

How to create an LMS account...

STEP 1

Sign in

E-mail address (Username)

Password

[Reset your password](#)

Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System.

DHSES LMS is designed to facilitate the scheduling of courses and retention of records by DHSES. This website will give you access to the current available trainings and enable authorized users to register for Courses administered by NYS DHSES.

New DHSES LMS Users

To request a new Portal account, click here [New User Account Access Request](#) or click on the WebForms on the upper right side corner under the Resources band and select "New User Account Access Request." (NOTE: When filling out the New User Account Access Request Webform, the Training Academy that you will be asked to choose is the primary training office where you most often attend trainings).

Resources

- [Available Training](#)
- [WebForms](#)

Technical Support

For technical support, questions, or comments on this site, please contact:
via e-mail: LMS@dhSES.ny.gov

STEP 2

WebForms

WebForm	Description
New User Account Access Request	Please fill this webform to request a New User Account Access Request.
Update User Personal Information	Please fill this webform to request Update User Personal Information.

STEP 3

New User Account Access Request Webform

Please be sure that all your contact information is correct on this WebForm. Failure to complete the required fields with correct and verifiable data may impact the consideration of your account approval. We need to be sure that we are able to reach you for any required follow-up.

All red asterisk(*) fields are mandatory to be filled.

* Please choose your Training Academy with in DHSES

Person Information

Name (First Middle Last, Suffix) Suffix

***Note : Primary email address will be your Username to access the DHSES LMS Portal.

* Primary Email Address

NOTE: You will receive information about your new account in two to three business days.



Scan to go to LMS home page

How to navigate the main tabs in LMS...

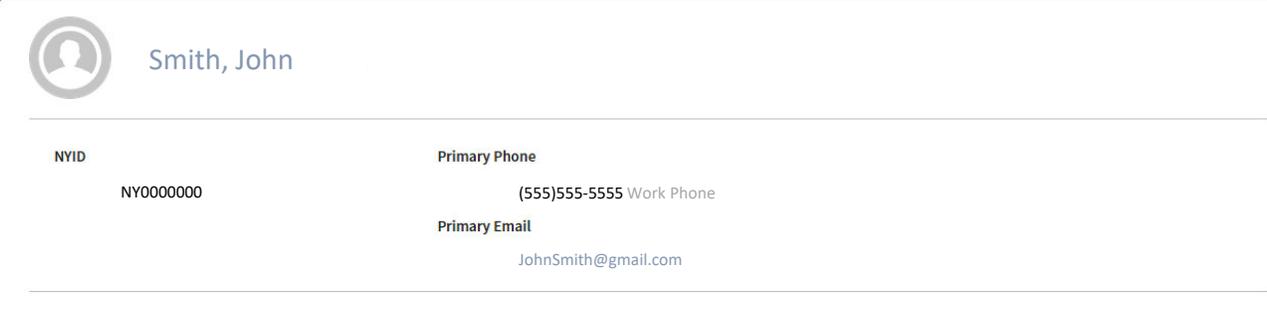
LEARNING MANAGEMENT SYSTEM Jewell, Mackenzie A. ▾

Home Dashboard DHSES Available Trainings Registration WebForms

HOME

Access your information, including certification, employment, and training.

Email my Professional History Report [Manage Profile](#) ▾



Smith, John

NYID: NY0000000 Primary Phone: (555)555-5555 Work Phone

Primary Email: JohnSmith@gmail.com

DASHBOARD - Not currently in use.

DHSES AVAILABLE TRAINING - Not currently in use.

REGISTRATION

Browse training, register for classes, see status of registration requests, update registration requests.



Registration

Find Training Events

 Browse
Or Sign Up for Training

Enrollment Requests [Filters](#) [Request Enrollment](#)

By default, requests for enrollment are shown for upcoming and current events. Completed training is shown only when the registration period extends beyond the course end date.

Event Start ▾	Training Event	Student / NYID	Submitted	Request Status	
11/09/2022	REGIONAL FIRE ADMINISTRATORS CONFERENCE (01-14-0034) - 002	Jewell, Mackenzie A. (NY0000071) 01970 - NYS OFFICE OF FIRE PREVENTION AND CONTROL (DHSES) (OFPC)	08/24/2022 11:58 AM	<input type="radio"/> Pending (Registered)	View Request

WEB FORMS

Access "New User Account Access Request" form and "Update User Personal Information" form.



