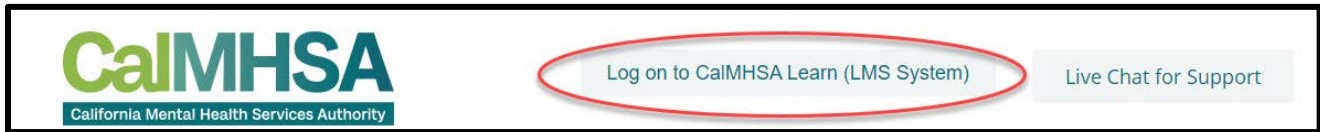


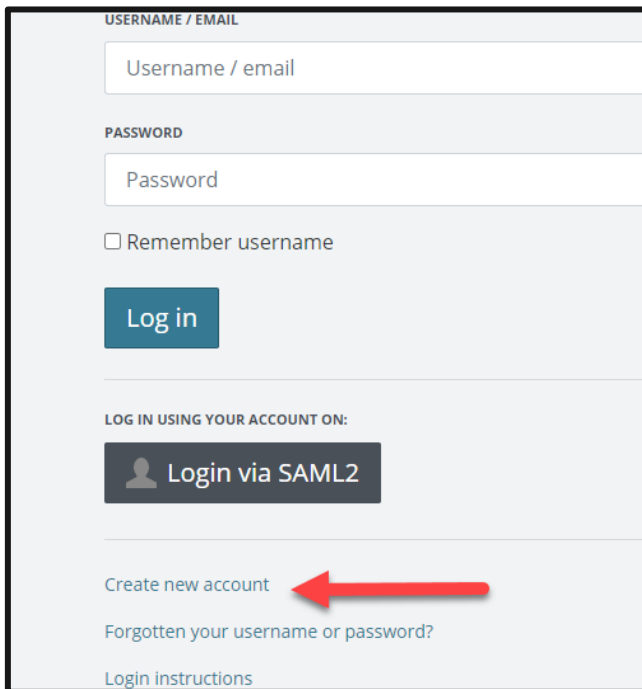
## CalMHSA LMS SmartCare EHR Training Tip Sheet

This Tip Sheet will walk users through the process of creating an account in the LMS System for SmartCare training. If any additional help is needed, please contact us at (916) 876-5806 or email us at [bhs-ehrsupport@sacounty.gov](mailto:bhs-ehrsupport@sacounty.gov)

1. From the [CalMHSA website](#), locate the **Log on to CalMHSA Learn (LMS System)** button at the top of the page.



2. Click on CalMHSA Learn to be redirected to the LMS Website where the trainings are located. You will need to create an account to access this website.
3. The first time you log in, you will need to click on the **create new account** button.



- 4. Create a username, password and enter your email and demographic information.
  - a. Usernames must be all lowercase and passwords must be at least eight characters with one uppercase letter, one lowercase letter, one number and one special character.

USERNAME !  
sacountytester !  
Only lowercase letters allowed

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as \*, -, or #

PASSWORD !  
.....| !  
Passwords must be at least 8 characters long.  
The password must have at least 1 special character(s) such as as \*, -, or #.

EMAIL ADDRESS !  
bhs-ehrsupport@sacounty.gov

EMAIL (AGAIN) !  
bhs-ehrsupport@sacounty.gov

FIRST NAME !  
Trainer

LAST NAME !  
Three

CITY/TOWN  
Sacramento

COUNTRY  
United States

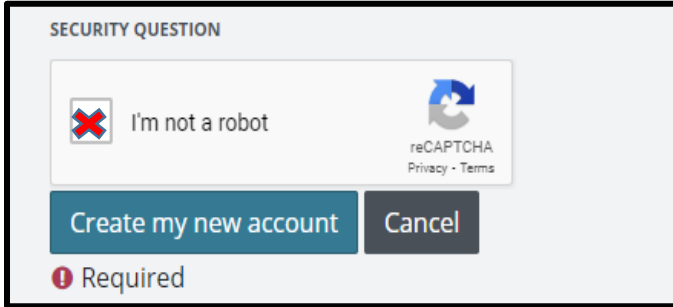
- 5. Choose Sacramento County and select your Role and Employment Organization. If outside the County, you will need to enter your organization’s name.

