



**ALABAMA
PUBLIC
HEALTH**

LCMS User Help Guide

Revised January 23, 2023

Version 5.1

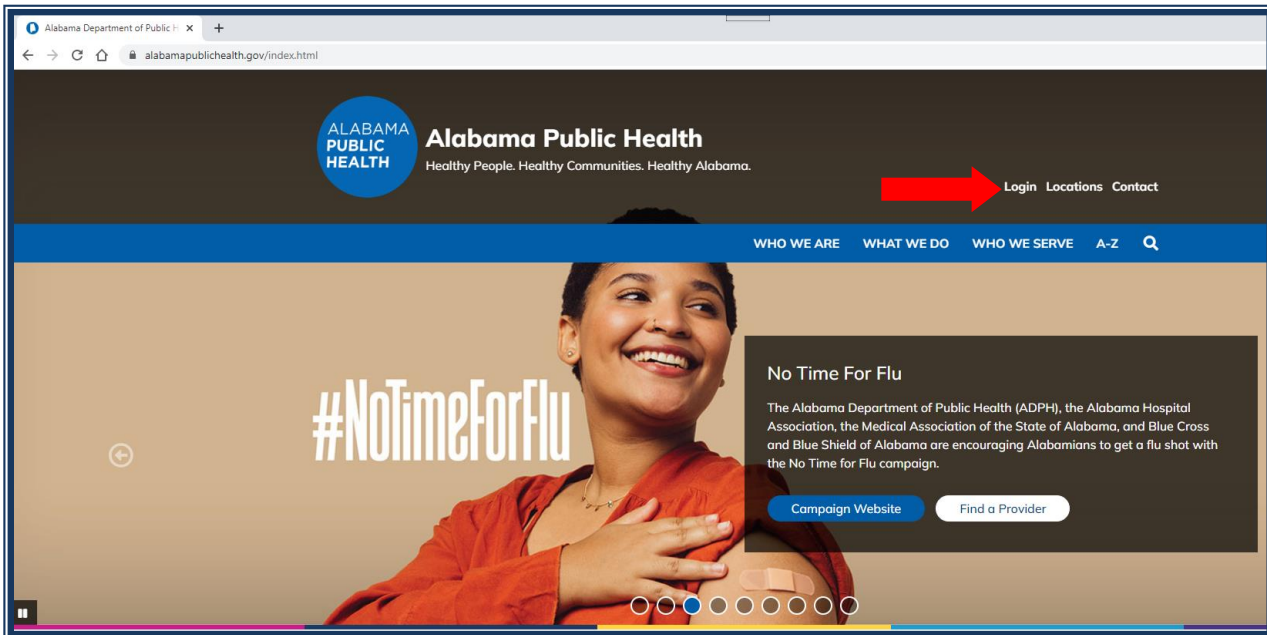
Table of Contents

How to Access LCMS	3
How to Navigate the LCMS Log In Page	6
Create a New Account	6
Retrieve Log In Credentials	6
Log In	7
How to Create a New LCMS Account	9
ADPH Employees, Nursing Students, Externs, Interns, and Volunteers	11
How to Retrieve your LCMS Username and/or Password.....	11

How to Access LCMS

Option 1: Access LCMS through the Alabama Public Health home page at <https://www.alabamapublichealth.gov/>.

Then select the “Login” link in the upper right section of the web page.



You will be directed to the central login portal for ADPH applications. Select the “LCMS (Learning Content Management System)” link.

Login Portal

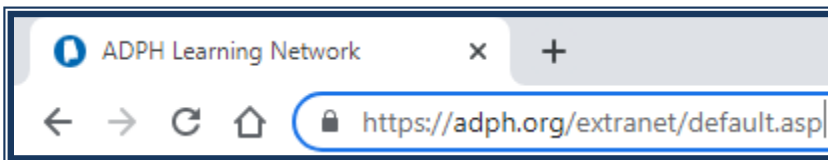
Welcome to the central login portal for ADPH employee, partner, and health provider applications.