WebForms

 Complete a WebForm



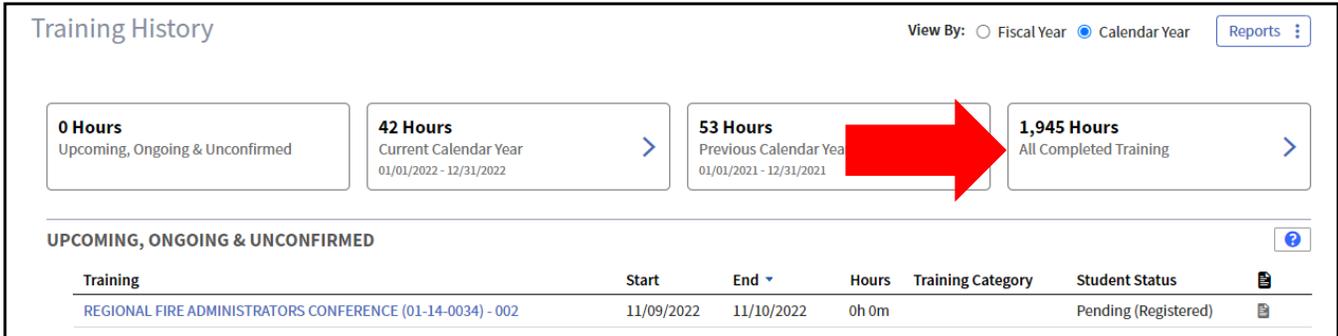
Scan to go to LMS home page

How to print your certificate in LMS...

