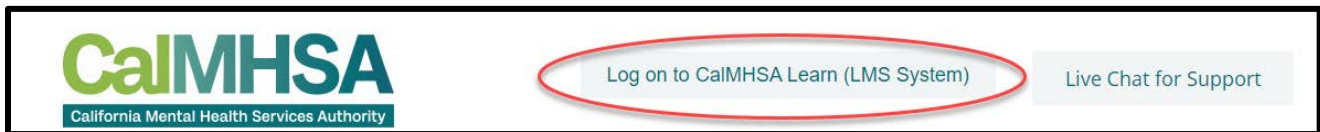


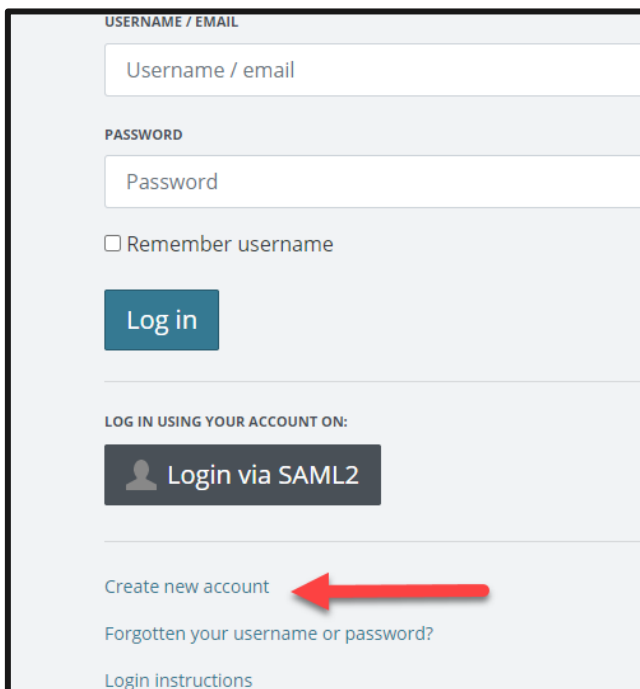
CalMHSA LMS SmartCare EHR Training Tip Sheet

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

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.



- USERNAME

saccountytester

!

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 *, -, or #

PASSWORD

.....|

!

Passwords must be at least 8 characters long.

The password must have at least 1 special character(s) such as *, -, or #.

EMAIL ADDRESS

bhs-ehrsupport@saccounty.gov

!

EMAIL (AGAIN)

bhs-ehrsupport@saccounty.gov

!

FIRST NAME

Trainer

!

LAST NAME

Three

!