ROLE !  
Clinician (Licensed or waived) ⇅

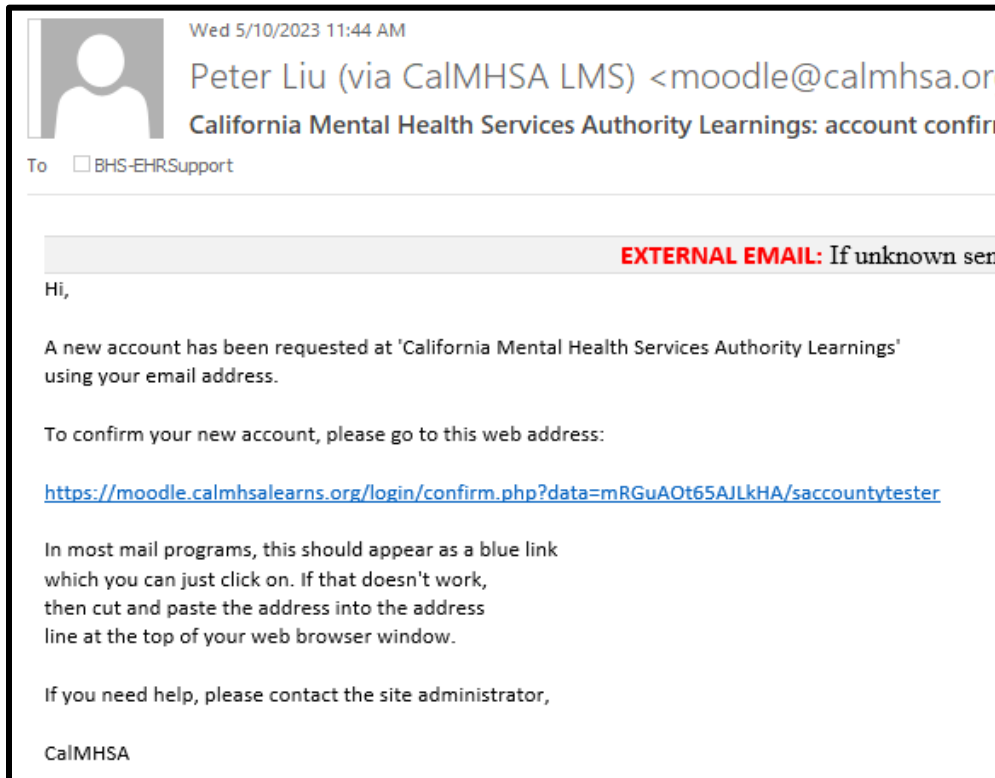
EMPLOYMENT !  
Community Based Organization ⇅

ORGANIZATION NAME !  
Test Organization

6. Answer the CAPTCHA security Question and click create my new account.



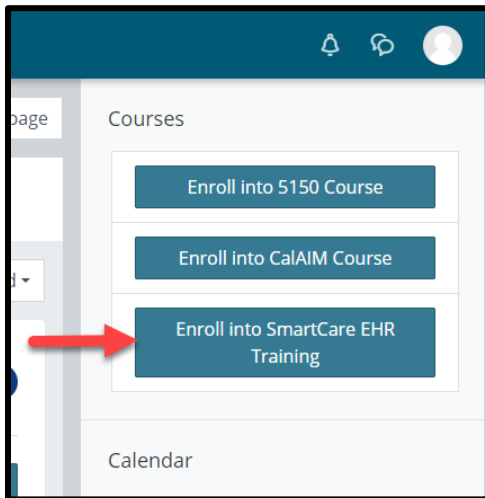
7. Next, you will need to confirm your account by clicking on the link that was emailed to you. The email will look like the image below.