STEP 1



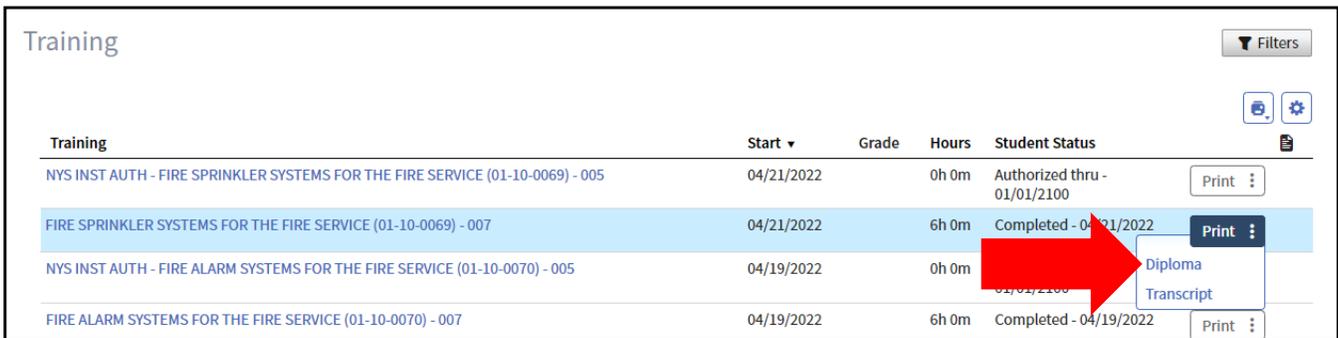
STEP 2



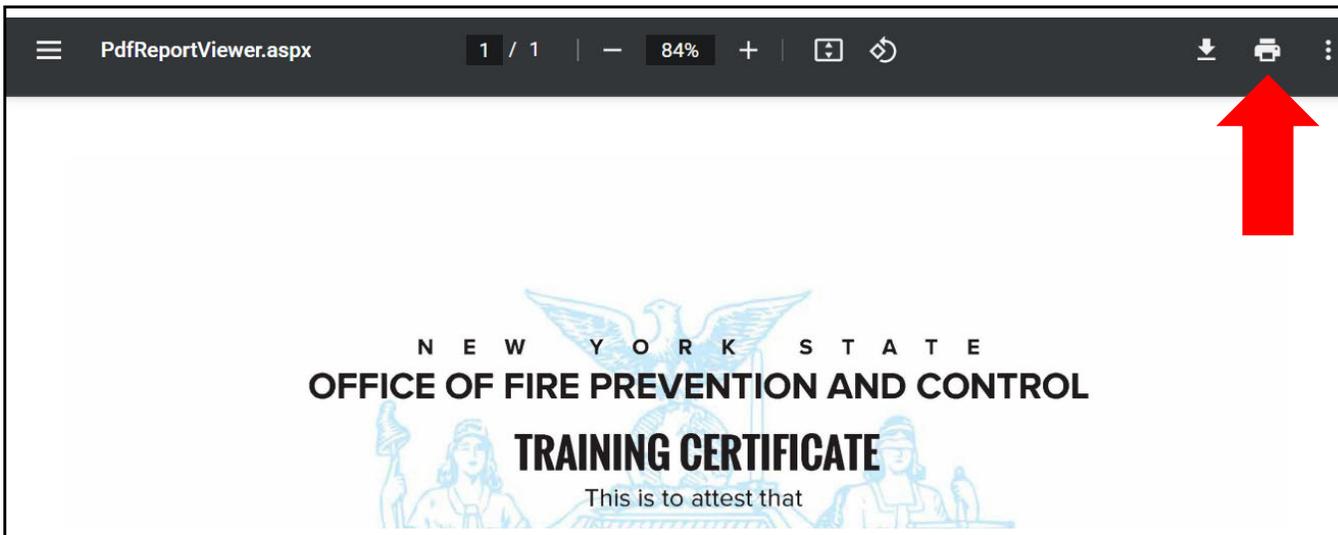
STEP 3



STEP 4



STEP 5

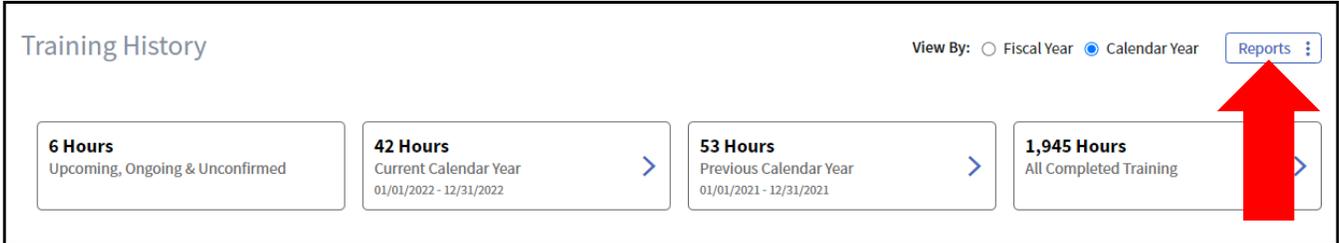


How to print your training record...

