Access the NEW Training Institute LMS

OKLAHOMA Mental Health & Substance Abuse

This job aid will explain step-by-step how to register and sign in to the new ODMHSAS Training Institute Learning Management System (LMS).

THE TRAINING INSTITUTE
For Excellence in Mental Health & Substance Use

Self Registration

REGISTER HERE

odmhsas.docebosaas.com

Step 1

All users must create an account in the new system. Select the **"Register Here"** button above to take you to the website. On the login page, select **Register**. A pop-up registration form will open.
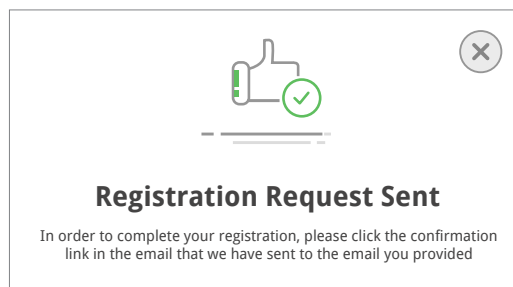
REGISTER

Step 2

Fill in all the required and recommended details, select **Next**. Fill in extra mandatory details on a second page of the registration form, then accept the terms of the privacy policy and/or the platform terms and conditions. Once ready, select **Register**.
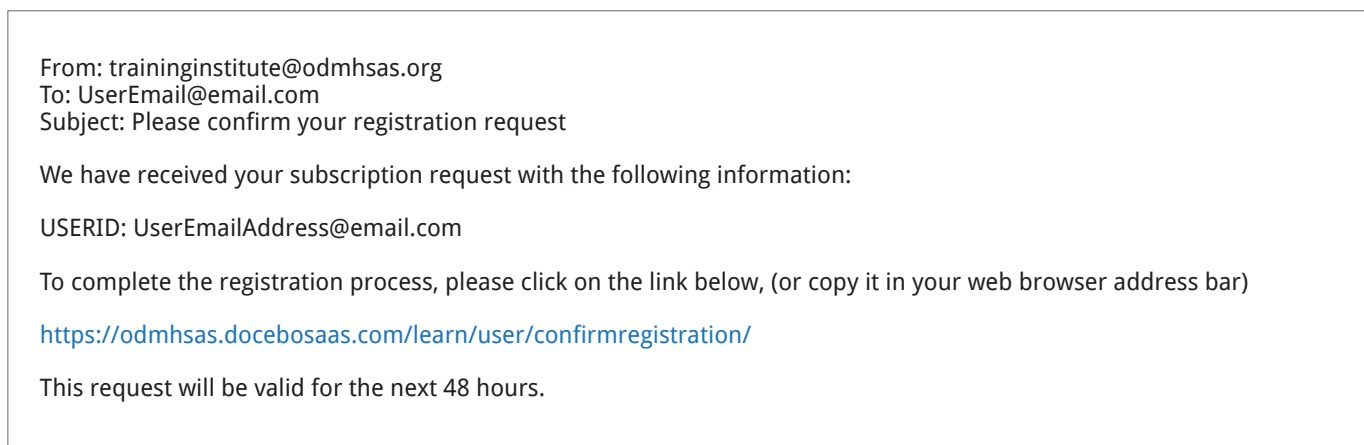

NEXT

REGISTER

Step 3

You will receive a confirmation message on the screen, and the Training Institute will send you an email.

Registration Request Sent

In order to complete your registration, please click the confirmation link in the email that we have sent to the email you provided

Step 4

Select the link in the received email to confirm your identity to complete your registration.

From: traininginstitute@odmhsas.org
To: UserEmail@email.com
Subject: Please confirm your registration request

We have received your subscription request with the following information:

USERID: UserEmailAddress@email.com

To complete the registration process, please click on the link below, (or copy it in your web browser address bar)

https://odmhsas.docebosaas.com/learn/user/confirmregistration/

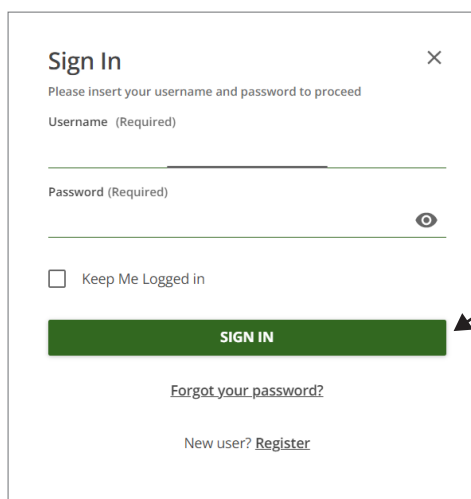This request will be valid for the next 48 hours.