- ABCCEDP (Alabama Breast and Cervical Cancer Early Detection Program)
- ADPH Employee Email
- ADPH Employee iNotes
- ADPH Employee iNotes (Alternate)
- ADPH Security Portal
- AIMS (Alabama Incident Management System)
- Alabama Public Health Environmental Services
- ALNBS (Alabama NEDSS Base System)
- ARIA (Automated Report of Incidents and Accidents)
- Cascade Server
- eMAP State Employee Information System
- Healthicity
- ImmPRINT (Immunization Patient Resource with Internet Technology)
- LCMS (Learning Content Management System) ←
- Webex Login for ADPH Employees

Patient Portal

- Access the Patient Portal
- Learn more about the Patient Portal

Option 2: Access LCMS directly by entering: <https://www.adph.org/extranet> into your web address bar. You may choose to add this site to your favorites or bookmark it.



Choosing either option will direct you to the “Training Opportunities” page. Next, click on the “Log In” link, which is in the top right section below the current date.

Keyword Search

SEARCH >>

[Advanced Search](#)



[Log In](#) [Log In Help](#) [Courses](#)

Training Opportunities

Satellite Conferences/Webcasts

[Schedule](#)

On Demand Webcasts

[On-demand](#)

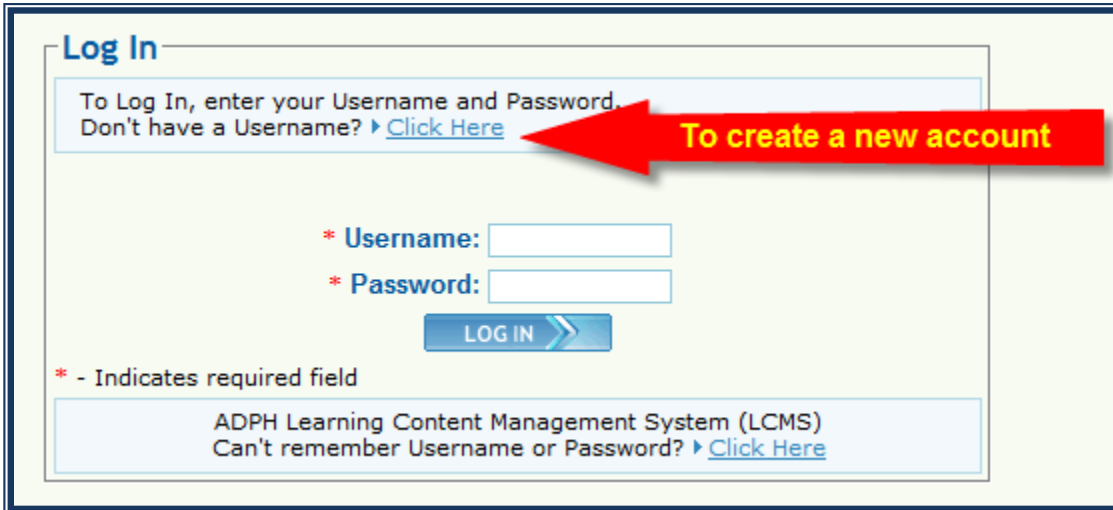
Program Area

ADPH Employees

How to Navigate the LCMS Log In Page

Create a New Account

Select “Don’t have a Username?-> Click Here” to create a new LCMS account.
(Do not create more than one LCMS account.)



Log In

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

* Username:

* Password:

