

Alabama Department of Public Health

How to Access and Log In to LCMS

INSTRUCTION MANUAL

(Version 1.0)



For more information contact the
Bureau of Professional and Support Services
(Training Unit)

Office: 334.206.5226

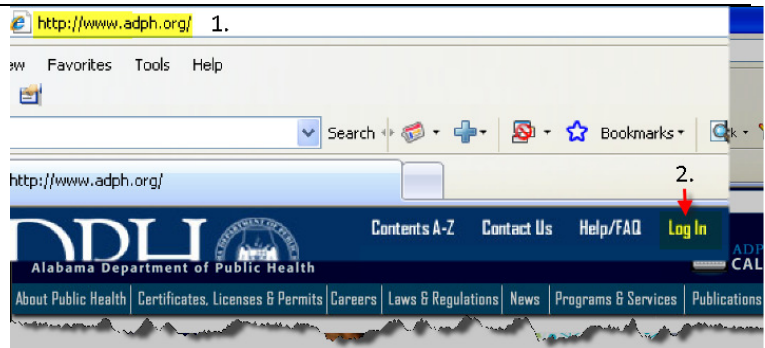
Website: <http://www.adph.org/extranet/>

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How to Access LCMS:

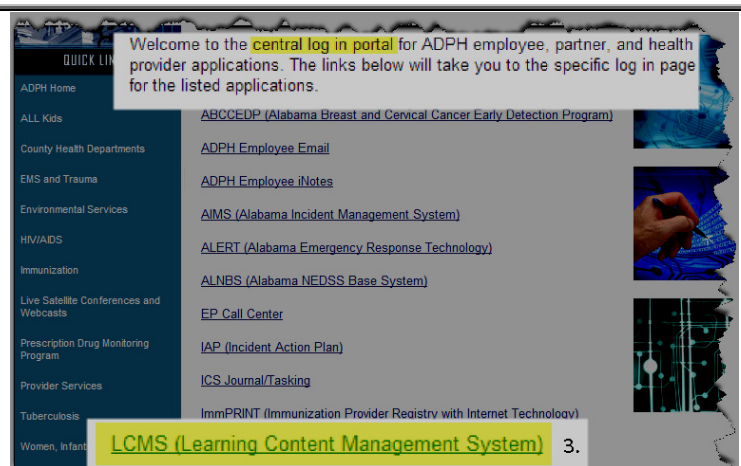
1. Access LCMS through the ADPH home page at www.adph.org
2. Then select the "Log In" link in the upper right portion of the web page.
The web browser will redirect to ADPH's central log in portal.
3. Scroll the length of the page, and select the LCMS (Learning Content Management System) link.



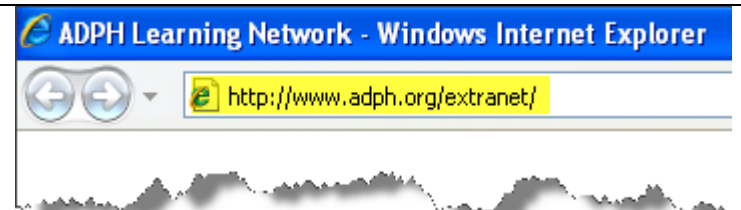
Notes:

OR:

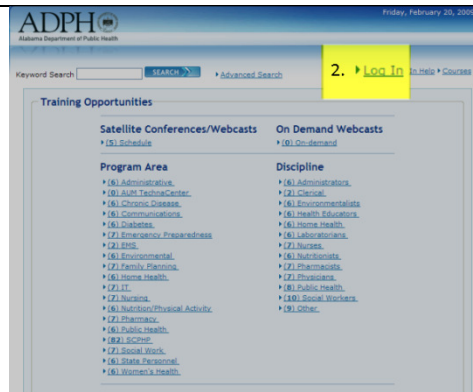
1. Access LCMS directly by entering <http://www.adph.org/extranet/> into the web address bar.



Notes:



2. Your web browser will redirect to the LCMS home page. Here, you will need to Log In to the System.



Notes:

How to Log In to LCMS (Diagrams)

Diagram: Four Different LCMS Log In Scenarios

Question: "Do You Have an Existing Account?"