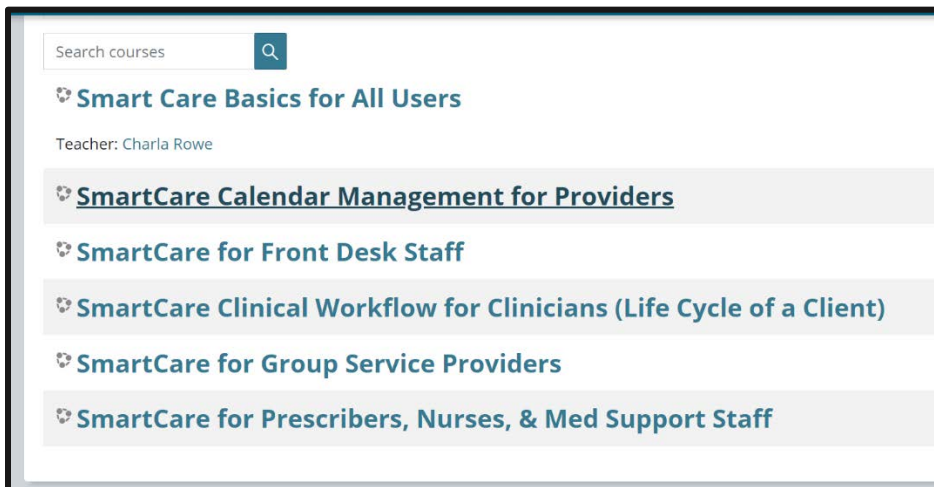
## How to enroll in SmartCare Courses

This portion of the tip sheet will walk users through the process of Enrolling for SmartCare EHR Training in the LMS System. If any additional help is needed, please contact us at (916) 876-5806 or email us at [bhs-ehrsupport@sacounty.gov](mailto:bhs-ehrsupport@sacounty.gov)

1. After you have created an account, you will need to register for SmartCare courses. You can do this from your dashboard once logged in. On the right side of the screen you will see three blue buttons and the last will say **“Enroll into SmartCare EHR Training”**.

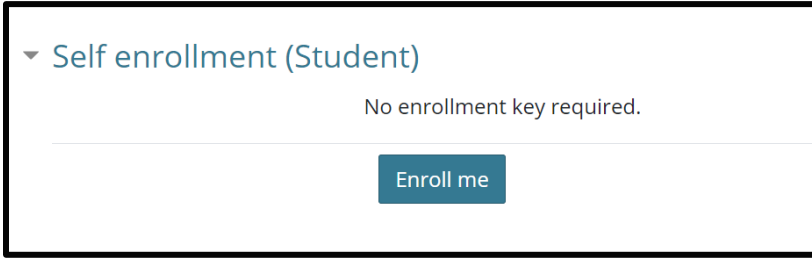


2. The next Screen will have all the course offerings from you to choose from.

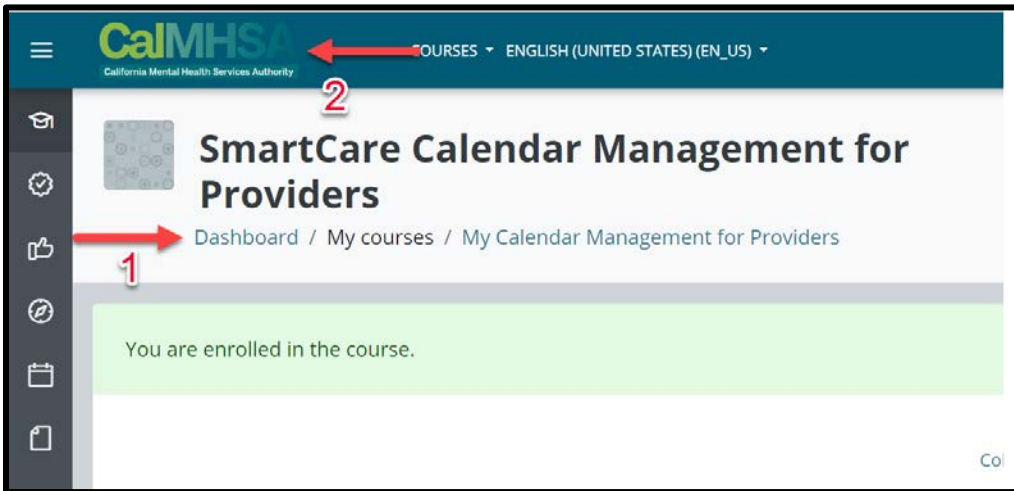


3. Next, select the course you need to complete. This is determined by your role and will be told to you by the training registration team before logging in.

