

## 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@nyu.edu](mailto:lms.info@nyu.edu).

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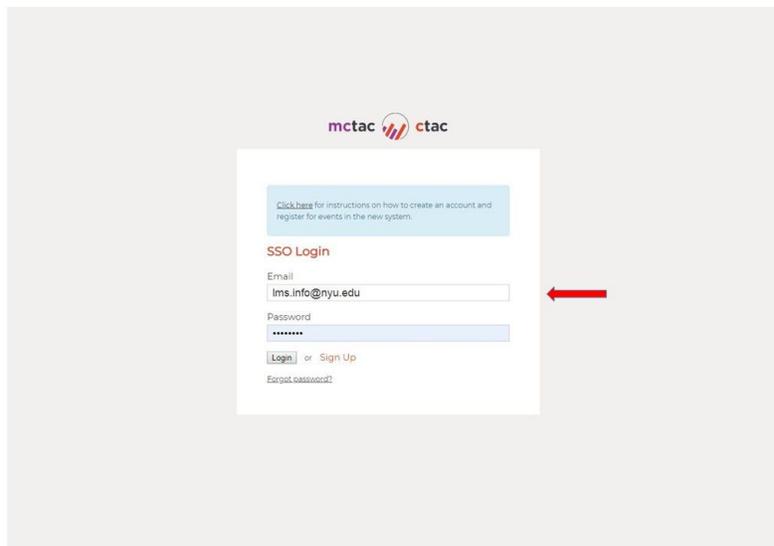
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## Login/Sign Up Instructions

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.

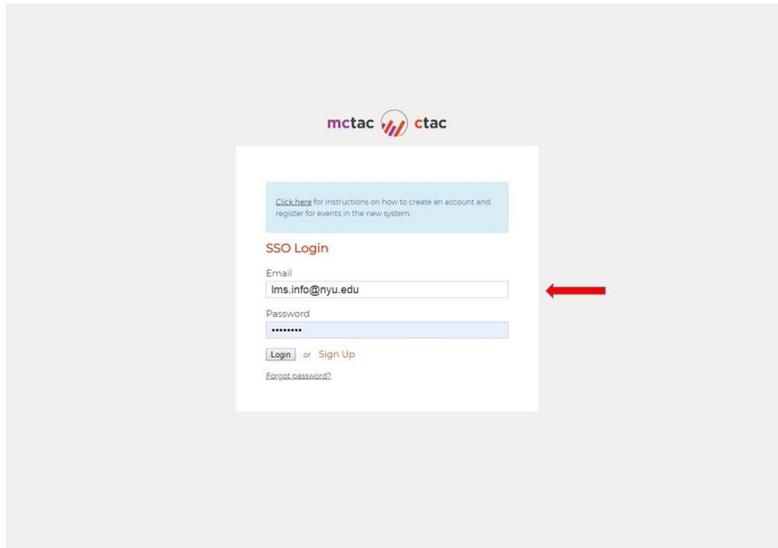
Once registration is completed, you will be taken back to the login screen. At this time you will log in using the credentials you’ve just created.

Once you have registered, click on the [SLC](#) button the the top left of the toolbar.



