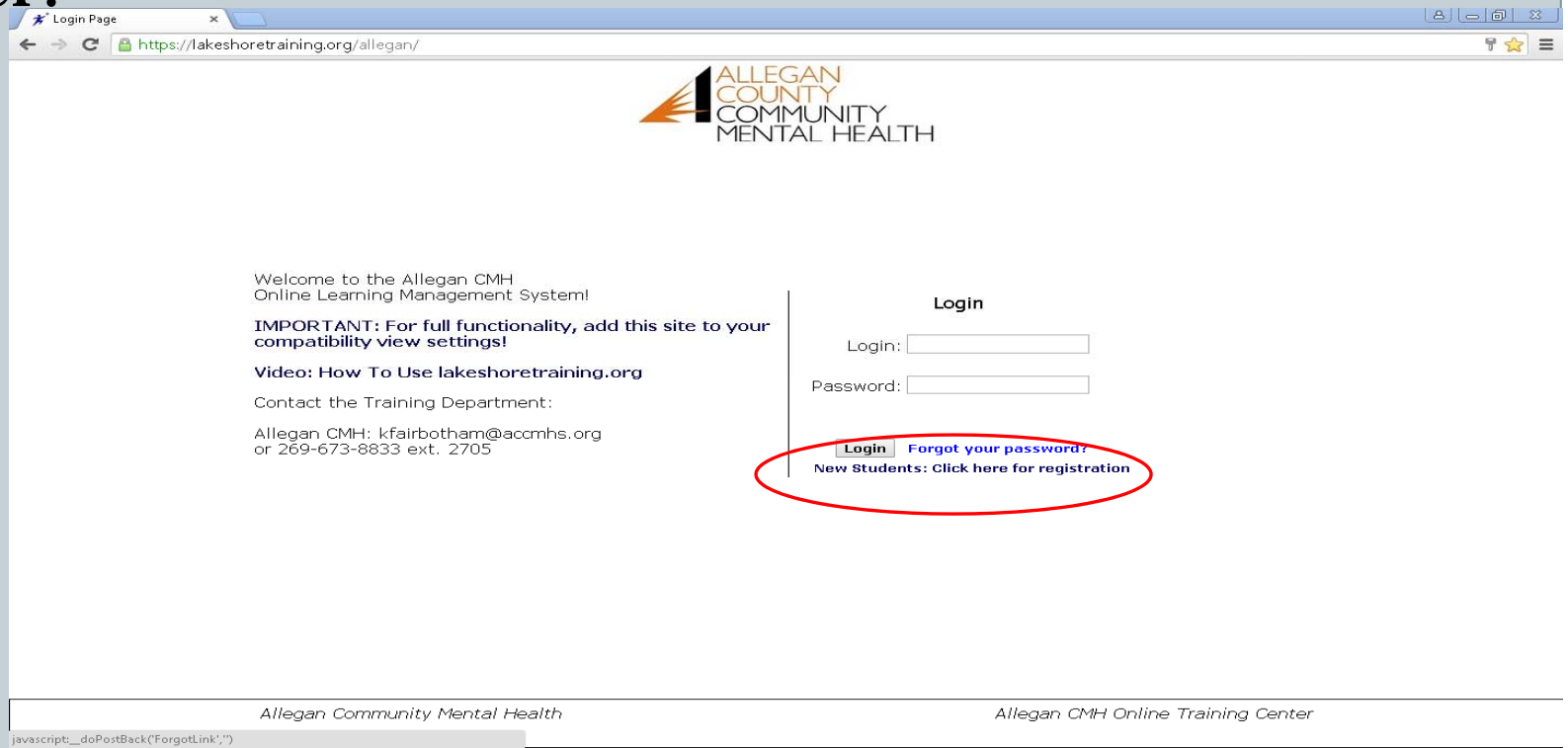


How to Create a Learner Account, Step 1

- Go to <https://lakeshoretraining.org/Allegan>
- Click on the New Students link in the bottom right corner:



ALLEGAN COUNTY COMMUNITY MENTAL HEALTH

Welcome to the Allegan CMH Online Learning Management System!

IMPORTANT: For full functionality, add this site to your compatibility view settings!

Video: [How To Use lakeshoretraining.org](#)

Contact the Training Department:
Allegan CMH: kfairbotham@accmhs.org
or 269-673-8833 ext. 2705

Login

Login:

Password:

[Login](#) [Forgot your password?](#)
New Students: Click here for registration

Allegan Community Mental Health

Allegan CMH Online Training Center

javascript:___doPostBack('ForgotLink','')

How to Create a Learner Account, Step 2



Student Registration

Name (First then Last)	<input type="text"/>	<input type="text"/>
User Name (Unique ID)	<input type="text"/>	
Email Address	<input type="text"/>	
Social Work License # for CE Hours (if applicable)	<input type="text"/>	
Job Title	<input type="text"/>	
Phone Number	<input type="text"/>	
Birth Date	<input type="text"/>	
Region	Lakeshore Region ▼	
CMH	Allegan CMH ▼	
Organization Name	All Organization Names ▼	
Program Name	All Program Names ▼	
Manager	No Manager Selected ▼	
Password	<input type="password"/>	
Repeat Password	<input type="password"/>	

- Complete your registration by filling in these fields:
- Name (first box is for first name, second box is last name—check your spelling and capitalization)
- Your Username will be your unique ID for the LMS (this is the name you will use to log in).
- You must enter your email address (the system will only let the same email address be used for ONE student).
- Job Title
- Phone Number (double check it is correct)
- **Your Birth date must be entered in the format: mm/dd/yyyy.**
- Region and CMH will be automatically filled.
- Organization (drop down box for your company)
- Program Name (may be same as organization if your organization is a single home/company)
- Select your manager listed in the drop down menu. **If the Manager field is not relevant for you, select the first option, which is 0-No Manager**
- Create a password you will remember.
- Press Process Registration. Confirmation email will be sent to the learner and the manager .

