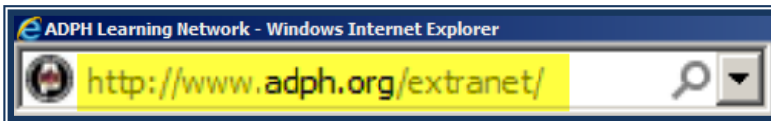
Option 1: Access LCMS through the ADPH home page at www.adph.org . Then select the “Login” link in the upper right portion of the web page.



You will be directed to the central login portal for ADPH applications. Scroll the length of the page, and select the LCMS (Learning Content Management System) link.



Option 2: Access LCMS directly by entering: <http://www.adph.org/extranet> into your web address bar.



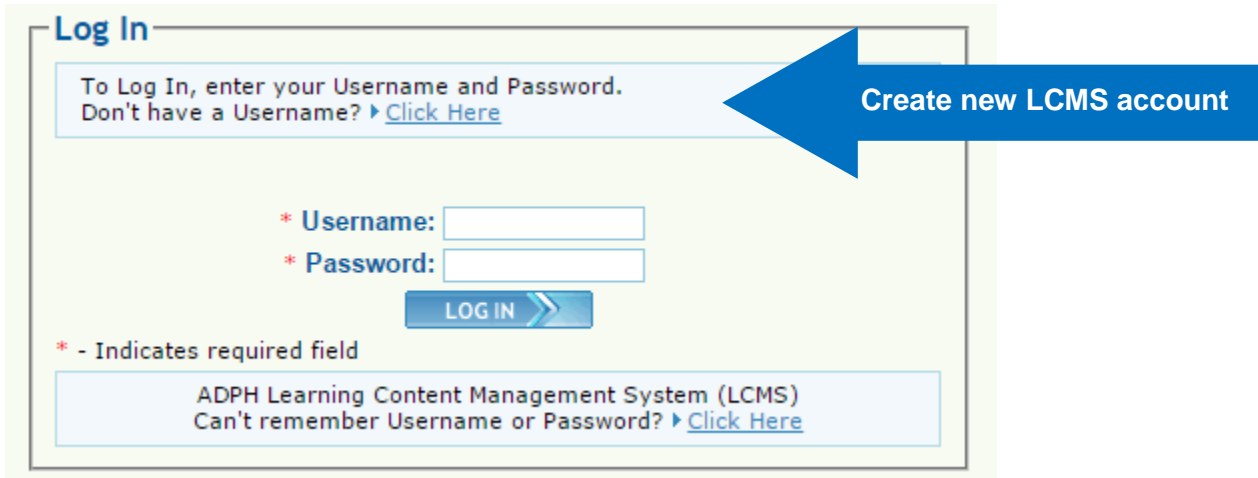
Choosing either option will direct you to the Training Opportunities page. Here you will need to click on the “Log In” link, which is located in the upper right portion of the Training Opportunities page.



How to Navigate the LCMS Log In Page

Create a New Account

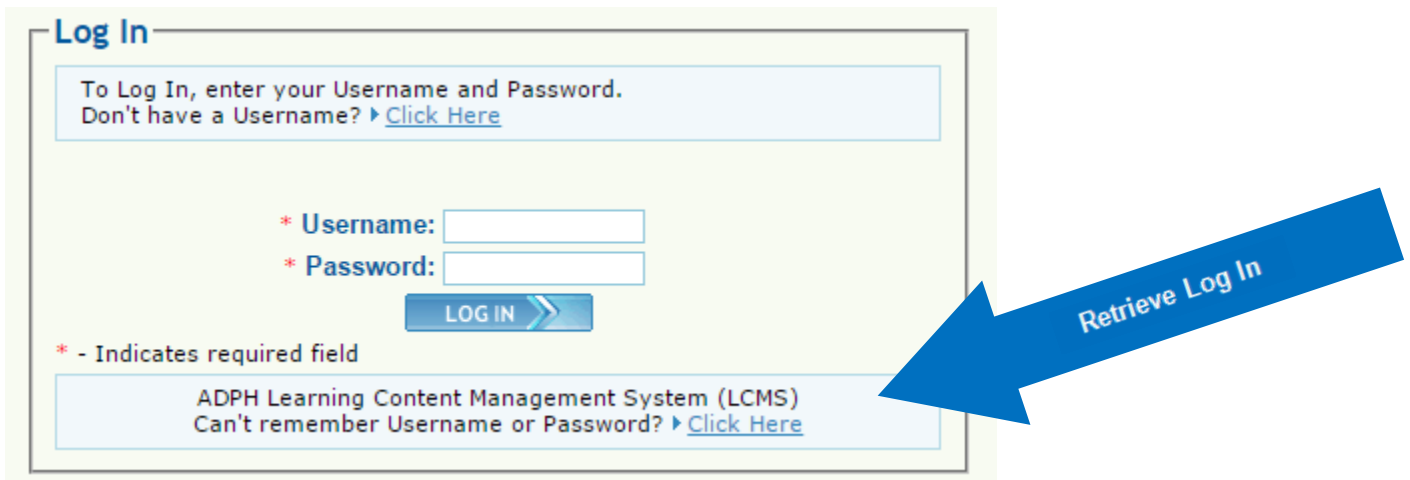
New ADPH Employees and non-ADPH Employees can create a new LCMS account by selecting “Don’t have a Username? → Click Here”. (Do not create more than one LCMS account.)