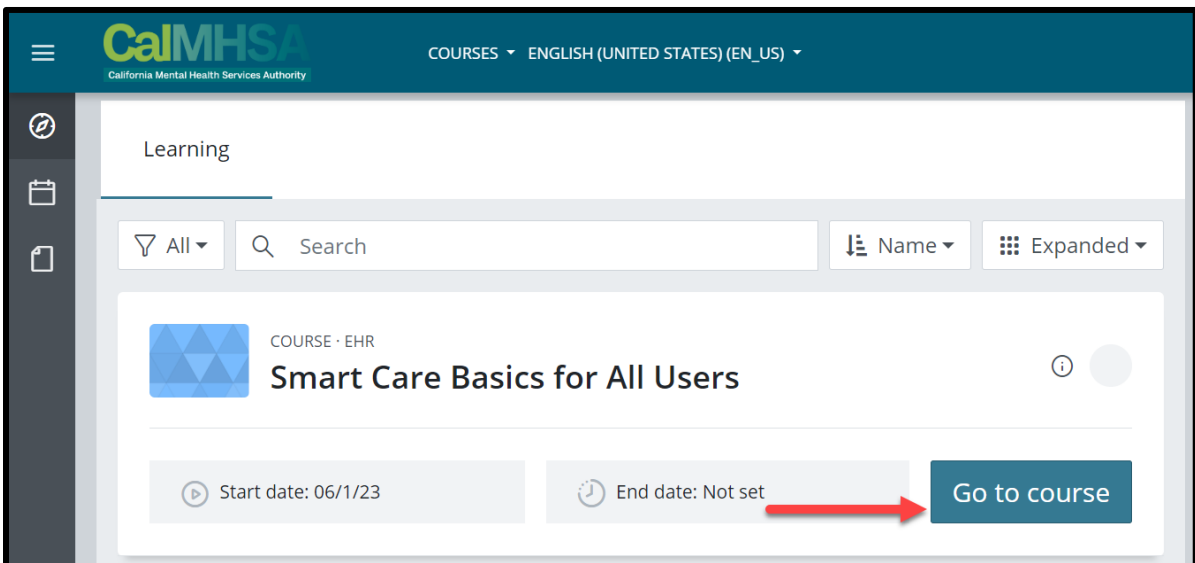
- Once you open the course you need to take, click the Enroll me button.



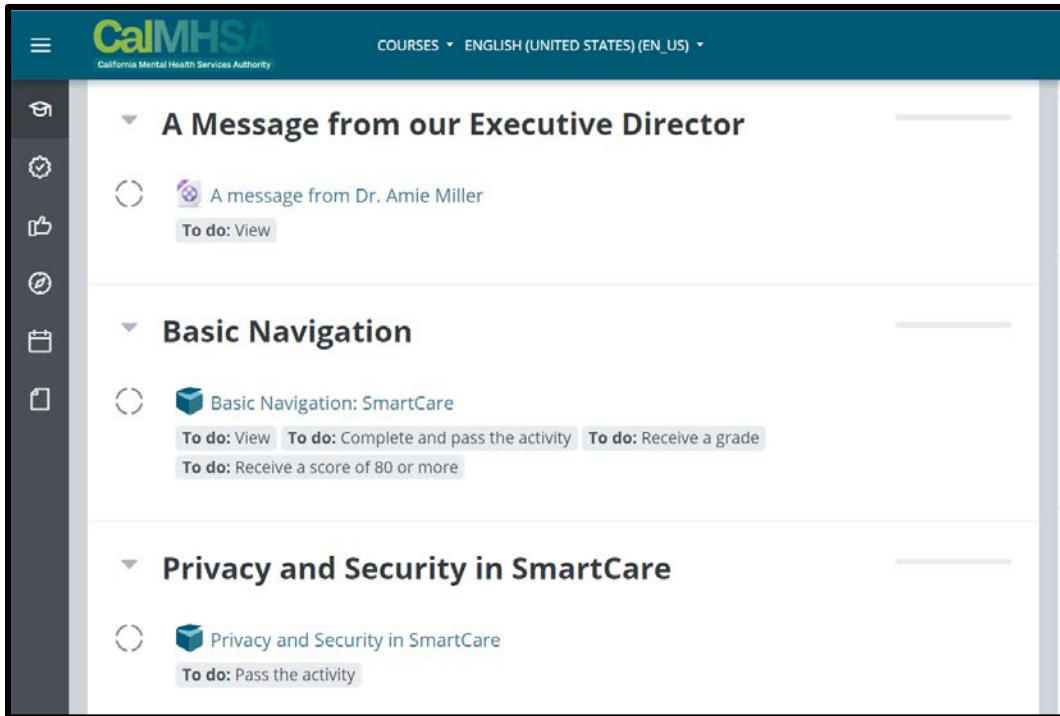
- Once you have enrolled in all the courses assigned to you, return to your dashboard. You can get there by clicking on dashboard or by clicking the CalMHSA logo in the top left corner.



- You can then see all the trainings you are registered in from your dashboard. You can then start the training module by clicking on Go to Course.



- You will then see all the videos within the module to click on and complete.



- You will need to view all trainings assigned to you and complete the corresponding quizzes with an 80% or higher. Once completed, reach out to the EHR training Registration desk so they can activate or update your user account.