

## User Guide

The CTAC-MCTAC Self-Learning Center (hereby referred to as the SLC) User Guide provides users with necessary information to access and engage in self-learning content. For any information not found in this guide, please contact the SLC Management Team at [lms.info@ctacny.org](mailto:lms.info@ctacny.org).

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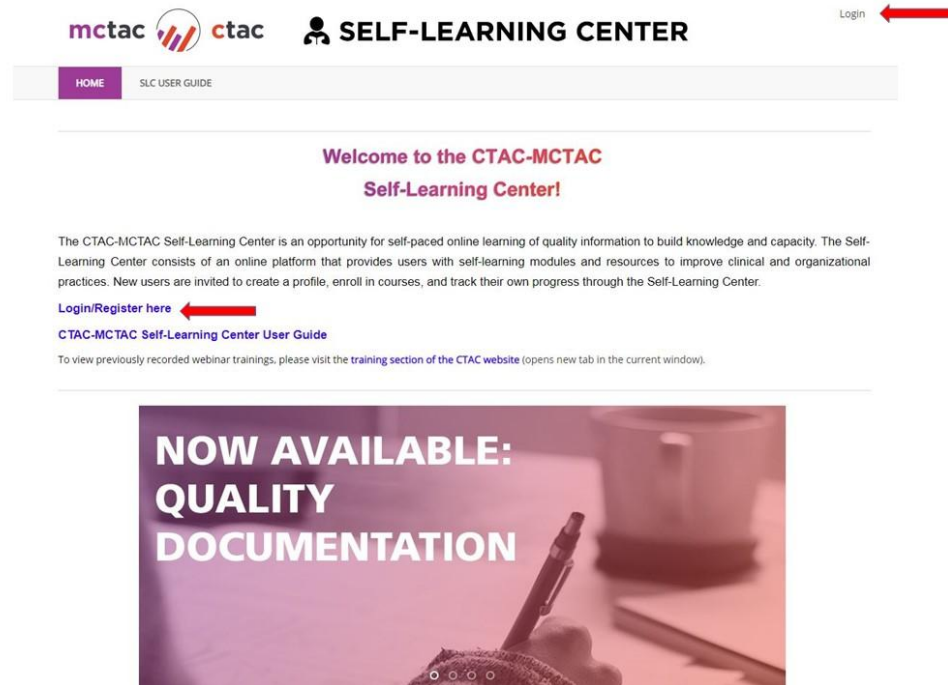
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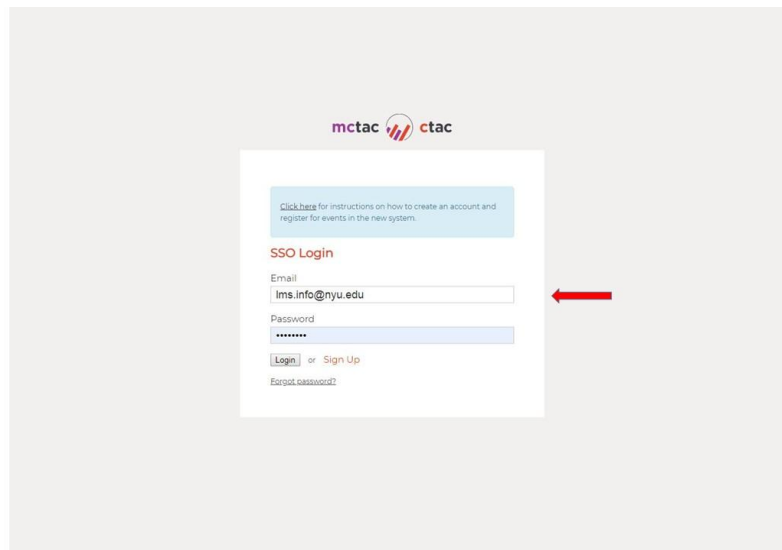
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## Login/Sign Up Instructions

1. Visit [lms.ctacny.org](https://lms.ctacny.org)
2. Click on *Login/Register here* or the *Login* button on the top right toolbar



3. Login
  - a. To log in, enter the same email address and password that you use to log into the CTAC-MCTAC registration system and proceed to step 5
  - b. If you do not have a CTAC-MCTAC registration system account, proceed to Step 4





#### 4. Sign Up

- a. Click the *Sign Up* button and you will be directed to the New User Registration form

##### New User Registration



Please create an account to register for events and trainings. When setting up your account please use your organizational email address and answer all questions carefully. For more information about creating an account or how to use the registration system, click here [\[linked to document or video tutorial\]](#).