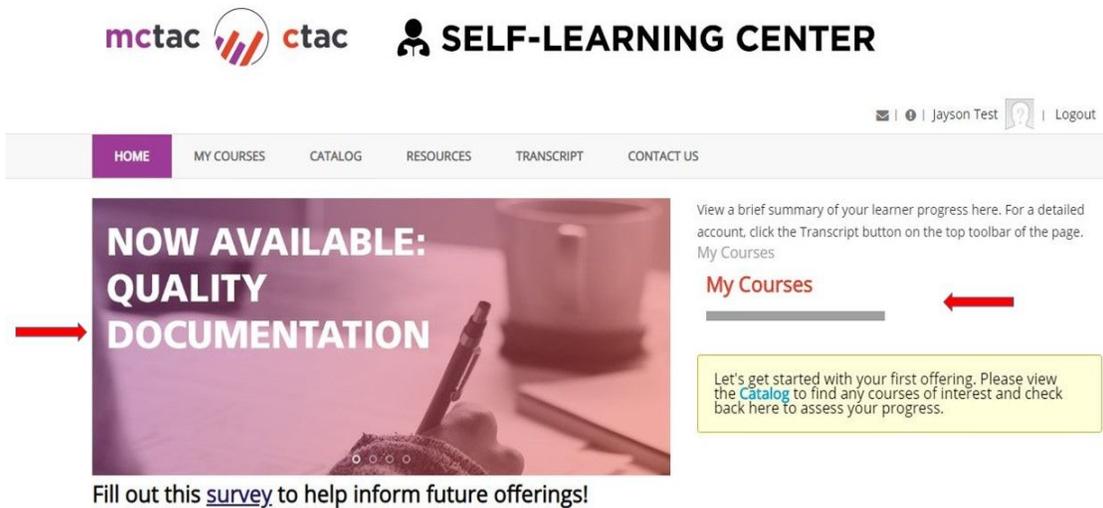
The screenshot shows the top navigation bar of the McSilver Institute website. On the left, there is a logo for the McSilver Institute and a button labeled 'SLC' with a red arrow pointing to it. On the right, there is a 'Logout' button. Below the navigation bar, there are links for 'BROWSE OTHER EVENTS', 'MY EVENTS', and 'MY PROFILE'. The main content area shows a breadcrumb trail 'HOME > MY UPCOMING REGISTERED EVENTS'. There is a search bar and a toggle for 'Past Registered Events' and 'Upcoming Registered Events'. A dropdown menu for 'Browse Events by Project' is open, showing options for 'CTAC/MCTAC' and 'TTAC'. The 'CTAC/MCTAC' option is selected. Below this, a list of events is shown, with the first one being 'The Out of Office Experience: Strategies and Interventions for Working in the Community' on 'Tue, Aug 27 2019' at 'Webex'.

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

My Courses

My Courses

Access Code:

Submit

Let's get started with your first offering. Please view the [Catalog](#) to find any courses of interest and check back here to assess your progress.

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

My Courses

My Courses

0%

Access Code:

Submit

Race, Racism, and Clinical Practice Open

- 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)

My Courses ▸ Race, Racism, and Clinical Practice

Race, Racism, and Clinical Practice

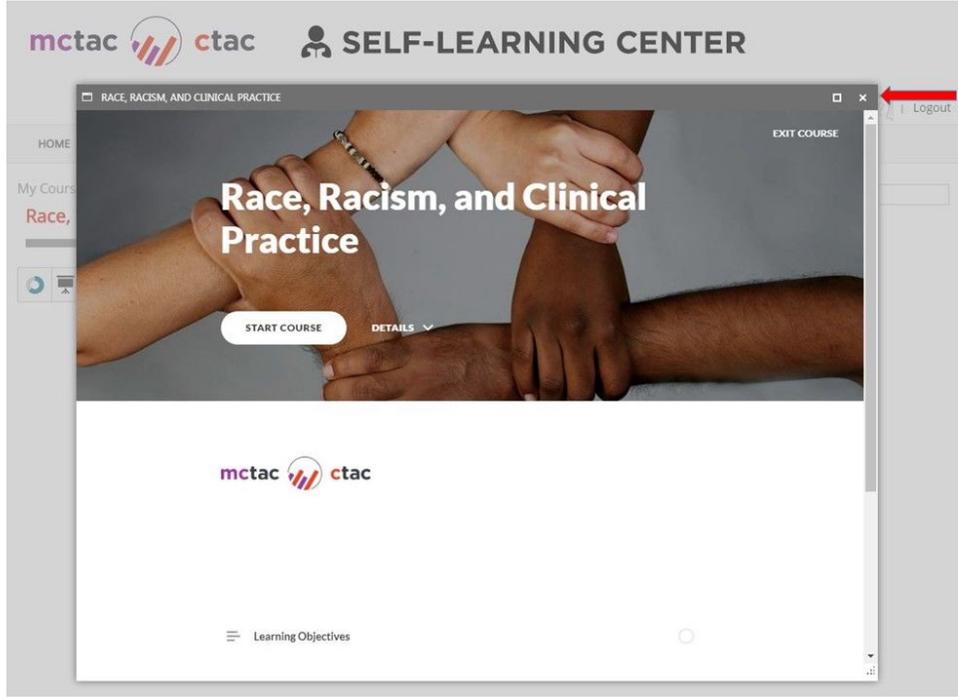
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Access Code:

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



## Catalog

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

Navigation: HOME MY COURSES **CATALOG** RESOURCES TRANSCRIPT CONTACT US

Access: Jayson Test | Logout

Access Code:

**Catalog**

 Quality Documentation	Enroll Open
 Race, Racism, and Clinical Practice	Enroll Open
 An Introduction to the ACEs Study	Enroll Open

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

Catalog > My Courses

**My Courses**

Access Code:

**Submit**

 <p><b>Quality Documentation</b></p> <p>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.</p>	<p><b>Enroll</b></p> <p><b>Open</b></p>
 <p><b>Race, Racism, and Clinical Practice</b></p>	<p><b>Enroll</b></p> <p><b>Open</b></p>
 <p><b>An Introduction to the ACEs Study</b></p>	<p><b>Enroll</b></p> <p><b>Open</b></p>

Catalog > My Courses > Quality Documentation

**Quality Documentation**



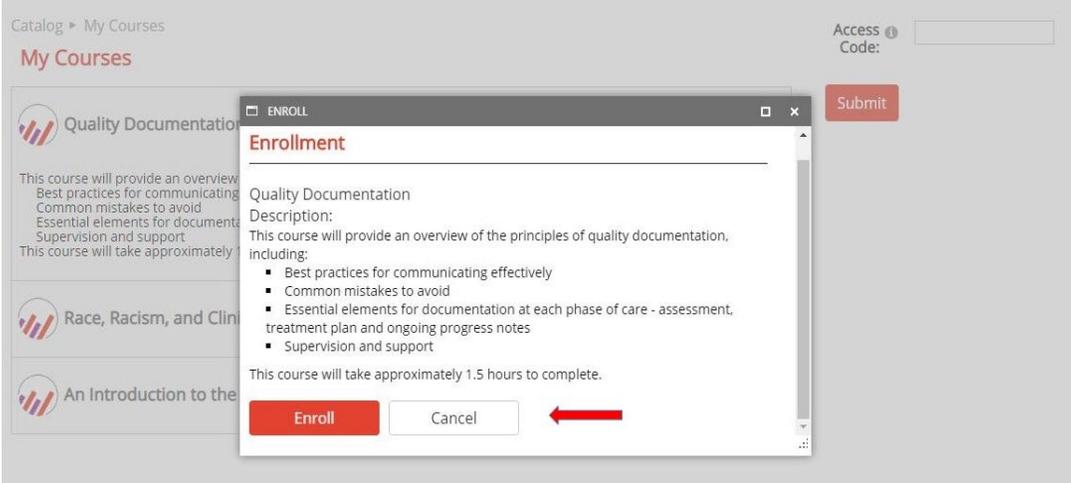
Access Code:

**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*



Catalog > My Courses

**My Courses**

Access Code:

**Submit**

**ENROLL**

**Enrollment**

Quality Documentation

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

**Enroll**

- 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>

⏪ | 1 | ⏩ Page Size: 100 1 items in 1 pages

Refresh Export 

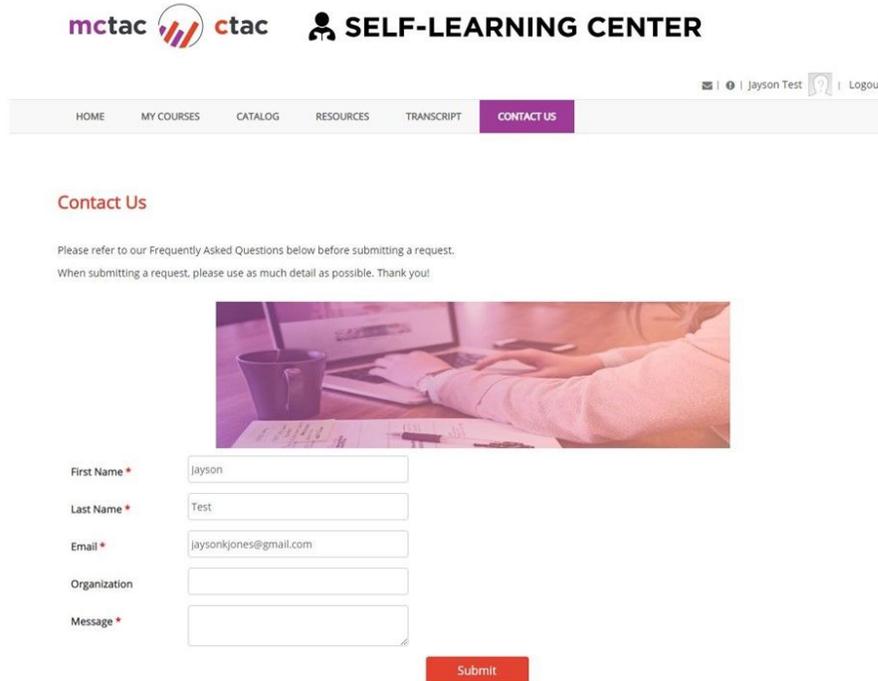
**Certificates**

Certificates

- 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

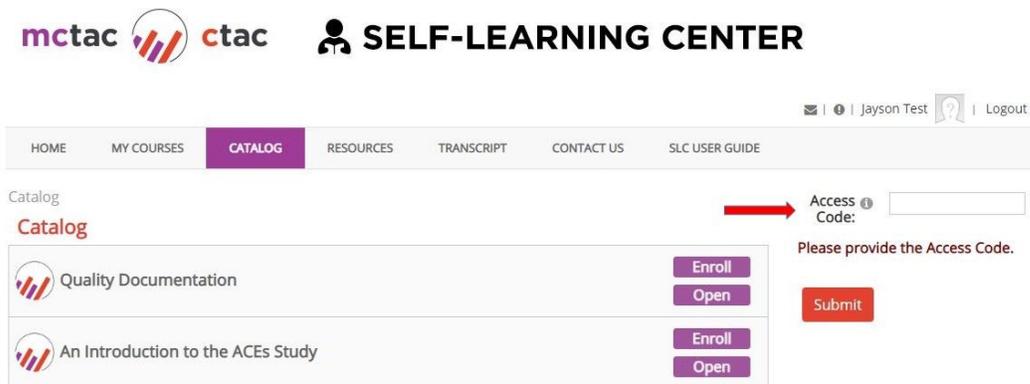


The screenshot shows the 'Contact Us' page of the SLC website. At the top, there is a navigation bar with links for HOME, MY COURSES, CATALOG, RESOURCES, TRANSCRIPT, and CONTACT US. The user is logged in as 'Jayson Test'. Below the navigation bar, the page title is 'Contact Us'. A message reads: 'Please refer to our Frequently Asked Questions below before submitting a request. When submitting a request, please use as much detail as possible. Thank you!'. There is a background image of a person working at a computer. Below the image is a form with the following fields: First Name (filled with 'jayson'), Last Name (filled with 'Test'), Email (filled with 'jaysonkjones@gmail.com'), Organization (empty), and Message (empty). A red 'Submit' button is located at the bottom right of the form.

