

Registering for Instructor Led Trainings (ILT)

1. Log in to the LMS by clicking [here](#) using your RIHS username and password. Be sure to turn off your pop-up blockers before you log in.

SIGN IN
PLEASE ENTER YOUR USERNAME AND
PASSWORD.

2. Click the magnifying glass search icon on the upper right hand corner.



3. Search for the training by typing in its name or course code. (Note: the course code can be found on the training flyer for the training you would like to take. Training flyers can be found on the [RIHS Training Calendar](#).)



Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

By the course code:



WHAT ARE YOU LOOKING FOR TODAY?

LEARNING ▾ 🔍

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

4. Find the training you want. Click **Select**, then click **Register**.

The screenshot shows a search results page with a sidebar on the left for filtering results by Activity Type, Delivery Method, and Location. The main content area displays search results for "FOUNDATIONS ON CASE MANAGEMENT FOR SUBSTANCE USE DISORDER (SUD) PROGRAMS". A green arrow points to a "SELECT" button in the top right corner of the first result card. A second green arrow points to a "Register" button in a dropdown menu that appears after clicking "SELECT".

5. Click the **ADD** button to the far right of the training.

The screenshot shows the "ACTIVITY REGISTRATION" page. It features a table of training offerings. The first offering is "Enhanced Case Management" (ILT COURSE) with a "REGISTRATION ALLOWED" badge. The second offering is "Foundations in Case Management for Substance Use Disorder (SUD) Programs" (ILT CLASS) with 6 available seats. A green arrow points to an "ADD" button located at the far right of the second offering's row. On the right side of the page, there is a "REGISTRATION SUMMARY" section.

6. Click **REGISTER** at the bottom right.

The screenshot shows the 'ACTIVITY REGISTRATION' interface. At the top, there's a navigation bar with a search icon and a menu icon. Below that, the page is divided into two main sections: 'ACTIVITY REGISTRATION' on the left and 'REGISTRATION SUMMARY' on the right. The 'ACTIVITY REGISTRATION' section lists several activities, including 'Enhanced Case Management' (ILT COURSE) and 'Foundations in Case Management for Substance Use Disorder (SUD) Programs' (ILT CLASS). Each activity has details like 'Available Seats', 'Dates', and 'Location'. A 'REGISTER' button is visible at the bottom right of the page, highlighted with a green circle and a green arrow pointing to it.

6. You are now registered for the training. Click **DONE** to exit.

The screenshot shows the 'ENHANCED CASE MANAGEMENT' registration confirmation page. At the top, there's a green banner with the text: 'Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.' Below the banner, the page displays the course details, including the course name 'ENHANCED CASE MANAGEMENT', the status 'REGISTERED', and the completion status '0%'. A 'DONE' button is visible at the bottom right of the page, highlighted with a green circle and a green arrow pointing to it.