LOG IN >>

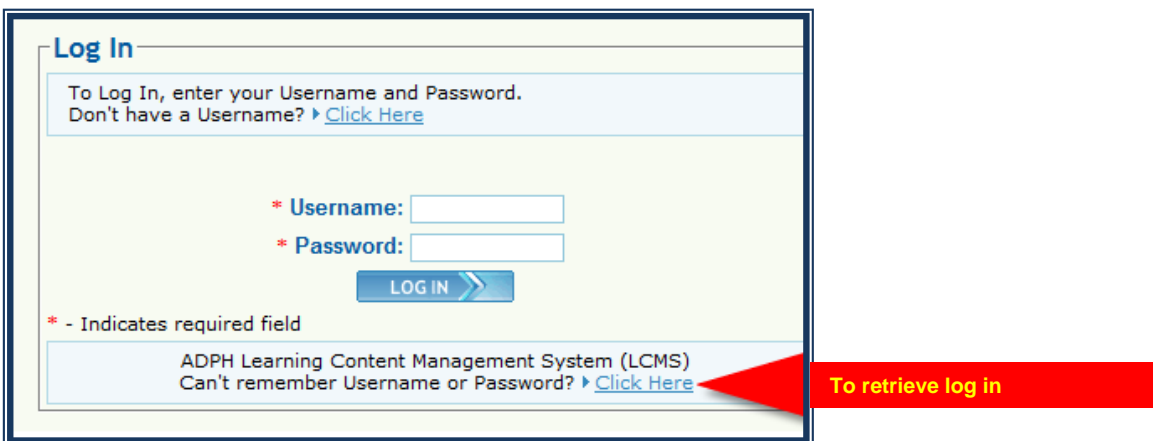
* - Indicates required field

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

To create a new account

Retrieve Log In Credentials

If you are an existing user and you need to retrieve 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

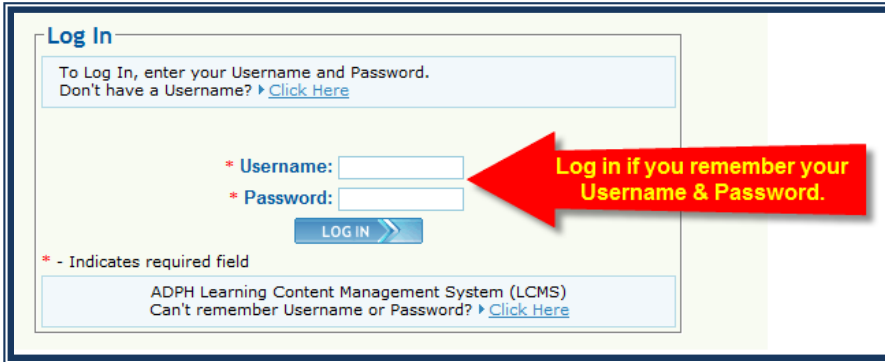
ADPH Learning Content Management System (LCMS)
Can't remember Username or Password? [Click Here](#)

To retrieve log in

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.



The screenshot shows the login interface with the following elements:

- Log In** header
- Instructional text: "To Log In, enter your Username and Password. Don't have a Username? [Click Here](#)"
- Form fields: *** Username:** [] and *** Password:** []
- Callout: A red arrow points from the text "Log in if you remember your Username & Password." to the empty input fields.
- Button: **LOG IN** with a right-pointing arrow.
- Legend: *** - Indicates required field**
- Footer: "ADPH Learning Content Management System (LCMS) Can't remember Username or Password? [Click Here](#)"

An example of a sample user's LCMS account login is shown below.



The screenshot shows the login interface with the following elements:

- Log In** header
- Instructional text: "To Log In, enter your Username and Password. Don't have a Username? [Click Here](#)"
- Form fields: *** Username:** [Sam_Sample] and *** Password:** [.....]
- Callout: A red arrow points from the text "Log in if you remember your Username & Password." to the filled input fields.
- Button: **LOG IN** with a right-pointing arrow.
- Legend: *** - Indicates required field**
- Footer: "ADPH Learning Content Management System (LCMS) Can't remember Username or Password? [Click Here](#)"

ADPH
Alabama Department of Public Health

Sam Sample
Monday, January 23, 2023

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

- ▶ (9) Registration Forms
- ▶ (49) Testing Forms
- ▶ (254) Survey Forms
- ▶ (0) Volunteer Forms
- ▶ (33) Other Forms