First Name

Jane

Last Name

Doe

Email

jane.doe@mctac.org

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

Organization Type

☒ NYS MH, SUD, Child Welfare Agency Providers ⓘ ☐ Other/ Government Agency ⓘ

*Begin typing the name of your organization and choose from the autocomplete options. If your organization is not listed, hit other and choose "Other NYS serving Agency/Organization".*

NYS MH, SUD, Child Welfare Agency Providers

Submit

- b. When looking for your agency, you may select the drop down arrow to search, but we recommend that you begin to type the name of your agency.

#### TIPS:

- Type a key component of your name to drill down the list. For example if I worked at Mt. Sinai Hospital, I would type in "Sinai"
- Many times, an agency may use multiple names for services. If your agency's named recently changed, try both names

#### NOT SURE OF YOUR ORGANIZATION?

If you are an OMH or OASAS licensed or certified county or state agency providing behavioral health services please select from the "NYS MH, SUD, Child Welfare Agency Providers" list. This includes state and county agencies that are providing behavioral health services. All other agencies must choose from the "OTHER/Government Agency" option which lists the following.



“OTHER/Government Agency” Options	
Advocacy Group/ Trade Association	OASAS Government Staff
Consultant	OCFS Government Staff
County Government Staff	OMH Central/Field Office Government Staff
DOH Government Staff	OTHER
DOHMH Government Staff	Other Government Staff
McSilver/MCTAC/CTAC/TTAC affiliated	Other NYS Servicing Agency/Organization
Managed Care Organization (MCO)- Various Listed	

**PLEASE NOTE:** If your agency is not listed, you may choose “Other/Government Agency” and choose one of the ‘other’ options from the drop down menu. You will then be prompted to enter the name of your agency.

**If you are not currently affiliated with an agency or program, please select:**

- Other (Government Official, MCO, TAC partner, Other NYS Serving Agency, Out-of-State)
- Other Please write in your place of employment/organization if it does not fit into any of the above
- Then write in unemployed or “unaffiliated” when prompted for a description

**\*Please update your profile if any of this information changes.**

Last Name  
  
*Please enter your last name.*

Email  
  
*Please enter your email.*


Password  
  
*Please enter a password.*

Confirm Password  
  
*Please re-enter your password.*

Organization Type  
☐ NYS OMH/OASAS/OCFS/OPWDD Providers ⓘ  
☒ Other (Government Official, MCO, TAC partner, Other NYS Serving Agency, Out-of-State) ⓘ

Other (Government Official, MCO, TAC partner, Other NYS Serving Agency, Out-of-State)

Other

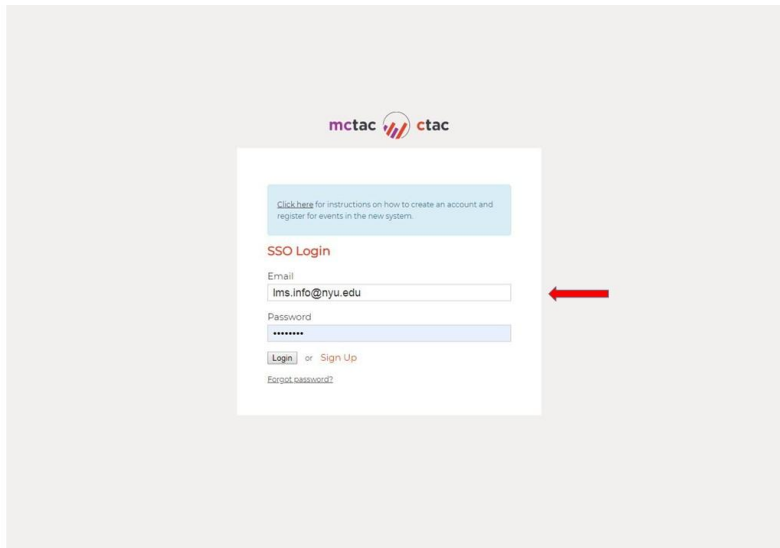


Once registration is completed, you will be taken back to the login screen. At this time you will log in using the credentials you've just created.