CITY/TOWN

Sacramento

COUNTRY

United States

⬆

- ROLE

Clinician (Licensed or waived) ▾

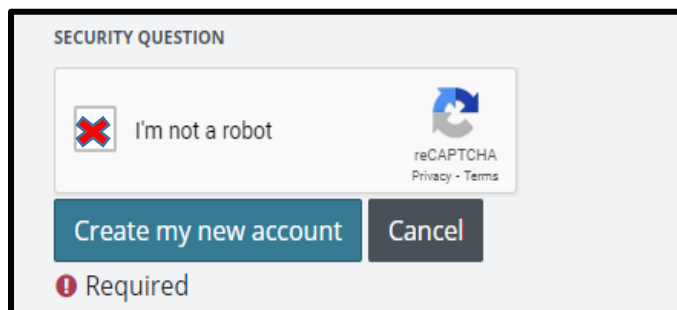
EMPLOYMENT

Community Based Organization ▾

ORGANIZATION NAME

Test Organization

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



SECURITY QUESTION

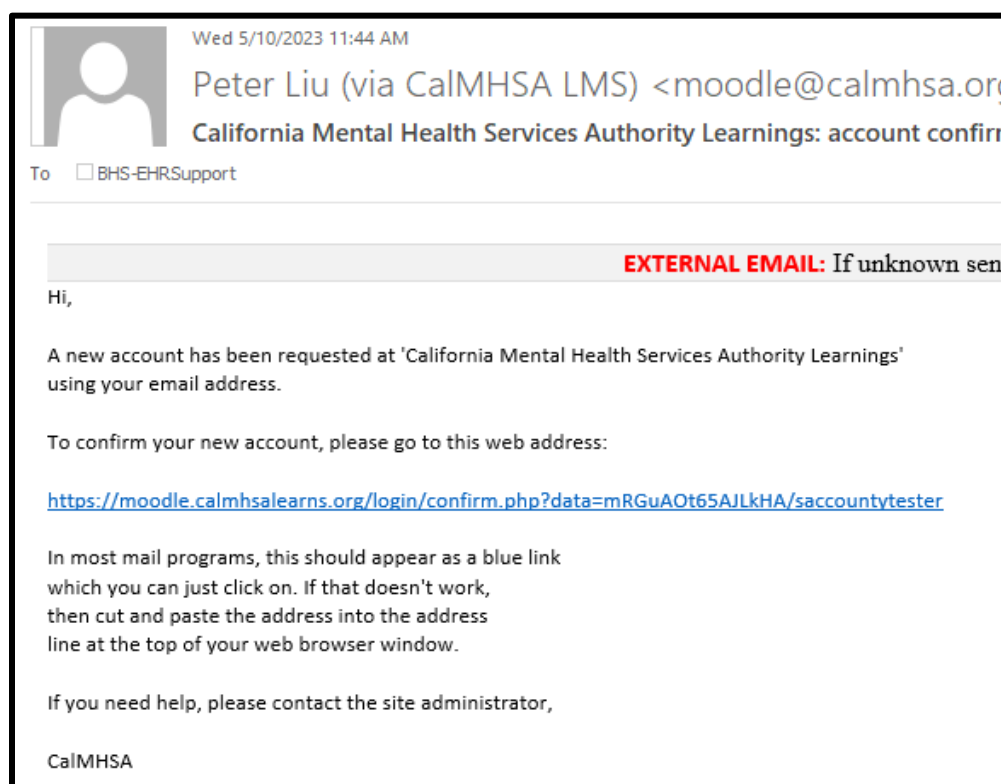
☒ I'm not a robot

reCAPTCHA
Privacy - Terms

Create my new account Cancel

Required

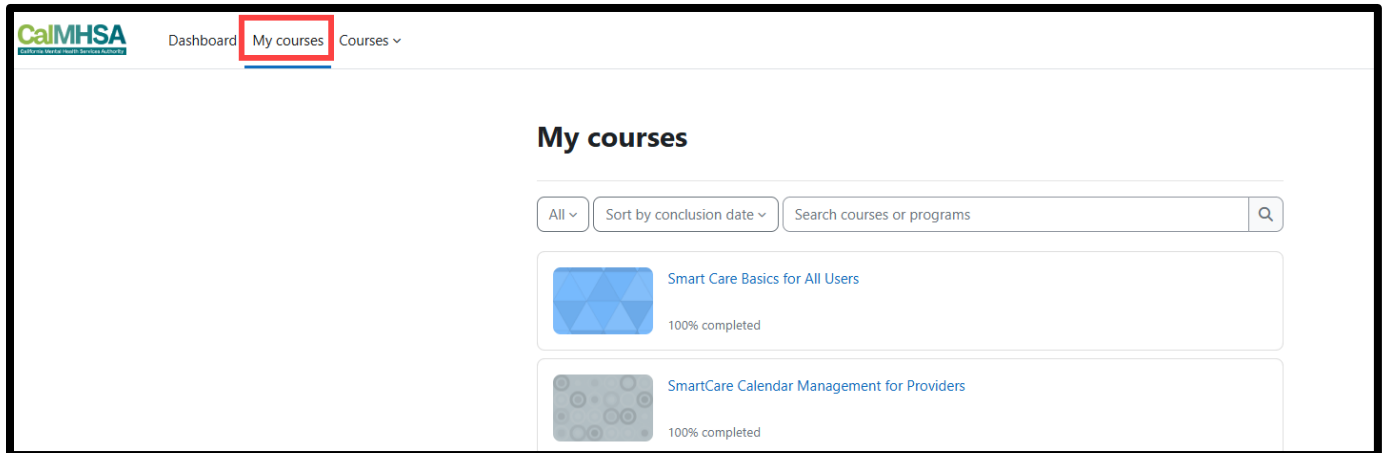
7. Next, you will need to confirm your account by clicking on the link that was emailed to you. The email will look like the image below.



