



**ALABAMA  
PUBLIC  
HEALTH**

# **How to Access and Log In to LCMS**

**INSTRUCTION MANUAL**

Revised June 29, 2017  
Version 4.0

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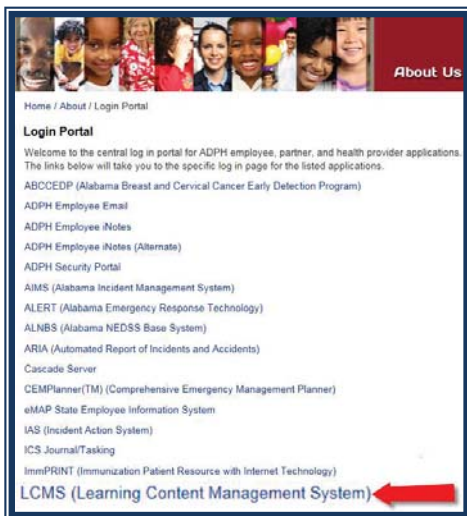
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## How to Access LCMS

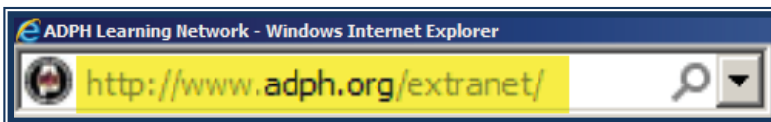
**Option 1:** Access LCMS through the ADPH home page at [www.alabamapublichealth.gov](http://www.alabamapublichealth.gov). Then select the “Login” link in the upper right portion of the web page.



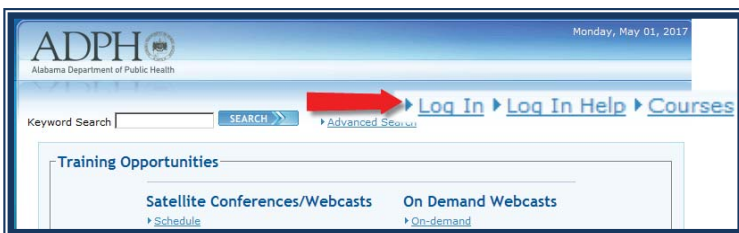
You will be directed to the central login portal for ADPH applications. Locate and select the LCMS (Learning Content Management System) link.



**Option 2:** Access LCMS directly by entering: <http://www.adph.org/extranet> into your web address bar.



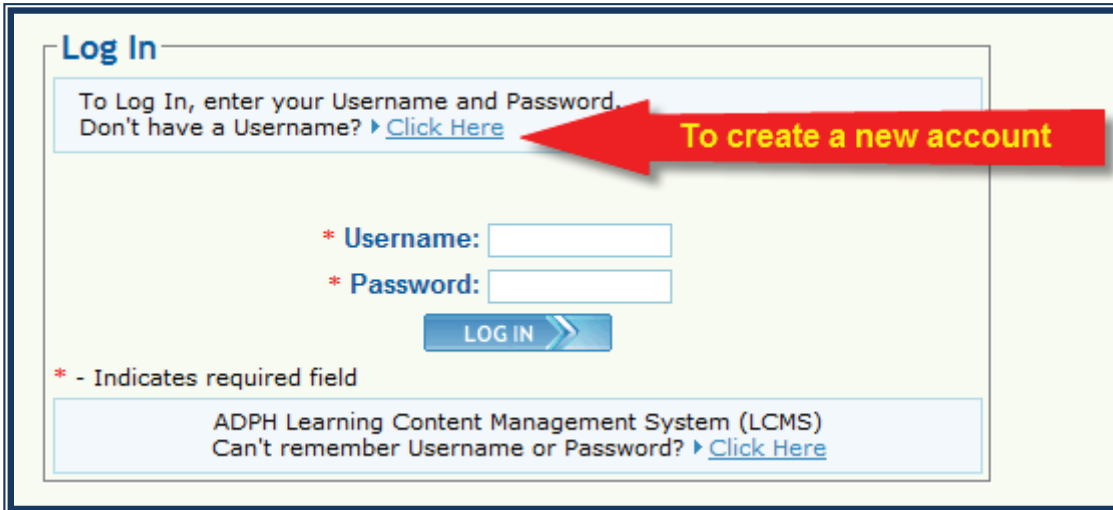
Choosing either option will direct you to the Training Opportunities page. Next, click on the “Log In” link, which is located in the upper right portion of the Training Opportunities page.