You are now registered!
Next let's sign in.

Signing In

To sign in, use the login credentials that you used when registering. Insert your **username (email) and password** into the login form, then select **Sign In**.

Sign In

Please insert your username and password to proceed

Username (Required)
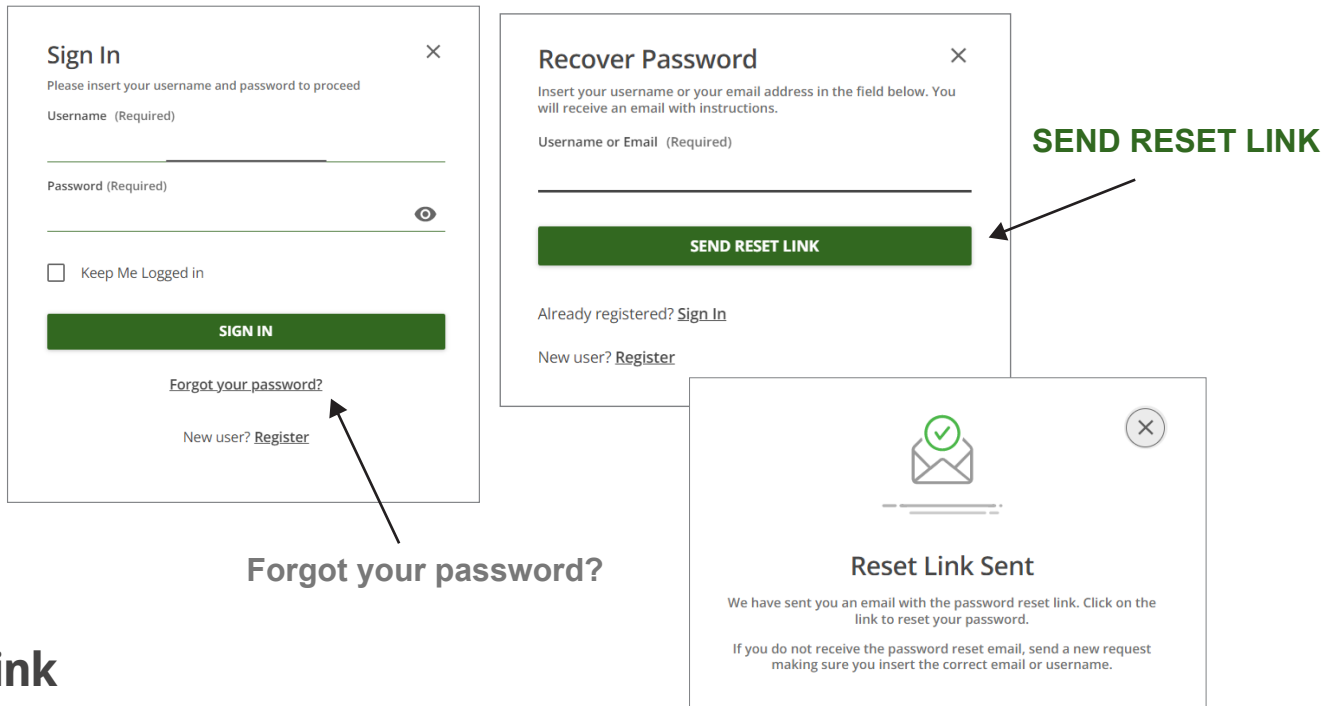
Password (Required)

☐ Keep Me Logged in

SIGN IN

Forgot your password?

New user? Register

SIGN IN

Lost Password?

If you have lost your password or can't access your platform with your password, you can reset your password by selecting **Forgot your password**? on your platform's login form on the login page. In the pop-up box, type in the email address that corresponds to your user account in the platform and select **Send**.

SEND RESET LINK

Forgot your password?

Reset Link

The platform will send a generic email to the email address that you entered. The email will include a link and instructions regarding how you can reset your password.

You have 24 hours to reset your password from the time you press the corresponding button on the login form. After 24 hours, the reset link provided in the recovery password email will expire.

From: traininginstitute@odmhsas.org
To: UserEmail@email.com
Subject:

Hi (user email)

If you asked to reset the password for your account, click on the following link:

https://odmhsas.docebosaas.com/learn/user/reset-password

If you have not requested to reset your password, ignore this email. Do not worry, your account is still protected.

You are all set!

Have questions? Email the ODMHSAS Training Institute at TrainingInstitute@odmhsas.org