Once you have registered, click on the **SLC** button the the top left of the toolbar.

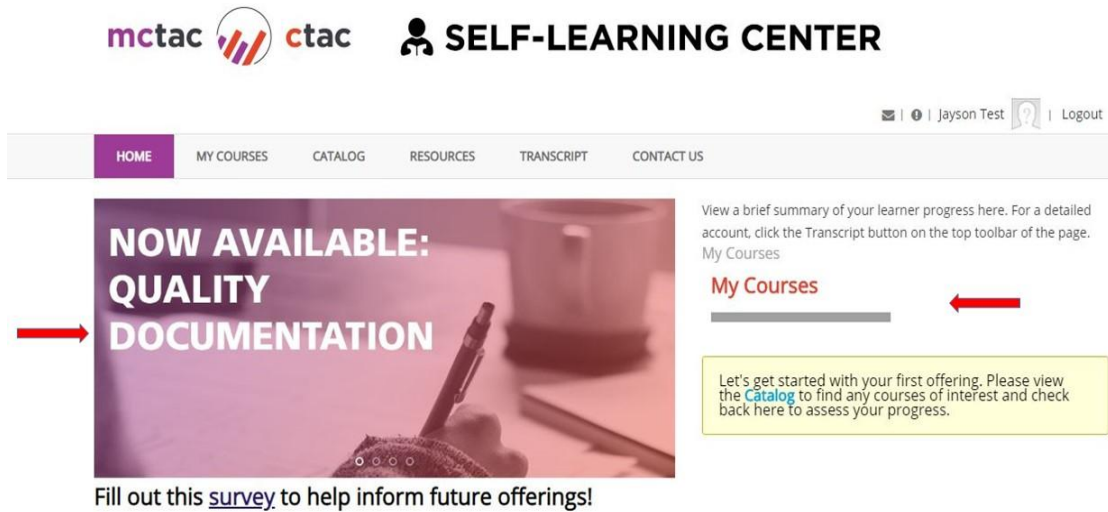


Enter your Email address and password to login.



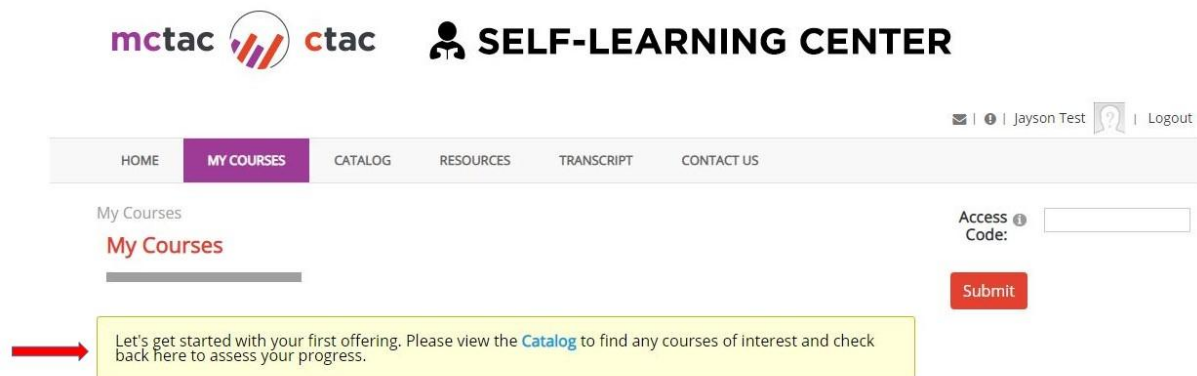
## Home

- The homepage will give you access to announcements and your self-learning snapshot