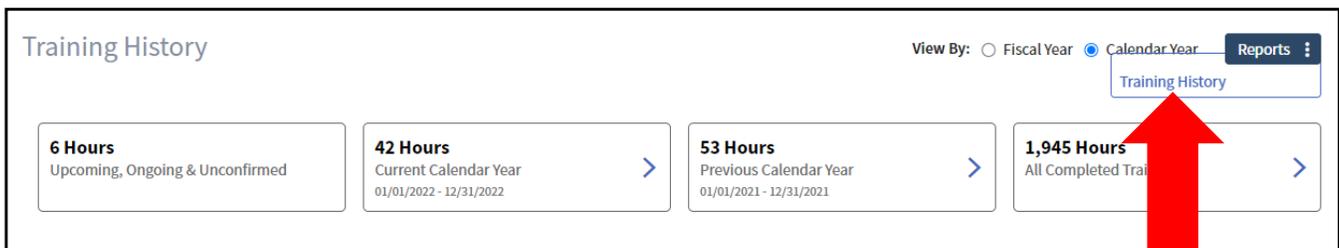
STEP 1



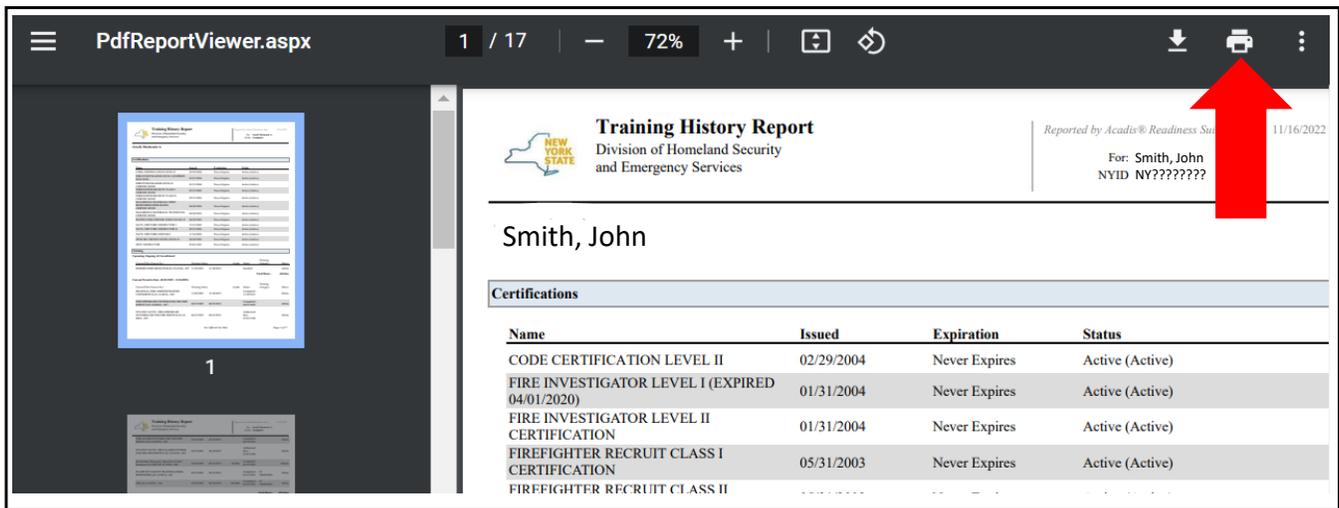
STEP 2



STEP 3

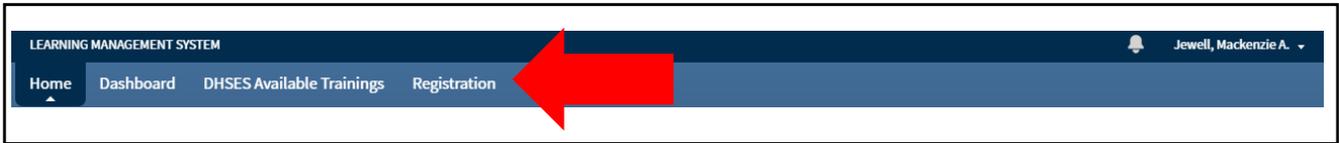


STEP 4



How to register for training in LMS...