The screenshot shows the LCMS Log In page. At the top, it says "Log In" and "To Log In, enter your Username and Password. Don't have a Username? → [Click Here](#)". Below this are two input fields: "* Username:" and "* Password:". A "LOG IN" button is positioned below the password field. At the bottom, there is a footer that reads "ADPH Learning Content Management System (LCMS) Can't remember Username or Password? → [Click Here](#)". A large blue arrow points from the right side of the page towards the "Click Here" link in the top section, with the text "Create new LCMS account" written inside the arrow.

Retrieve Log In

If you are an existing user and you need to retrieve your Username and/or Password, select the link: Can't remember Username or Password? → Click Here



This screenshot is identical to the one above, showing the LCMS Log In page. However, a large blue arrow points from the right side of the page towards the "Click Here" link in the bottom footer section, with the text "Retrieve Log In" written inside the arrow.

Log In

If you are an existing user and you remember your log in credentials, enter your Username and your password. Then click the “LOG IN” button.

If your log in is successful, you will be directed to your LCMS “My Account” page.

Log In

To Log In, enter your Username and Password.
Don't have a Username? > [Click Here](#)

* Username:

* Password:

LOG IN >

* - Indicates required field

ADPH Learning Content Management System (LCMS)
Can't remember Username or Password? > [Click Here](#)

Log in if you remember your username and password

ADPH PORTAL
RESEARCH

Sample Newuser
Monday, June 27, 2016

> [Log Out](#)

My Account

Professional Development

- > [Courses](#)
- > [My Courses](#)
- > [My Waiting List](#)
- > [My Curriculum Planner](#)
- > [My Transcript](#)
- > [My Forms](#)
- > [Self Assessments](#)

Personal Information

- > [Edit Profile](#)
- > [Change Password](#)

Publications

- > [Publications](#)

Form Center

- > [\(10\) Registration Forms](#)
- > [\(43\) Testing Forms](#)
- > [\(462\) Survey Forms](#)
- > [\(0\) Volunteer Forms](#)
- > [\(24\) Other Forms](#)

Message Center

- > [\(0\) Check Messages](#)
- > [Contact Support](#)