## My Courses

- My Courses will give you access to all self-learning content
- If you have not yet enrolled in a self-learning course, go to Catalog to view the offerings



- For each course, click on Open to view all learning elements (modules, videos, documents)



- Click the Launch button on each individual element to begin and a pop will appear (be sure to enable pop-ups from the CTAC-MCATC Self-Learning Center)

HOME MY COURSES CATALOG RESOURCES TRANSCRIPT CONTACT US SLC USER GUIDE


My Courses ▸ Race, Racism, and Clinical Practice

**Race, Racism, and Clinical Practice**


0%

Access Code:

Submit

 Race, Racism, and Clinical Practice **Launch**

- Click on the x on the top right of the pop-up screen to exit each learning element

mctac ctac  **SELF-LEARNING CENTER**

RACE, RACISM, AND CLINICAL PRACTICE

HOME

My Courses

Race,

**Race, Racism, and Clinical Practice**

START COURSE DETAILS

mctac ctac

Learning Objectives

EXIT COURSE

Logout

## Catalog




- The Catalog provides users with all available courses and learning content

Catalog

## Catalog

Access Code: 

Submit

 Quality Documentation	<a href="#">Enroll</a> <a href="#">Open</a>
 Race, Racism, and Clinical Practice	<a href="#">Enroll</a> <a href="#">Open</a>
 An Introduction to the ACEs Study	<a href="#">Enroll</a> <a href="#">Open</a>




- Click on each course to view a description and click *Open* to see all learning elements

Catalog ▶ My Courses

## My Courses

Access Code: 

Submit

 Quality Documentation	<a href="#">Enroll</a> <a href="#">Open</a>
<p>This course will provide an overview of the principles of quality documentation, including:</p> <ul style="list-style-type: none"><li>Best practices for communicating effectively</li><li>Common mistakes to avoid</li><li>Essential elements for documentation at each phase of care - assessment, treatment plan and ongoing progress notes</li><li>Supervision and support</li></ul> <p>This course will take approximately 1.5 hours to complete.</p>	
 Race, Racism, and Clinical Practice	<a href="#">Enroll</a> <a href="#">Open</a>
 An Introduction to the ACEs Study	<a href="#">Enroll</a> <a href="#">Open</a>

Catalog ▶ My Courses ▶ Quality Documentation

## Quality Documentation




Access Code: 

Submit

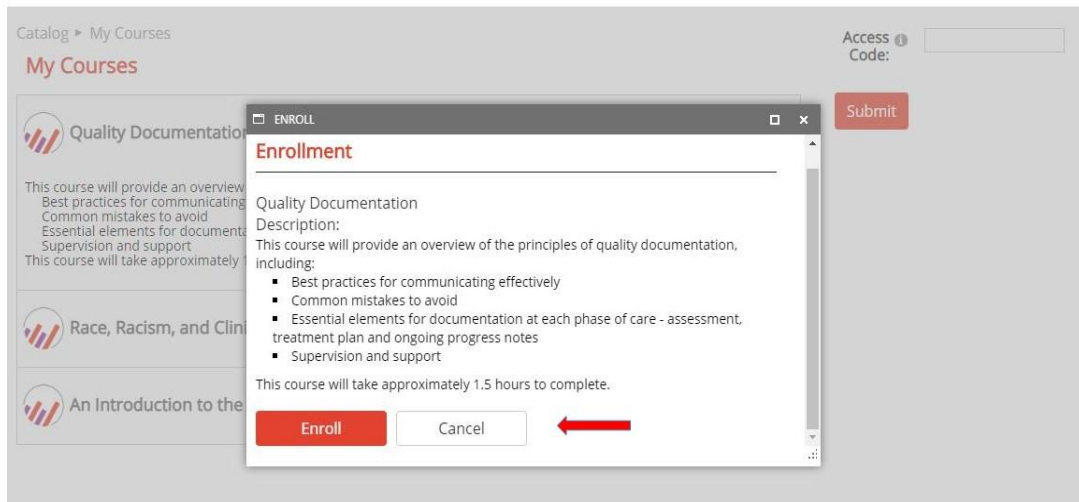
This course will provide an overview of the principles of quality documentation, including:

- Best practices for communicating effectively
- Common mistakes to avoid
- Essential elements for documentation at each phase of care - assessment, treatment plan and ongoing progress notes
- Supervision and support

This course will take approximately 1.5 hours to complete.