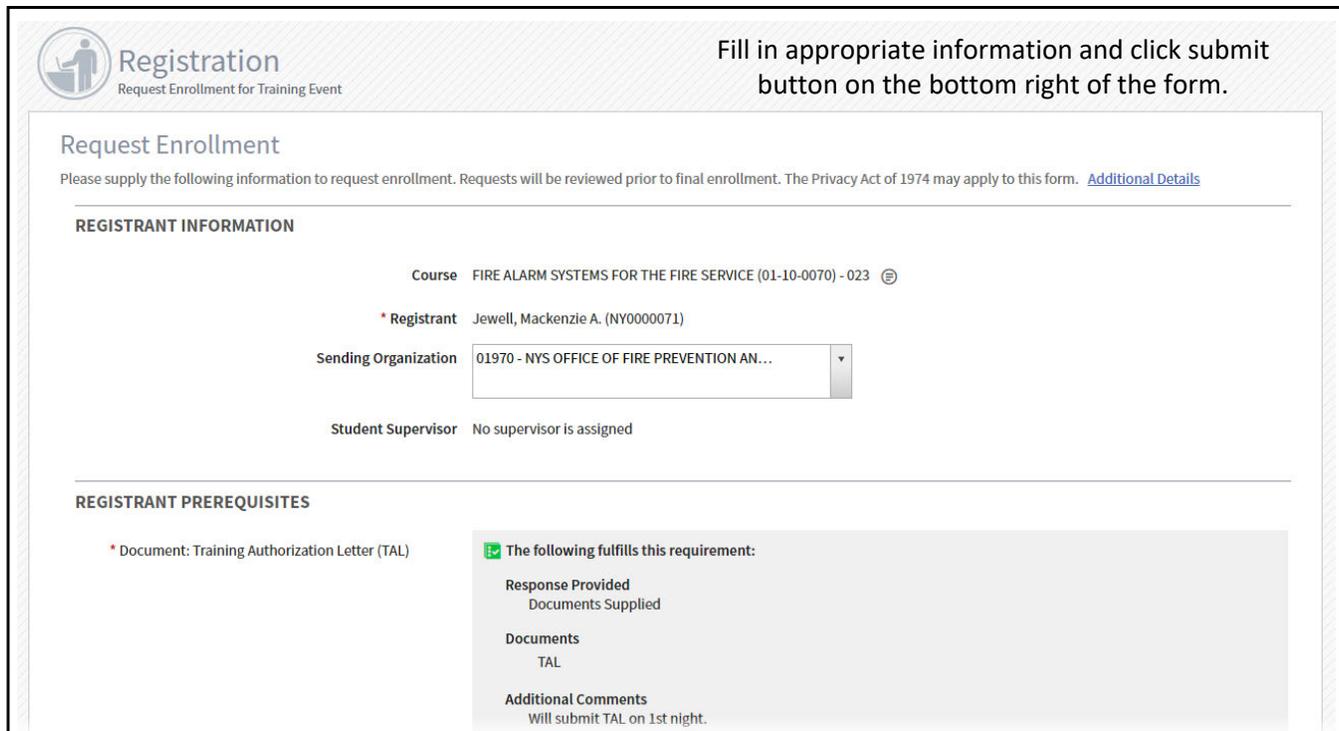
STEP 1



STEP 2



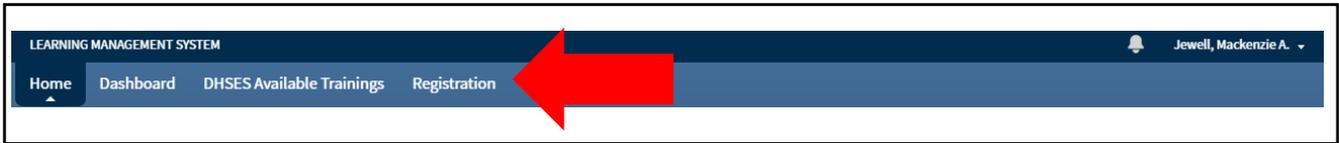
STEP 3



NOTE: To cancel a request email LMS@dhses.ny.gov.

How to search for training in LMS...

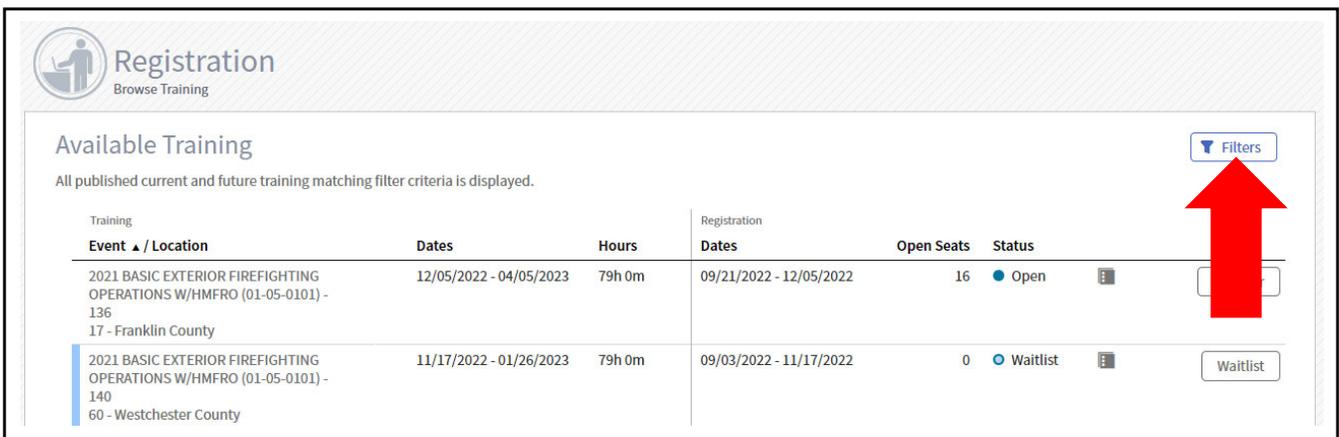
STEP 1



STEP 2



STEP 3



STATUS MEANINGS

Fill in filter options to narrow down your search.