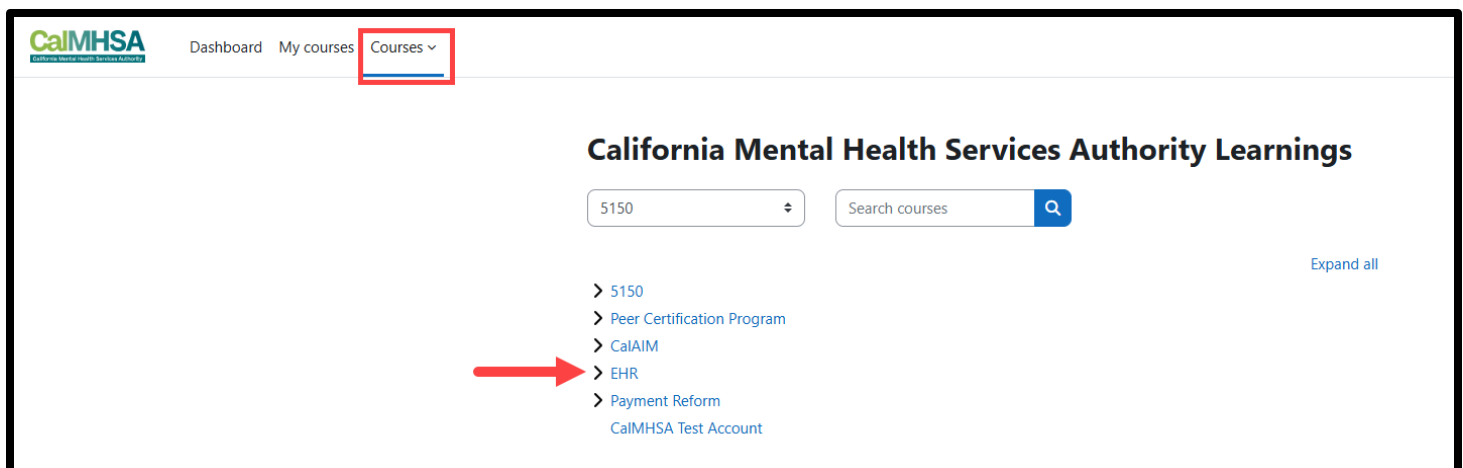
How to enroll in SmartCare Courses

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

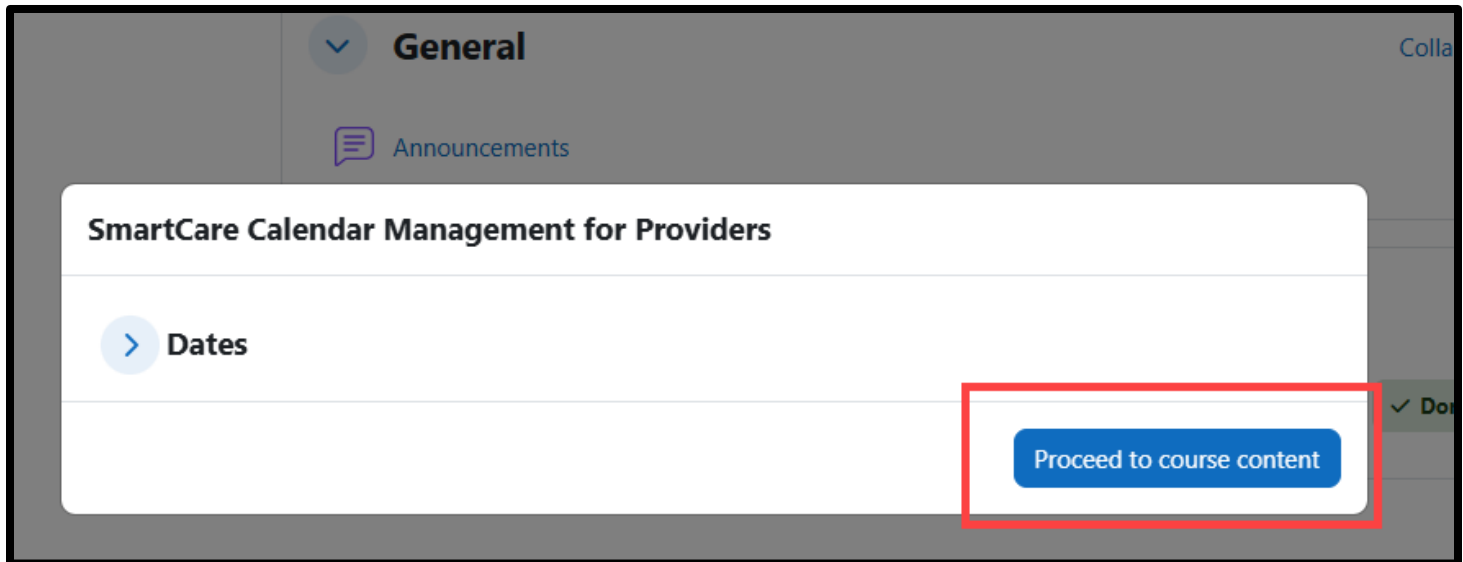
1. After you have created an account, you may need to register for the required SmartCare training courses. Click on “My Courses” to see if any of the required videos are already assigned to you.