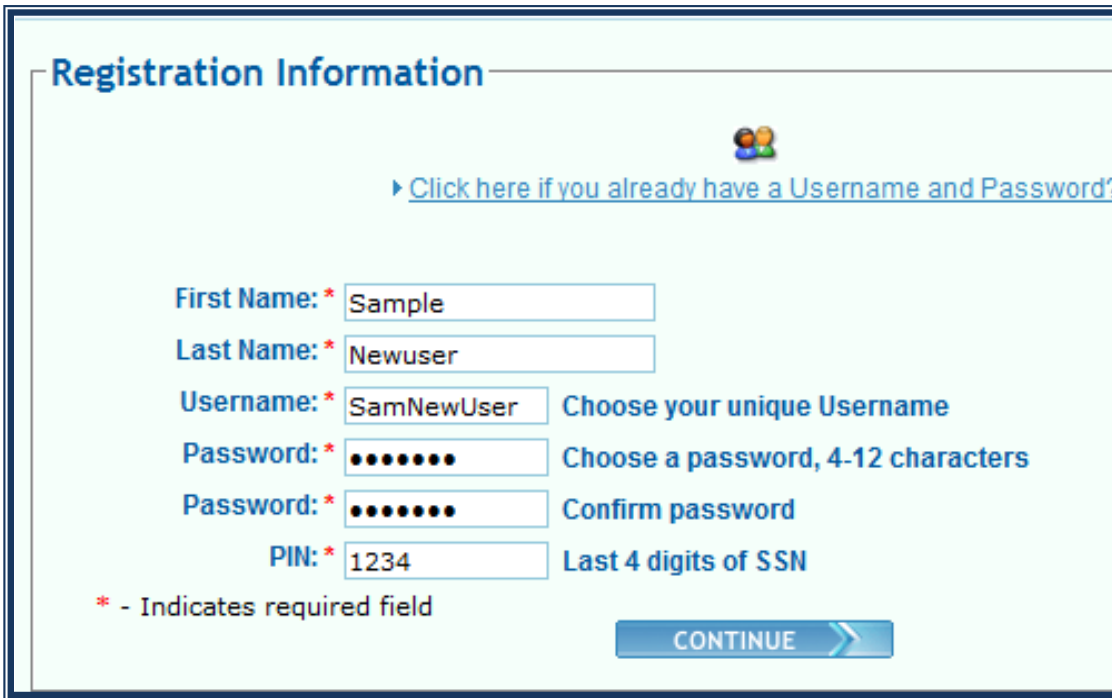
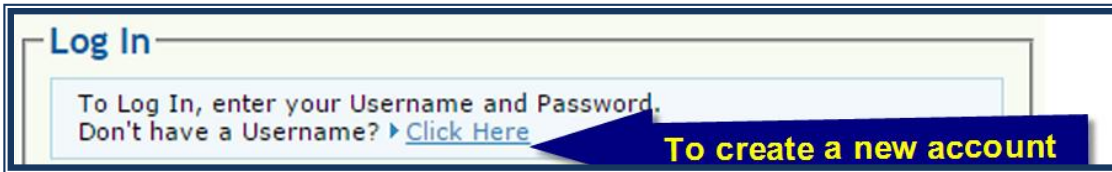
User: Sample Newuser
Account: General Account If this is incorrect: > [Click Here](#)

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ALABAMA DEPARTMENT OF PUBLIC HEALTH

All LCMS users should notice the “If this is incorrect: Click Here” link that appears in the bottom left hand corner of the web page. If your first name and last name are not shown in the top right corner above the current date, select the “If this is incorrect: →Click Here” link to be redirected back to the log in screen.

How to Create a New LCMS Account

To register for a new LCMS account, select the “Don’t have a Username?→ Click Here” link on the Log In page.



The image shows a "Registration Information" page. At the top, there is a link: "▶ [Click here if you already have a Username and Password?](#)". Below this are several input fields with labels and instructions:

- First Name: *
- Last Name: *
- Username: * Choose your unique Username
- Password: * Choose a password, 4-12 characters
- Password: * Confirm password
- PIN: * Last 4 digits of SSN

* - Indicates required field

You will be directed to the “Registration Information” page first. Enter your information into each field on this screen.

For your LCMS username, please use your system log in or username of your choosing if you do not have a network id. Then click the “CONTINUE” button.

“Work Address and Contact Information” is the second page that you will see. You are required to enter your information into each field that has a red asterisk. Click the “CONTINUE” button to proceed.

Work Address

Sample Newuser

Organization: *

Street Address: *

Work Street Address cannot contain special characters (example: , - . @ # and, etc.) or begin with a space.

Other Address:

City: *

State: ▼

Zip Code:

County: *

Contact Information

Work Phone: * XXX-XXX-XXXX

Fax Number: XXX-XXX-XXXX

Email: *

* - Indicates required field

The third and final page that you will see is “Home Address and Contact Information”. You are required to enter your information into each field that has a red asterisk.

Click the “CONTINUE” button to complete creating your LCMS Account.