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

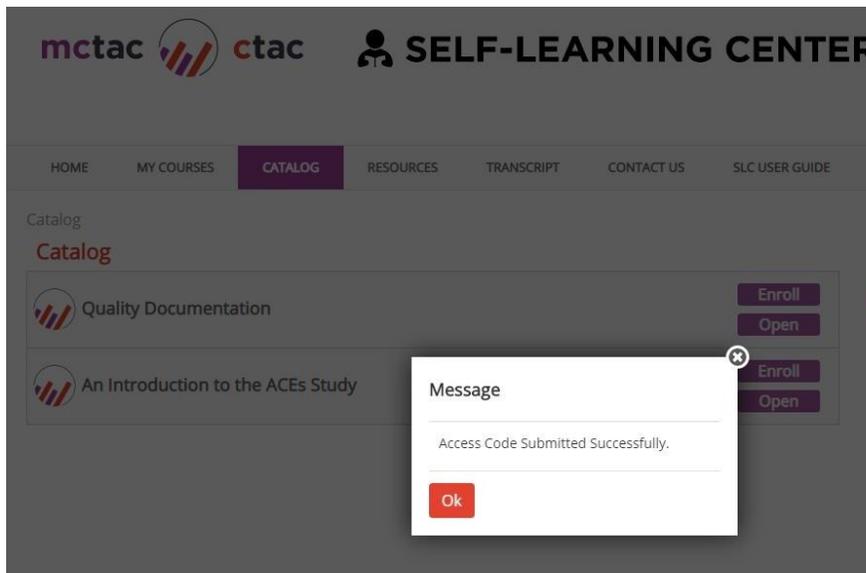
## Access Codes

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

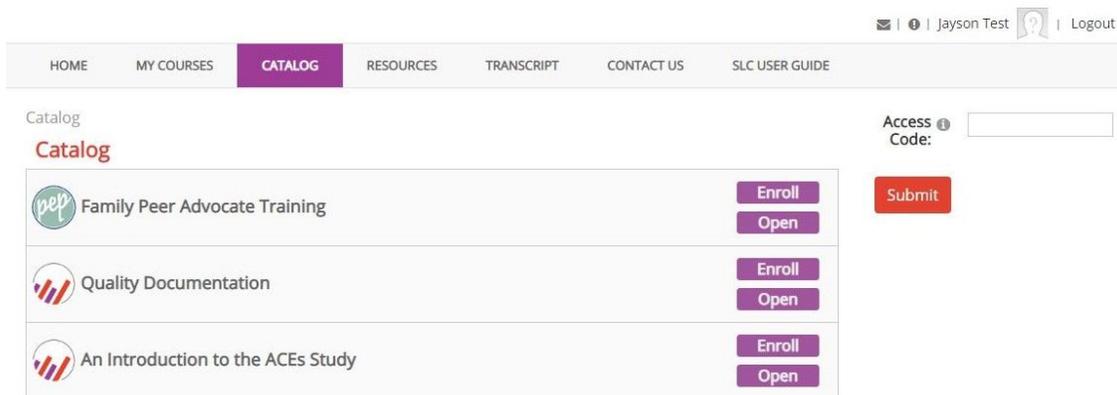


The screenshot shows the 'Access Codes' section of the SLC website. At the top, there is a navigation bar with links for HOME, MY COURSES, CATALOG, RESOURCES, TRANSCRIPT, CONTACT US, and SLC USER GUIDE. The user is logged in as 'Jayson Test'. Below the navigation bar, the page title is 'Catalog'. There is a red arrow pointing to an 'Access Code' input field. Below the input field is a red 'Submit' button. The text 'Please provide the Access Code.' is displayed below the input field. On the left side, there is a list of courses with 'Enroll' and 'Open' buttons for each. The courses listed are 'Quality Documentation' and 'An Introduction to the ACEs Study'.

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



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



## 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)