 Principles of Quality Documentation
 Documentation Practice Exercise
 Documentation through the Phases of Care
 Quality Documentation: Certificate

- To enroll in a course, click the Enroll button and to start the course, go to *My Courses*



- Make sure to check the *Catalog* for new offerings

## Resources

- View any SLC specific resources including help guides or course specific documents here

### Resources

#### Resources

 Family Peer Advocate Training

[Open](#)

## Transcript

- The transcript provides a detailed view of your learning achievement

### Full Transcript

[Refresh](#)[Export](#)

First Name	Last Name	Folder Name	Completion	Completion Date	Score	LE Details
Jayson	Test	Race, Racism, and Clinical Practice	In Progress			<a href="#">View</a>

Page Size: 100

1 Items in 1 pages

[Refresh](#)[Export](#)

- Click on the icon to Export the transcript to PDF without learning element details
- Click on LE details for each course for scores and data from each individual module
  - Click on the icon to Export the transcript to PDF with learning element details
- Certificates
  - All Certificates that you have earned will be available here
  - Click on each to save or download

## Contact Us

- If you have any questions or concerns, please reach out to the SLC Management Team

### Contact Us

Please refer to our Frequently Asked Questions below before submitting a request.  
When submitting a request, please use as much detail as possible. Thank you!





First Name *	<input type="text" value="Jayson"/>
Last Name *	<input type="text" value="Test"/>
Email *	<input type="text" value="jaysonkjones@gmail.com"/>
Organization	<input type="text"/>
Message *	<input type="text"/>



- Complete the form, click submit, and your query will be sent to our administrators
  - Please allow up to 24 hours for a response

## Access Codes

- Access Codes allows users to view or enroll in specified content that is not listed in the Catalog

HOME	MY COURSES	CATALOG	RESOURCES	TRANSCRIPT	CONTACT US	SLC USER GUIDE
Catalog						
<div>Catalog</div> <div> <div>  Quality Documentation </div> <div> Enroll Open </div> </div> <div> <div>  An Introduction to the ACEs Study </div> <div> Enroll Open </div> </div>						<div> <div>Access Code: <input type="text"/></div> <div>Please provide the Access Code.</div> <div>Submit</div> </div>

- If you have an Access Code for a particular course or learning track, enter the code in the form and click submit


HOME	MY COURSES	CATALOG	RESOURCES	TRANSCRIPT	CONTACT US	SLC USER GUIDE
Catalog						
<div>Catalog</div> <div> <div>  Quality Documentation </div> <div> Enroll Open </div> </div> <div> <div>  An Introduction to the ACEs Study </div> <div> Enroll Open </div> </div>						<div> <div>Message</div> <div>Access Code Submitted Successfully.</div> <div>Ok</div> </div>

- Refresh your browser and the content will be available in your *Catalog* or *My Courses*


HOME	MY COURSES	CATALOG	RESOURCES	TRANSCRIPT	CONTACT US	SLC USER GUIDE
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Catalog


**Catalog**

 Family Peer Advocate Training

Enroll  
Open

 Quality Documentation

Enroll  
Open

 An Introduction to the ACEs Study

Enroll  
Open

## Frequently Asked Questions

- How can I reset or change my password?
  - When logging in, click on *Forgot password?* And follow the instructions provided.
- Can I change my email address?
  - No, once you create an account in the CTAC-MCTAC registration system, you cannot change your email address.
- How do I request access to a course?
  - See *Access Codes*
- Where can I find other CTAC-MCTAC resources?
  - For other resources and offerings, visit [ctacny.org](http://ctacny.org)