Home Address

Sample Newuser

Street Address: *

Apt, Suite, Bldg:

City: *

State: ▼

Zip Code:

County: *

Contact Information

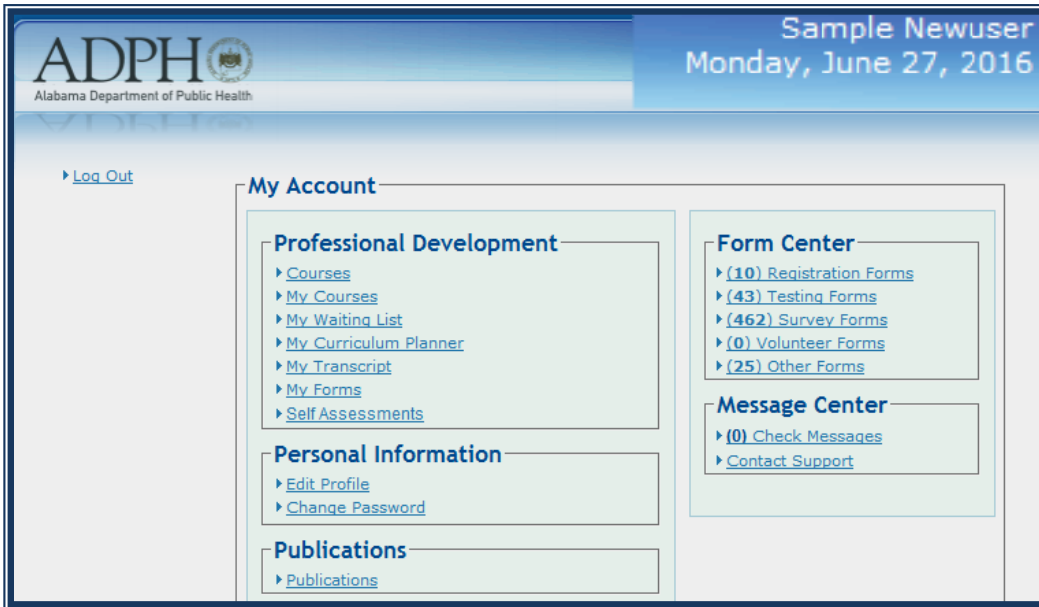
Home Phone: * XXX-XXX-XXXX

Cell Phone: XXX-XXX-XXXX

Pager: XXX-XXX-XXXX

* - Indicates required field

Your first and last name will appear above the current date in the upper right hand corner of your “My Account” page.



ADPH Employees

After creating an account, notify LCMS Support via email at lcmsupport@adph.state.al.us so that your account can be linked to the ADPH Employees user group.

Once your LCMS account is linked, you will be able to view all of the New Employee Orientation Courses and other required training. If LCMS Support is not notified, you will not be able to view any of the required courses in LCMS.

Non-ADPH Employees or General Users

After creating an account, if you are not an ADPH employee, no further action is required. Your General LCMS Account will allow access to any courses or forms that are available to the Public.

How to Retrieve your LCMS Username and/or Password

If you are an ADPH employee, and you have forgotten your Username and/or Password, select the “ALABAMA DEPARTMENT OF PUBLIC HEALTH Employees→ Click Here” link.

If you are not an ADPH Employee, and you have forgotten your Username and/or Password, select the “Can’t remember Username or Password?→ Click Here” link.

Log In

To Log In, enter your Username and Password.
Don't have a Username? > [Click Here](#)

* Username:

* Password:

LOG IN >>

* - Indicates required field

ADPH Learning Content Management System (LCMS)
Can't remember Username or Password? > [Click Here](#)

Enter your First Name, Last Name, and PIN here. Then click the “Submit” button to retrieve your LCMS username.

Forgotten Log In Information?

Use the form below to retrieve your Log In information.

* First Name:

* Last Name:

* PIN: Last 4 digits of SSN

SUBMIT >>

Login Information

Review the Log In information below.

Sample Newuser

User Name: SamNewUser

Send Log In information to this address: samxxxxxxxx@adph.state.al.us

[▶ Email Now](#)

Remember to change your password once you are logged into the system.

Your User Name will be displayed on the “Login Information” page.

Notice that neither your password nor your complete email address is displayed.

For security reasons, you must click the “Email Now” link to receive your password.

Forgotten Your Password?

Your Log In information has been sent to you via the email address stored for your account.


User Name:
SamNewUser

LOG IN >>

You will receive a confirmation that your Log In information has been sent to your email address.

If your email address is not up-to-date in your LCMS Profile, you will not receive the email. In this case, you must notify LCMS Support to receive assistance. Check your email inbox for an email from Registration.

☆	Registration	Important Email from ADPH (Please Do Not Respond to this Email!)	06/27/2016 02:43 PM	4K
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 **Important Email from ADPH (Please Do Not Respond to this Email!)**
Registration to:

Please keep in a safe place.

Password:un1qu3#

Please contact LCMSSupport@adph.state.al.us if you need additional assistance.