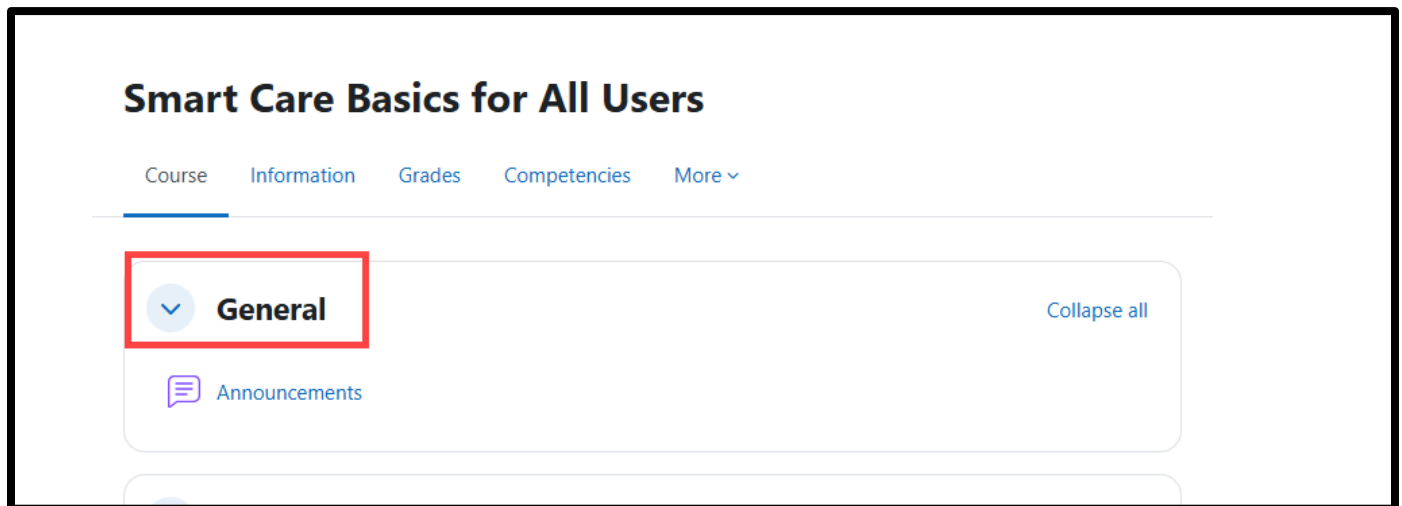
2. If you do not see the courses you are required to take, click on “Courses”. This will take you to a page that shows all the training courses listed on this website. Make sure you are clicking on EHR to find the list of SmartCare EHR training courses.



