

## 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).

## Table of Contents

[Login/Sign Up Instructions](#)

[Home](#)

[My Courses](#)

[Catalog](#)

[Resources](#)

[Transcript](#)

[Contact Us](#)

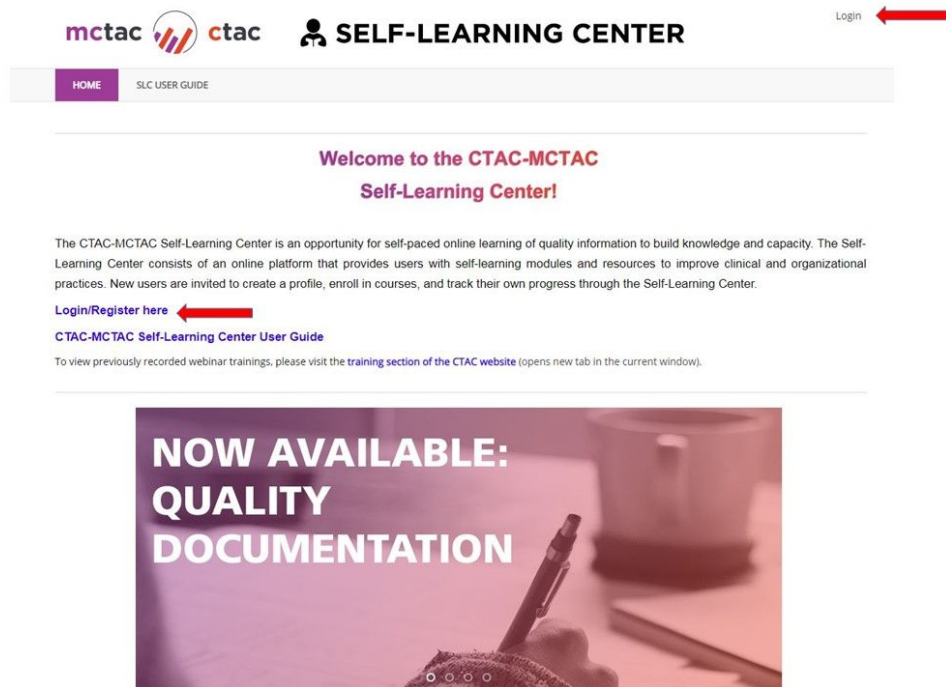
[Access Codes](#)

[Frequently Asked Questions](#)

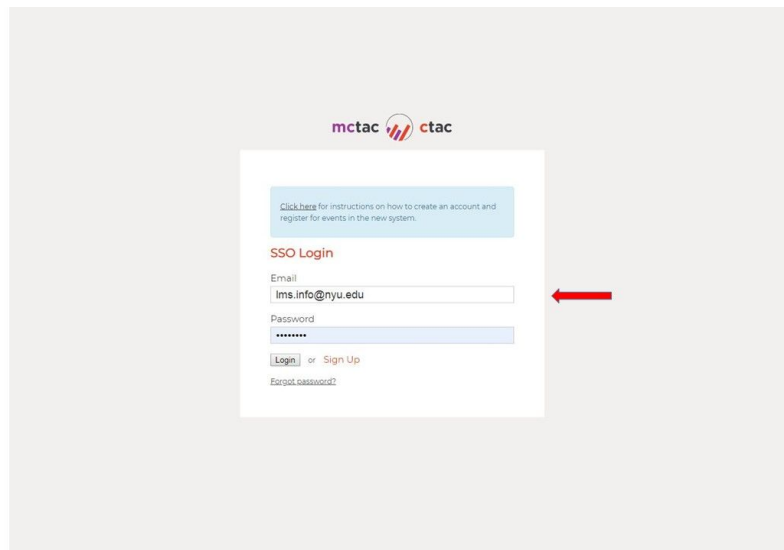
- [How can I reset or change my password?](#)
- [Can I change my email address?](#)
- [How do I request access to a course?](#)
- [Where can I find other CTAC-MCTAC resources?](#)

## 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.

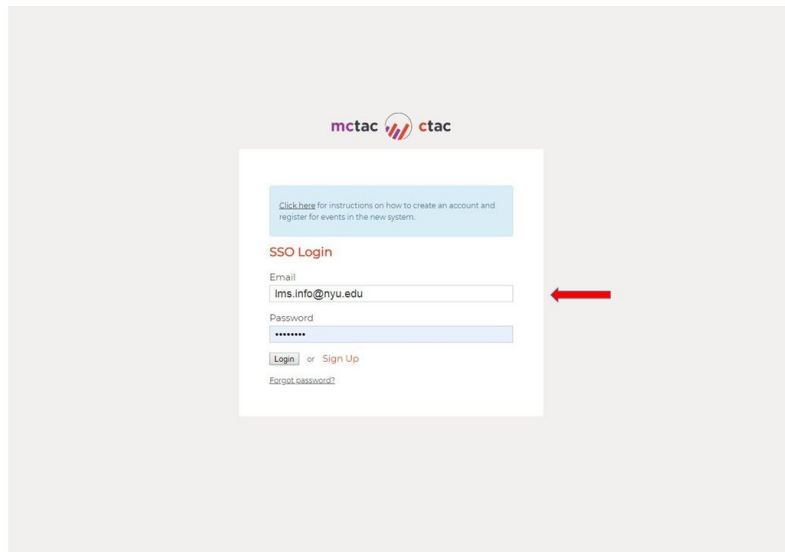
Once registration is completed, you will be taken back to the login screen. At this time you will log in using the credentials you’ve just created.