## How to Navigate the LCMS Log In Page

### Create a New Account

Create a new LCMS account by selecting “Don’t have a Username? ► Click Here”.  
(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** ►

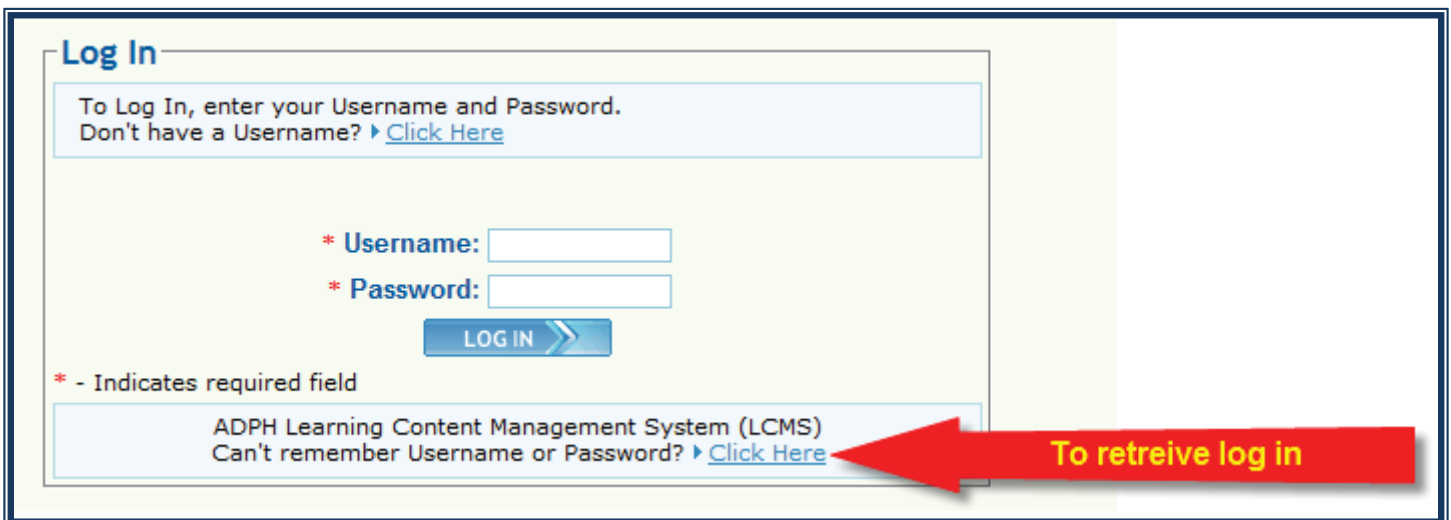
\* - Indicates required field

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

**To create a new account**

### Retrieve Log In

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.

**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](#)

**ADPH PORTAL**  
RESEARCH

Sample Newuser  
Monday, June 27, 2016

> [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**

- > [\(10\) Registration Forms](#)
- > [\(43\) Testing Forms](#)
- > [\(462\) Survey Forms](#)
- > [\(0\) Volunteer Forms](#)
- > [\(24\) Other Forms](#)

**Message Center**

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

User: Sample Newuser  
Account: General Account If this is incorrect: > [Click Here](#)

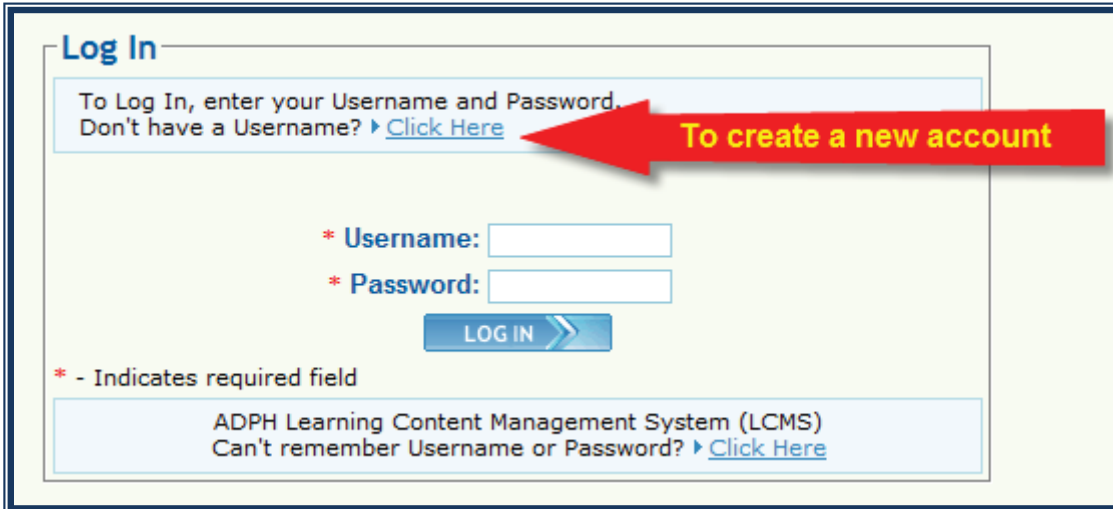
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ALABAMA DEPARTMENT OF PUBLIC HEALTH

