

Understanding Substance Abuse for Child Welfare Professionals Learning Management System (LMS) On – Line Testing Information.

Attached is a file that will show the screens you will see when looking for the above test. Most of you have already registered for LMS Testing when you took Pre-CORE tests.

If you have not registered before, please look at the step by step instructions attached letter also included.

1. If you have already registered, then you proceed to go to the **OKDHS Infonet.** Once in the OKDHS Infonet click on the TAB at the top showing TRAINING. (See example screens attached)
2. Once in **TRAINING** go to **Learning Management System / E- Training**
3. Click on **I understand....**
4. Next screen will be the **Log In.** (Use the same Log in and password for previous LMS testing that you received from the Automated LMS Password Request email)
5. Next click on **Online Courses.**
6. **The CLASS WILL BE LISTED TO THE RIGHT under OPTIONAL.**
7. **Next you will scroll down to find Understanding Substance Abuse for Child Welfare Professionals, almost last class, and Click on this. Follow the instructions from SAMSHA.** It is imperative that you use your “u” number and DHS email address exactly as it appears here: **johnsmith@okdhs.org**
ALL LOWER CASE
Follow the instructions and create a password.

The time frame for completion of the on-line assessment is usually forty-five minutes to one hour in length. **Once completed fax a copy to Kristine M. at (405)573-9292 and print a hard copy of the certificate and bring it with you to the CW 1009 Substance Abuse Level 1 workshop.**

Thank you
CW Training Staff
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