- 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 creating an account. When you click on the course you will see a pop-up. Click on “Proceed to Course Content” to open the training.

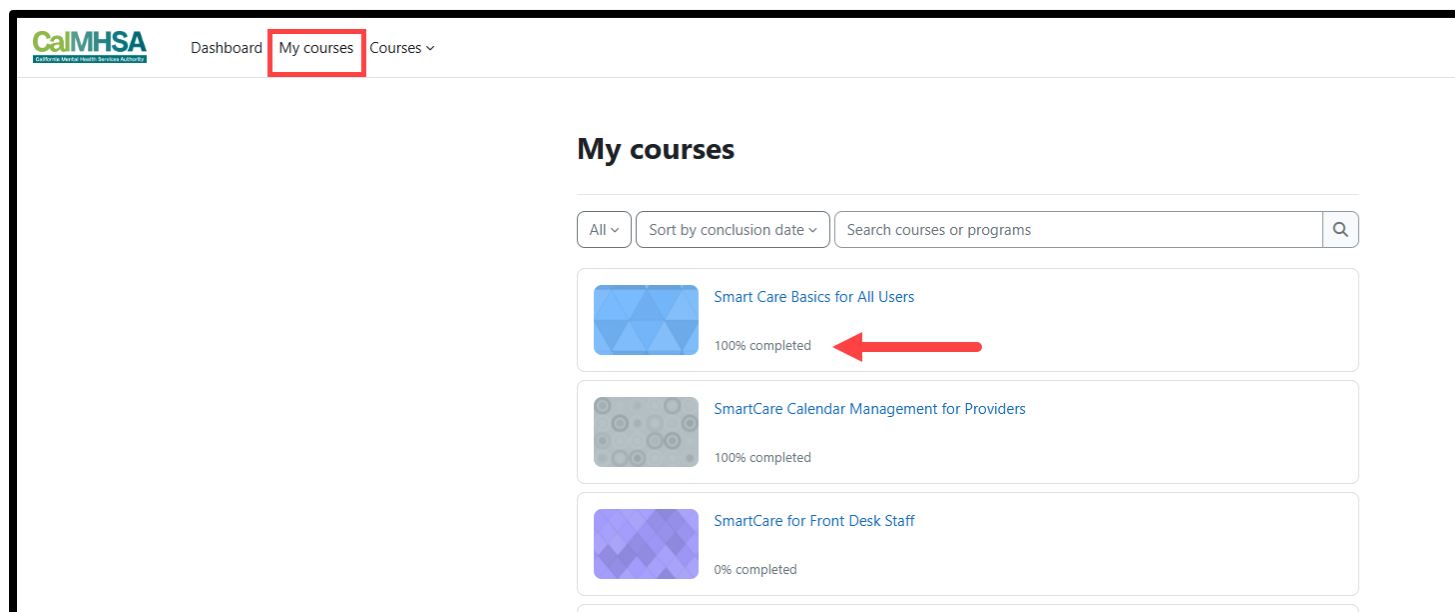


- This will then open the course. You can click on each module within the course to get to the videos and quizzes associated with each module.



- You will need to watch all the videos listed in the email the training registration team sent you and complete all the associated quizzes with a score of 80% or more to pass the training.

Please Note: The training system does not update in real time, and we may need screenshots of your training scores to verify completion. To do this, navigate back to the “My Courses” tab and take a screenshot. This will show the courses and show if they are 100% complete or not. Once you have taken the screenshot, please send it in an email to bhs-ehrtrainingreg@sacounty.gov



The screenshot displays the 'My courses' section of the SmartCare training system. At the top, there is a navigation bar with 'Dashboard', 'My courses' (highlighted with a red box), and 'Courses'. Below this, the 'My courses' title is followed by filters: 'All' (selected), 'Sort by conclusion date', and a search bar. The course list includes:

Course Name	Completion Status
Smart Care Basics for All Users	100% completed
SmartCare Calendar Management for Providers	100% completed
SmartCare for Front Desk Staff	0% completed

A red arrow points to the '100% completed' status of the first course.