If your first name and last name are not shown in the top right corner above the current date and at the bottom left corner 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 assistance with logging in to the correct account.

Revised June 29, 2017

## 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](#)

\* 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**

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

Choose your LCMS username. If you are an ADPH employee, you are recommended to use your Network ID as your username. If you have any questions contact LCMS Support.  
Then click the “SUBMIT” button to finish creating your new LCMS account.



**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** >>

Your first and last name will appear above the current date in the top right corner and in the bottom left corner of your “My Account” page. Your LCMS Account will allow access to any courses or forms that are available to you.

ADPH  
Alabama Department of Public Health

NewLCMS Account  
Monday, May 01, 2017

[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

- [\(6\) Registration Forms](#)
- [\(44\) Testing Forms](#)
- [\(457\) Survey Forms](#)
- [\(0\) Volunteer Forms](#)
- [\(38\) Other Forms](#)

#### Message Center

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

User: NewLCMS Account  
Account: General Account  
If this is incorrect: [Click Here](#)

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ADPH Learning Content Management System (LCMS)

## **ADPH Employees**

After creating an account, notify LCMS Support via email at [lcmsupport@adph.state.al.us](mailto:lcmsupport@adph.state.al.us) so that your account can be linked to the ADPH Employees user group.

Once your LCMS account is linked, you will be able to view all of the New Employee Orientation Courses and other required training. If LCMS Support is not notified, you will not be able to view any of the required courses in LCMS.

## 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.

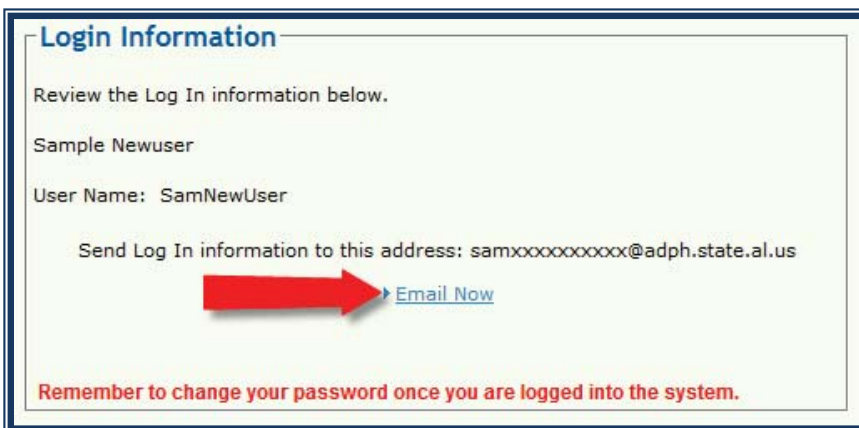


**Forgotten Log In Information?**

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.

Sample Newuser

User Name: SamNewUser

Send Log In information to this address: samxxxxxxxxx@adph.state.al.us

**Email Now**

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

Your User Name will be displayed on the “Login Information” page. Notice that neither your password nor your complete email address is displayed. For security reasons, you must click the “Email Now” link to receive your password.



**Forgotten Your Password?**

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


User Name:  
**SamNewUser**

**LOG IN** >

You will receive a confirmation that your Log In information has been sent to your email address.

If your email address is not up-to-date in your LCMS Profile, you will not receive the email. In this case, you must notify LCMS Support to receive assistance. Check your email inbox for an email from Registration.

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

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

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Please keep in a safe place.

Password:un1qu3#

Please contact [LCMSSupport@adph.state.al.us](mailto:LCMSSupport@adph.state.al.us) if you need additional assistance.