Filters
Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword

Program

DHSES Programs/Academies

Registration Status

Training Delivery Online Classroom

Location

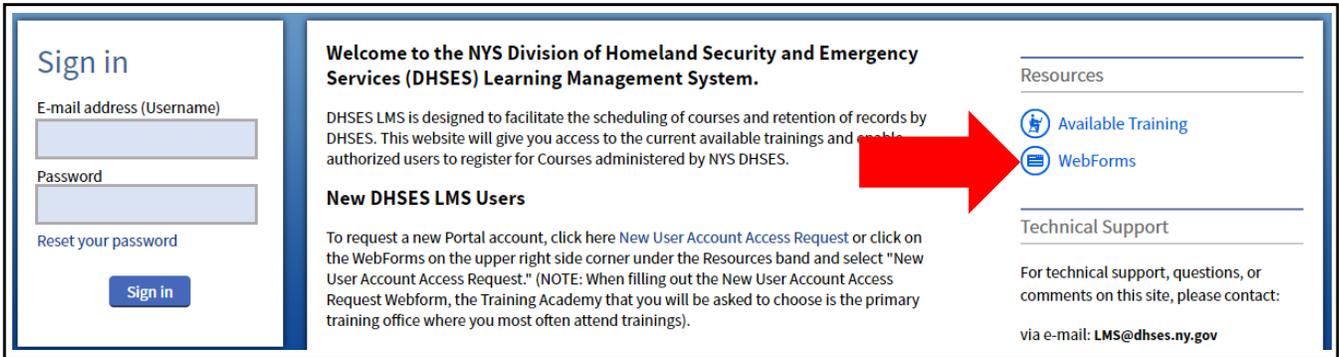
Training Date Display training available within the specified date ranges.

- Within 30 Days
- 30 to 90 Days
- 90 to 180 Days
- 180 Days to 1 Year
- More than 1 Year

Cancel | Clear All Filters

How to update an LMS account...

STEP 1



Sign in

E-mail address (Username)

Password

[Reset your password](#)

Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System.

DHSES LMS is designed to facilitate the scheduling of courses and retention of records by DHSES. This website will give you access to the current available trainings and enable authorized users to register for Courses administered by NYS DHSES.

New DHSES LMS Users

To request a new Portal account, click here [New User Account Access Request](#) or click on the WebForms on the upper right side corner under the Resources band and select "New User Account Access Request." (NOTE: When filling out the New User Account Access Request Webform, the Training Academy that you will be asked to choose is the primary training office where you most often attend trainings).

Resources

- [Available Training](#)
- [WebForms](#)

Technical Support

For technical support, questions, or comments on this site, please contact:
via e-mail: LMS@dhSES.ny.gov