Once you are logged on, click the Courses-Available Tab.



Student: Al Again

Student Home Page

Logout

Menu Tools

Learner

- News & Updates
- Course Finder
- Email Admin

General

- Home
- Calendar
- Daily Tasks
- Student Profile
- Transcript
- Logout

Courses - Available | Courses - Enrolled | Courses - Completed

Class	Open Seats	Enroll	Syllabus
Adult Mental Health First Aid - Allegan 7/17/15 9a - 5p (classroom)	16		
Corporate Compliance 7/7/15 10a - 11a (classroom)	18		
Cultural Diversity Update-Allegan(ONLINE)	2996		
Cultural Diversity/LEP 7/2/15 9a - 1p (classroom)	14		
Direct Hire Training A & B 7/9/15 9a - 4:30p (classroom)	28		
Direct Hire Training A 7/29/15 1p - 4p (classroom)	29		
Direct Hire Training B 6/23/15 9a - 12:30p (classroom)	26		
Direct Hire Training B 7/30/15 1p - 4:30 p (classroom)	29		
First Aid/CPR 6/30/15 9a - 4p (classroom)	0		
First Aid/CPR 7/17/15 9a - 4p (classroom)	4		
First Aid/CPR 7/28/15 9a - 4p (classroom)	6		

Locate your training in the alphabetical list and click the **Enroll icon** (don't forget about the scroll bar to see the full list of trainings).



Student: Al Again

Student Home Page

Logout

Menu Tools		Courses - Available	Courses - Enrolled	Courses - Completed	
Learner		Courses	Open Seats	Enroll	Syllabus
News & Updates		Adult Mental Health First Aid - Allegan 7/17/15 9a - 5p (classroom)	16		
Course Finder		Corporate Compliance 7/7/15 10a - 11a (classroom)	18		
Email Admin		Cultural Diversity Update Allegan(ONLINE)	2996		
Help Demos		Cultural Diversity/LEP 7/2/15 9a - 1p (classroom)	14		
General		Direct Hire Training A & B 7/9/15 9a - 4:30p (classroom)	28		
Home		Direct Hire Training A 7/29/15 1p - 4p (classroom)	29		
Calendar		Direct Hire Training B 6/23/15 9a - 12:30p (classroom)	26		
Daily Tasks		Direct Hire Training B 7/30/15 1p - 4:30 p (classroom)	29		
Student Profile		First Aid/CPR 6/30/15 9a - 4p (classroom)	0		
Transcript		First Aid/CPR 7/17/15 9a - 4p (classroom)	4		
Logout		First Aid/CPR 7/28/15 9a - 4p (classroom)	6		



If you need to unenroll (cancel), click the Info icon under the Courses-Enrolled Tab.



Student: Al Again

Student Home Page

Logout

Menu Tools

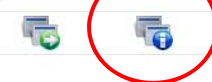
Learner

- News & Updates
- Course Finder
- Email Admin
- Help Demos

General

- Home
- Calendar
- Daily Tasks
- Student Profile
- Transcript
- Logout

Courses - Available	Courses - Enrolled	Courses - Completed
Courses	Enter	Info Status
Cultural Diversity/LEP 7/2/15 9a - 1p (classroom)		



Click the Unenroll Now button at the bottom of the screen (you may need to scroll down to see it)



Menu Tools

Learner

- News & Updates
- Course Finder
- Email Admin
- Help Demos

General

- Home
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Class Information **Add To Calendar**

Class Name	Cultural Diversity/LEP 7/2/15 9a - 1p (classroom)
Description	Cultural Diversity/LEP: This 4-hour course was developed by Allegan County Community Mental Health Services (ACCMHS). Content aligns with the recommendations of the MACMHB's Training Guidelines Workgroup in these areas: Cultural Competence/Proficiency and Limited English Proficiency (LEP) ACCMHS is the Community Mental Health Authority for Allegan County, Michigan. Information about ACCMHS training can be found at www.accmhs.org or by calling 269.673.3384.
Student Name:	Al Again
Enrollment Date:	6/22/2015
Enrollment Status:	Active
Class Start:	7/2/2015
Class End:	7/2/2050
Start Time	09:00 AM
End Time	01:00 PM
Location	County Services Building
Credit Hours:	0
Course Sections:	1
Sections Completed:	0
Number of Tests:	1
Tests Completed:	0
Number of Assignments:	0
Assignments Completed:	0

If you would like to unenroll, click the button below:

Unenroll Now