Message Center

- ▶ (0) Check Messages
- ▶ Contact Support

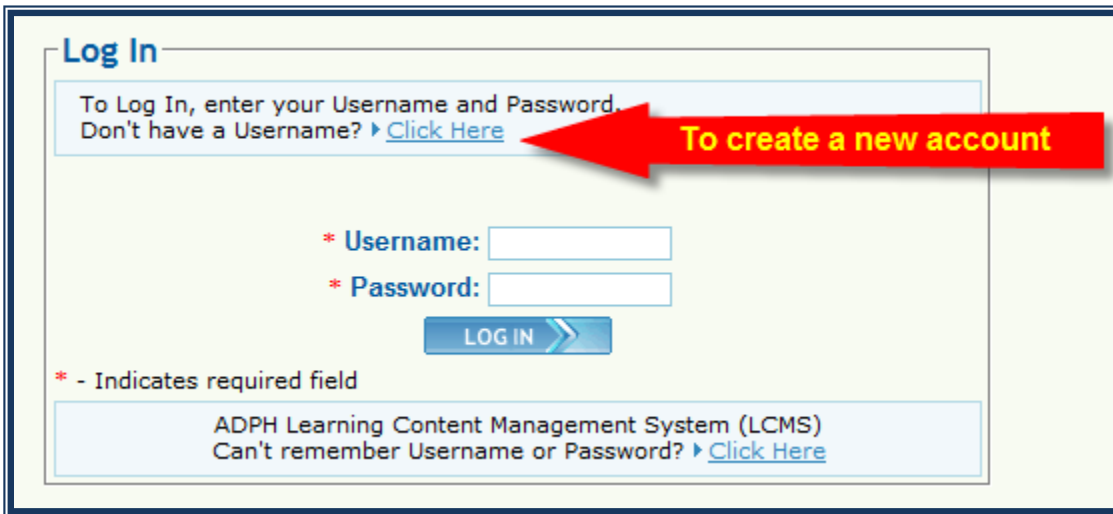
User: Sam Sample
Account: General Account If this is incorrect: ▶ Click Here

© ER NETSUITE v.2 Enterprise Edition
ADPH Learning Content Management System (LCMS)

If your first name and last name are not shown in the top right section above the current date and at the bottom left of the page, select the “If this is incorrect: ->Click Here” link to be redirected back to the log in screen. Then you will need to contact [LCMS Support](#) for help with logging in to the correct account.

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.



Log In

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

To create a new account

* Username:

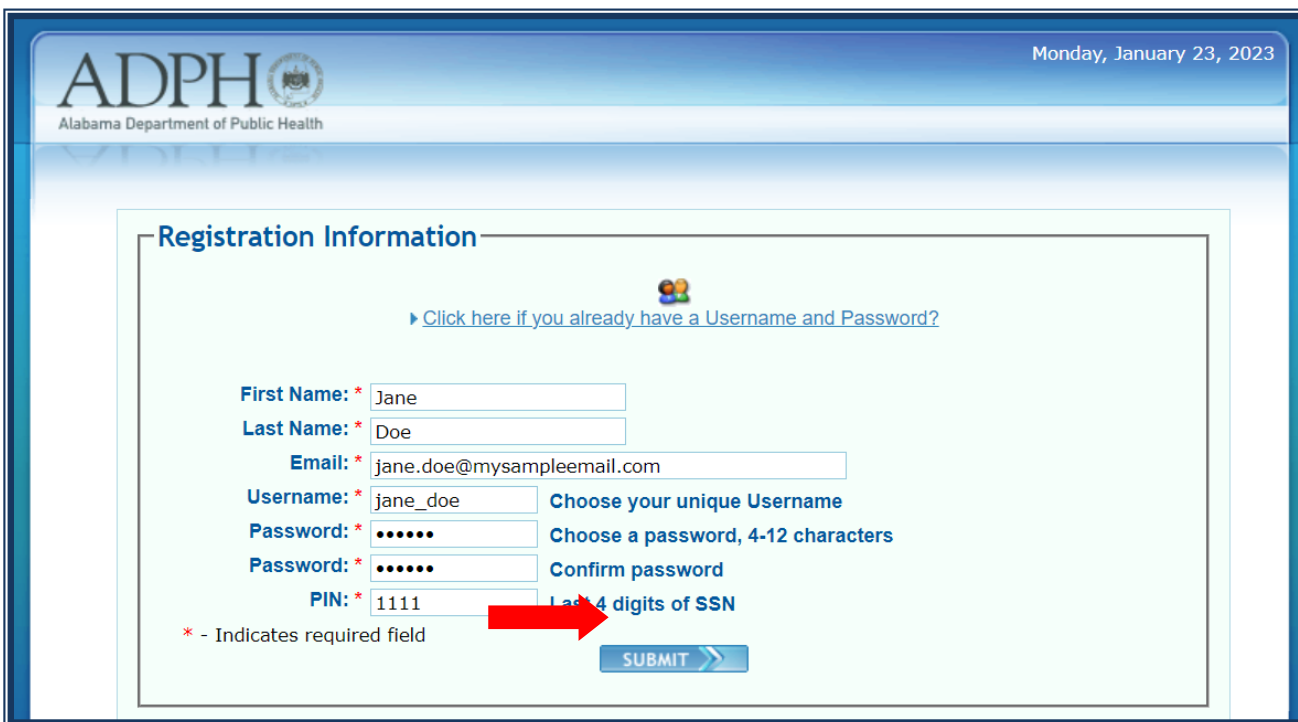
* Password:

LOG IN >>

* - Indicates required field

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

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



ADPH
Alabama Department of Public Health

Monday, January 23, 2023

Registration Information

[▶ Click here if you already have a Username and Password?](#)

First Name: *

Last Name: *

Email: *

Username: * Choose your unique Username

Password: * Choose a password, 4-12 characters

Password: * Confirm password

PIN: * Last 4 digits of SSN

* - Indicates required field

SUBMIT >>

Choose your LCMS username. It is recommended, but not required, that ADPH employees use their Network username for their LCMS username. Then click the “SUBMIT” button to finish creating your account.

ADPH
Alabama Department of Public Health

Jane Doe
Monday, January 23, 2023

[Log Out](#)

My Account

Professional Development

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

Form Center

- [\(9\) Registration Forms](#)
- [\(49\) Testing Forms](#)
- [\(254\) Survey Forms](#)
- [\(0\) Volunteer Forms](#)
- [\(33\) Other Forms](#)

Message Center

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

Personal Information

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

Publications

- [Publications](#)

User: Jane Doe
Account: PUBLIC HEALTH CONVERSION If this is incorrect: [Click Here](#)

© ER NETSUITE v.2 Enterprise Edition
ADPH Learning Content Management System (LCMS)

Your first and last name will appear above the current date in the top right section and in the bottom left section of your “My Account” page. **You will need to email LCMS Support to have your account linked to a user group before you will be able to access the required courses.**

ADPH Employees, Nursing Students, Externs, Interns, and Volunteers

Once you email LCMS Support at lcmsupport@adph.state.al.us and provide the information requested below, your account will be linked.

After your LCMS account is linked, you will have access to all the trainings that are available to your user group. Again, if LCMS Support is not notified, you will not be able to view any of the required courses.

Include the following in your email to the LCMS Support team, so that your account can be linked to the correct user group:

If you are an ADPH Employee, please include your LCMS username, Public Health District or Central Office Bureau, and specify if you are a contractor or not.

If you are a nursing student, you should include your LCMS username and indicate that you are a nursing student. You will need to create your account using your student email address instead of a personal email.

If you are an extern, intern, or volunteer, specify so in your email. Externs and interns will need to create their accounts using their student email address instead of a personal email. Include the Public Health District or Central Office Bureau where you will be located.

How to Retrieve your LCMS Username and/or Password

If you have forgotten your LCMS 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.

Jane Doe

 User Name: jane_doe

Send Log In information to this address: janxxxxx@mysampleemail.com

 [Email Now](#)

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

Your User Name will appear on the “Login Information” page. For security reasons, your password and complete email address will not be displayed. You must click the “Email Now” link to receive your password.

You will receive a confirmation that your Log In information has been sent to the primary email address associated with your LCMS profile.

You will not receive the email if your email address is not up to date in your LCMS. In this case, you must email LCMS Support to receive assistance. Check your email inbox for an email from Registration. The email may be sent to your Spam/Junk folder.

★ Registration Important Email from ADPH (Please Do Not Respond to this Email!)

Forgotten Your Password?

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



User Name:
jane_doe

LOG IN >>



Important Email from ADPH (Please Do Not Respond to this Email!)

Registration to:

Please keep in a safe place.

Password:un1qu3#



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