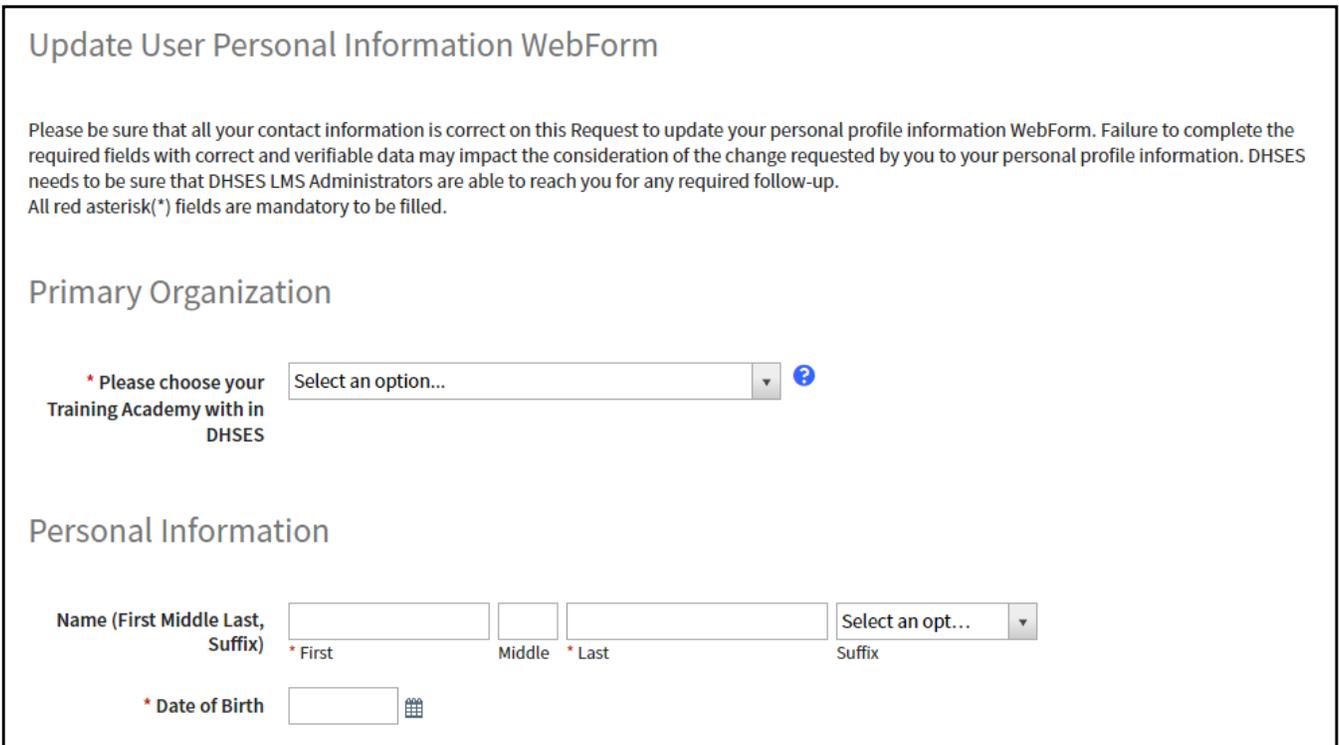
STEP 2



WebForms

WebForm	Description
New User Account Access Request	Please fill this webform to request a New User Account Access Request.
Update User Personal Information	Please fill this webform to request Update User Personal Information.

STEP 3



Update User Personal Information WebForm

Please be sure that all your contact information is correct on this Request to update your personal profile information WebForm. Failure to complete the required fields with correct and verifiable data may impact the consideration of the change requested by you to your personal profile information. DHSES needs to be sure that DHSES LMS Administrators are able to reach you for any required follow-up. All red asterisk(*) fields are mandatory to be filled.

Primary Organization

* Please choose your Training Academy with in DHSES

Select an option...

Personal Information

Name (First Middle Last, Suffix)

* First Middle * Last Suffix

* Date of Birth

NOTE: You will receive information about your new account in two to three business days.



Scan to go to LMS home page

How to upload items to your registration in LMS...

STEP 1

REGISTRANT PREREQUISITES

* Document: Training Authorization Letter (TAL)

This prerequisite is not fulfilled.

[Update Fulfillment](#)

STEP 2

Update Prerequisite

REQUIREMENT

Training Authorization Letter (TAL) [Instructions](#)

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

[Attach a document](#) | [Provide other clarifying comments](#)

STEP 3

Attach Document(s)

Select an existing document or upload a new one.

<input checked="" type="checkbox"/> * Description	* File	Uploaded
No unattached documents exist		
<input checked="" type="checkbox"/>	<input type="text" value="Choose File"/> No file chosen	
<input type="checkbox"/>	This document contains one or more Social Security numbers and should be restricted.	

1 Give Document a Title

2 Pick File to Upload

[Attach another document](#)

3 [Attach](#)

Only check this box if the document you are submitting includes your SS# or credit card information.

STEP 4

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Documents

BEFO TAL Aug 2022
[Attach or change documents](#)

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

1 I want to finish later
 The requirement has been met or exceeded (requires information above)
 Request waiver (requires clarifying comments above)

2 [Save](#)

Required Information

How to view your training record...