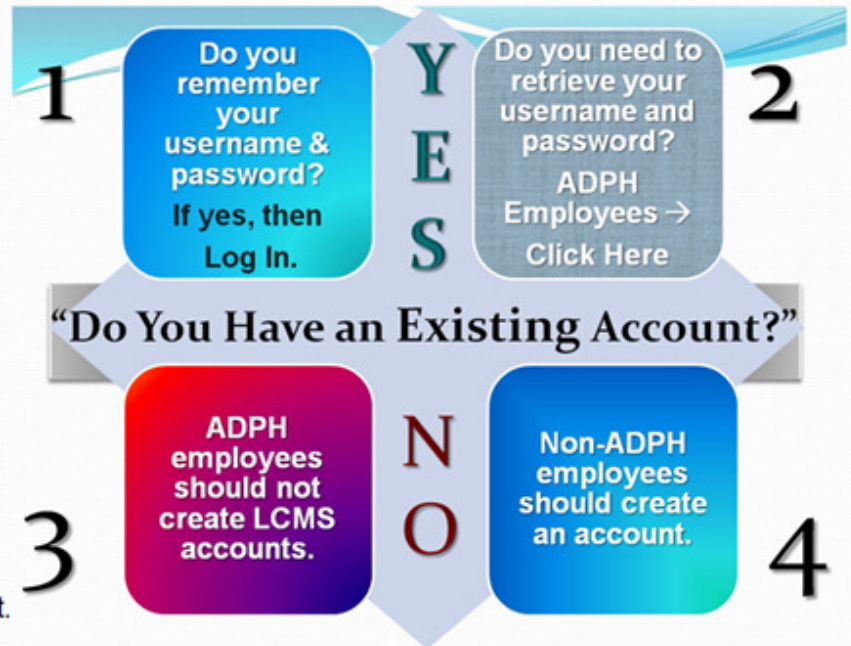
Answer: "Yes" or "No"

If "Yes," then

- (1) Log In if you remember your username & password.
- (2) Click link to retrieve username & password.

If "No," then

- (3) ADPH employees should *not* create LCMS accounts. *
- (4) Non-ADPH employees should create an account.



Log In #1-4 (Demonstration/Explanation Order)

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

1. * Username:
 * Password:

LOG IN >>

* - Indicates required field

- 2a. ALABAMA DEPARTMENT OF PUBLIC HEALTH Employees [Click Here](#)
- 2b. Can't remember Username or Password? [Click Here](#)

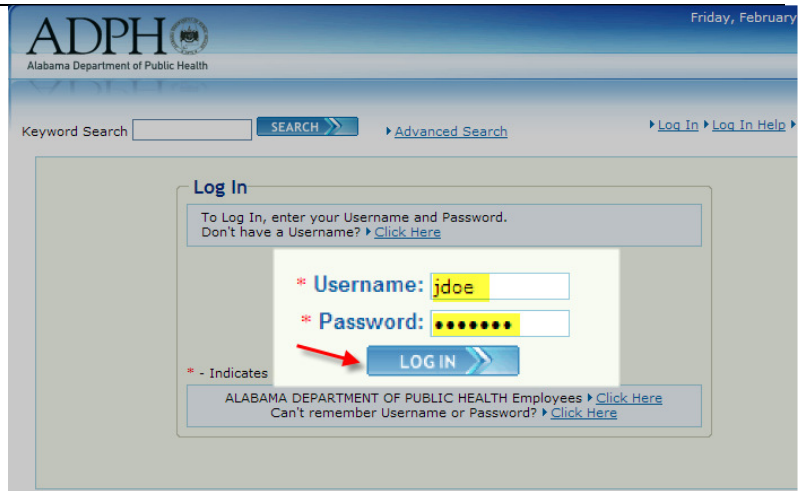
3. Attention all ADPH Employees:

Do not create LCMS accounts! Instead, contact
 ADPH Professional & Support Services (Training Unit)
 at 334-206-5226.

An Explanation of the First Steps of Each of the LCMS Log In Scenarios

1.If you are an existing user and you remember your log in credentials, enter your Username and your Password. Then, select the Log In button.

Notes:



2.If you are an existing user and you need to retrieve your Username or Password, select the appropriate link:
 a. ADPH Employees->Click Here OR
 b. Can't remember Username or Password->Click Here.

Choice 2b. is for Non-ADPH employees.

Notes:



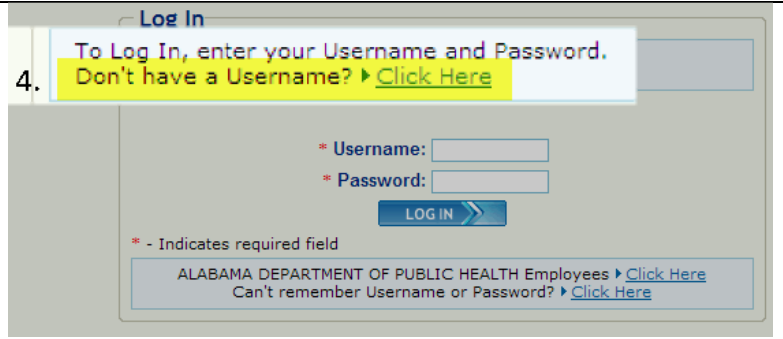
3.If you are an ADPH Employee who does not have an LCMS Account yet...
 Notes:



...ADPH Employees should not create LCMS Accounts. Call ADPH Bureau of Professional and Support Services (Training Unit) @ 206-5226 for assistance.

4.If you are not an ADPH employee, you should create an account by selecting the "Don't have a Username-> Click Here" link beneath the "Log In" heading.

Notes:





The Remaining Steps for Log In Scenarios 1 & 2

1.If your LCMS Log In is successful...

Notes:

1....Your web browser will redirect to the LCMS My Account page:

2a. If you are an ADPH employee and have forgotten your Username or Password, selecting the ADPH Employees → Click Here link results in...

2b. If you are not an ADPH employee and have forgotten your Username or Password, selecting Can't remember Username or Password-> Click Here Link results in...

Notes:

In both instances, you will be prompted to complete the Forgotten Log In Information form in order to access your Log In credentials. From here, you will progress to Scenario 1.

2a & b...Your web browser redirecting to the "Forgotten Log In Information" page.

Here, you will need to enter your First Name, Last Name, and your PIN Number. If you are successful, you will see the Login Information Screen next.

From here, you will have the option to Log In Now or to Email your account credentials to the email address you specified when your LCMS account was created.

"Do You Have an Existing Account?"

3 **ADPH employees should not create LCMS accounts.** **N** **O** **4** **Non-ADPH employees should create an account.**

The Remaining Steps for Log In Scenarios 3 & 4

3. As previously stated, ADPH Employees that do not have an LCMS account ...



...Should **not** create LCMS Accounts. Call ADPH Bureau of Professional and Support Services (Training Unit) @ 206-5226 for assistance.

Note:

ADPH employees should not create LCMS accounts without contacting _____ and receiving approval from _____.

4. Select this link (highlighted below) if you are not an ADPH Employee, and you need to create an LCMS account...

...Your web browser will redirect to the Registration Information page.

Registration Information

The next screen is:

If the LCMS log in is successful, the user's name will appear in the top right hand corner, as well as in the bottom left hand corner of the web page.

The screenshot shows a web form for a user named Jayne Doe. The form is divided into two main sections: 'Home Address' and 'Contact Information'. Under 'Home Address', there are input fields for 'Street Address' (containing '555 Any Lane'), 'Apt, Suite, Bldg', 'City' (containing 'Montgomery'), 'State' (a dropdown menu set to 'AL'), 'Zip Code' (containing '5555'), and 'County' (containing 'Montgomery'). Under 'Contact Information', there are input fields for 'Home Phone' (containing '123-123-1234'), 'Cell Phone', and 'Pager', each followed by a placeholder 'XXX-XXX-XXXX'. A 'CONTINUE' button is located at the bottom right of the form.

Next,...

A blue rectangular box containing the text 'Jayne Doe' on the top line and 'Monday, February 23, 2009' on the bottom line.

Users who are ADPH employees will see their associated area/office/bureau listed beneath their username in the bottom left hand corner of the web page. However, non-ADPH employees will see "General Account" listed here instead of an affiliated area/office/bureau.

A blue rectangular box containing the text 'User: Jayne Doe' on the top line, 'Account: Information Technology' on the second line, and 'If this is incorrect: > Click Here' on the third line.

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 username is not correct, select this link to be redirected back to the log in screen.

The screenshot shows the ADPH Portal user interface. At the top, there is a header with the ADPH logo and the text 'ADPH PORTAL EMERGENCY PREPAREDNESS'. In the top right corner, the user's name 'Jayne Doe' and the date 'Monday, February 23, 2009' are displayed. Below the header is a 'My Account' section with a 'Log Out' link. The 'My Account' section contains several sub-sections: 'Professional Development' (with links for Courses, My Courses, My Curriculum Planner, My Transcript, My Forms, and Self Assessments), 'Personal Information' (with links for Edit Profile and Change Password), 'Reports' (with a link for General Reports), 'Publications' (with a link for Publications), 'Form Center' (with links for Registration Forms, Testing Forms, Survey Forms, Volunteer Forms, and Other Forms), 'Message Center' (with links for Check Messages and Contact Support), 'Administration' (with links for User Management, Bulk Email Manager, User Groups, Badge Management, and HELP), 'Course Management' (with links for Transcript Manager, Courseware Management, Curriculum Manager, and Instructor Area), and 'Document Management' (with a link for Form Management). At the bottom left, there is a user profile box with the text 'User: Jayne Doe', 'Account: Information Technology', and 'If this is incorrect: > Click Here'. At the bottom right, there is a copyright notice: '© ER NETSUITE v2 Enterprise Edition ALABAMA DEPARTMENT OF PUBLIC HEALTH'.