STEP 1

LEARNING MANAGEMENT SYSTEM Jewell, Mackenzie A. ▾

Home **Available Trainings** Registration WebForms



STEP 2

Training History View By: Fiscal Year Calendar Year Reports ▾

6 Hours
Upcoming, Ongoing & Unconfirmed

42 Hours
Current Calendar Year
01/01/2022 - 12/31/2022

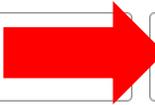
>

53 Hours
Previous Calendar Year
01/01/2021 - 12/31/2021

>

1,945 Hours
All Completed Training

>



STEP 3

Smith, John (NY?????????)
Training

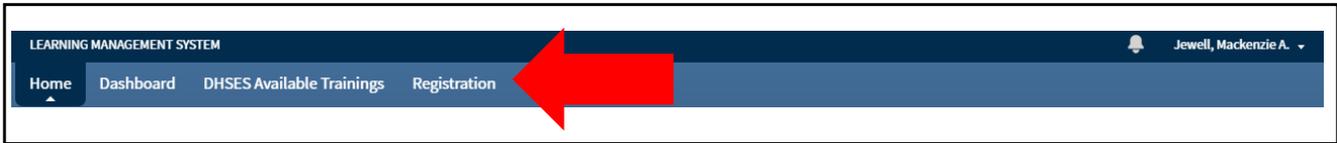
Training Filters

Training ▲	Start	Grade	Hours	Student Status	
ACCIDENT VICTIM EXTRICATION TRAINING (01-04-0001) - 02-01-99-038 [09/30/1999 - 09/30/1999]	09/30/1999		16h 0m	Completed - 09/30/1999	Print ▾
ADVANCED FIREFIGHTER TRAINING COURSE (01-05-0001) - 01-01-99-004 [05/31/2003 - 05/31/2003]	05/31/2003		24h 0m	Completed - 05/31/2003	Print ▾
Advanced State Emergency Operations Center (SEOC) Course (04-22-0304) - 18001 [09/07/2018 - 09/07/2018]	09/07/2018		24h 0m	Completed - 09/07/2018	Print ▾
ALTERNATIVE FUELED VEHICLES AND NEW VEHICLE TECHNOLOGY (01-04-0006) - 03-01-99-002 [05/31/1998 - 05/31/1998]	05/31/1998		4h 0m	Completed - 05/31/1998	Print ▾
Basic Emergency Operations Center Functions (IS-2200) (11-18-2200) - 001	01/01/2000		4h 0m	Completed - 02/23/2022	Print ▾
BASIC WILDLAND SEARCH SKILLS (DEC) (01-05-0008) - 99-01-99-013 [01/31/2004 - 01/31/2004]	01/31/2004		8h 0m	Completed - 01/31/2004	Print ▾
BREATHING APPARATUS MAINTENANCE - SCOTT (2.2,4.5) (01-02-0004) - 05-01-99-002 [11/30/2004 - 11/30/2004]	11/30/2004		12h 0m	Completed - 11/30/2004	Print ▾

NOTE: All columns on your training record are sortable, click the column header to sort.

How to view/update your registration in LMS...

STEP 1



STEP 2

Registration

Find Training Events

Browse
Or Sign Up for Training

Enrollment Requests Filters Request Enrollment

By default, requests for enrollment are shown for upcoming and current events. Completed training is shown only when the registration period extends beyond the course end date.

Event Start	Training Event	Student / NYID	Submitted	Request Status
11/09/2022	REGIONAL FIRE ADMINISTRATORS CONFERENCE (01-14-0034) - 002	Jewell, Mackenzie A. (NY0000071) 01970 - NYS OFFICE OF FIRE PREVENTION AND CONTROL (DHSES) (OFPC)	08/24/2022 11:58 AM	<input checked="" type="radio"/> Enrolled View Request
12/07/2022	NYS OFFICER DEVELOPMENT-PLANNING AND EMERGENCY RESPONSE COURSE (01-11-0153) - 062	Jewell, Mackenzie A. (NY0000071) 01970 - NYS OFFICE OF FIRE PREVENTION AND CONTROL (DHSES) (OFPC)	10/24/2022 11:01 AM	<input type="radio"/> Pending (Registered) View Request
12/13/2022	FIRE ALARM SYSTEMS FOR THE FIRE SERVICE (01-10-0070) - 023	Jewell, Mackenzie A. (NY0000071) 01970 - NYS OFFICE OF FIRE PREVENTION AND CONTROL (DHSES) (OFPC)	09/21/2022 03:16 PM	<input type="radio"/> Waitlisted View Request

ADD DOCUMENT

REGISTRANT PREREQUISITES

Document: Training Authorization Letter (TAL)

The following fulfills this requirement:

Response Provided
Documents Supplied

Documents

Description	File Name
Jewell TAL	Training Authorization Letter 04_22.pdf
TAL	Jewell TAL.pdf

[Add a document](#)

STATUS MEANINGS

- Pending (Registered) – Your registration is being reviewed.
- Enrolled – All prerequisites have been met and you may attend the class.
- Waitlisted – The class is currently full and you have been placed on a waitlist.
- Canceled – You have requested that your registration request be canceled.
- Denied – You do not meet the prerequisites for this class, and you are not eligible to attend.

NOTE: To cancel a request email LMS@dhses.ny.gov.