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



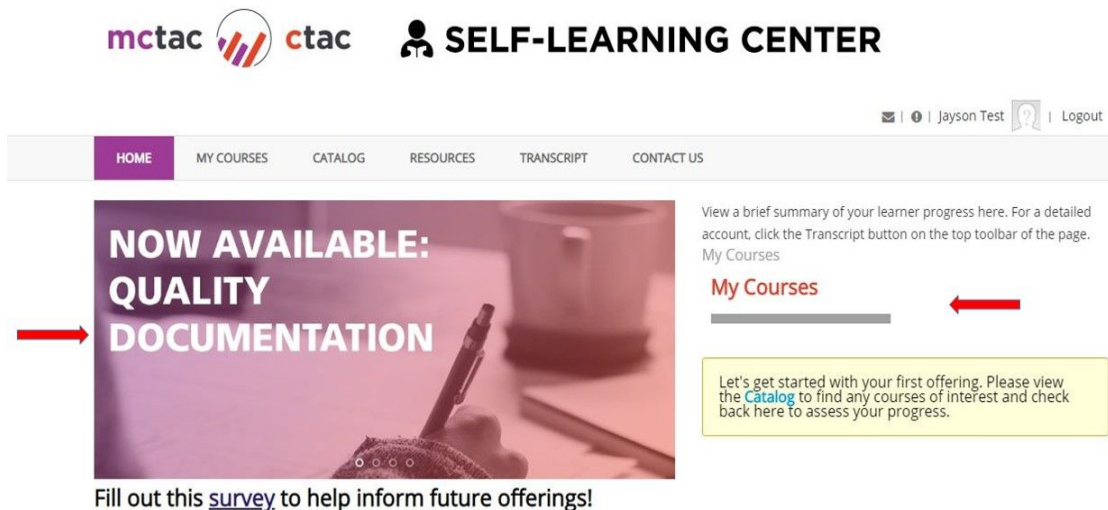
The screenshot shows the McSilver Institute website interface. At the top, there is a navigation bar with the McSilver Institute logo and name, a "Logout" button, and links for "BROWSE OTHER EVENTS", "MY EVENTS", and "MY PROFILE". Below the navigation bar, there is a breadcrumb trail: "HOME > MY UPCOMING REGISTERED EVENTS". A toggle switch allows users to switch between "Past Registered Events" and "Upcoming Registered Events". On the left, there is a sidebar with a "Browse Events by Project" dropdown menu, currently showing "CTAC/MCTAC" and "TTAC". The main content area is titled "My Upcoming Registered Events" and includes a note: "Click the down arrow to see more information. To cancel click down arrow and then unregister." Below this, there is a list of events, with the first one being "The Out of Office Experience: Strategies and Interventions for Working in the Community" on Tuesday, August 27, 2019, at Webex. The bottom of the page features the mctac and ctac logos.

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

HOME MY COURSES CATALOG RESOURCES TRANSCRIPT CONTACT US

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)

HOME MY COURSES CATALOG RESOURCES TRANSCRIPT CONTACT US SLC USER GUIDE

My Courses

**My Courses**

0%

Race, Racism, and Clinical Practice

Open

Access Code:

Submit

- 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)

HOME MY COURSES CATALOG RESOURCES TRANSCRIPT CONTACT US SLC USER GUIDE

My Courses ▶ Race, Racism, and Clinical Practice

**Race, Racism, and Clinical Practice**

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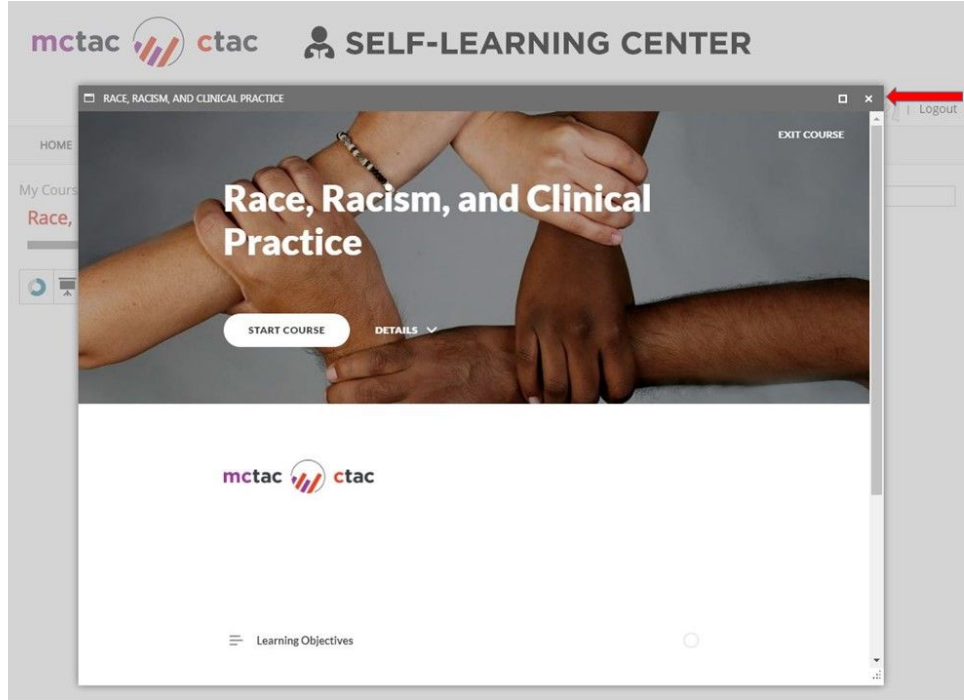
Race, Racism, and Clinical Practice

Launch

Access Code:

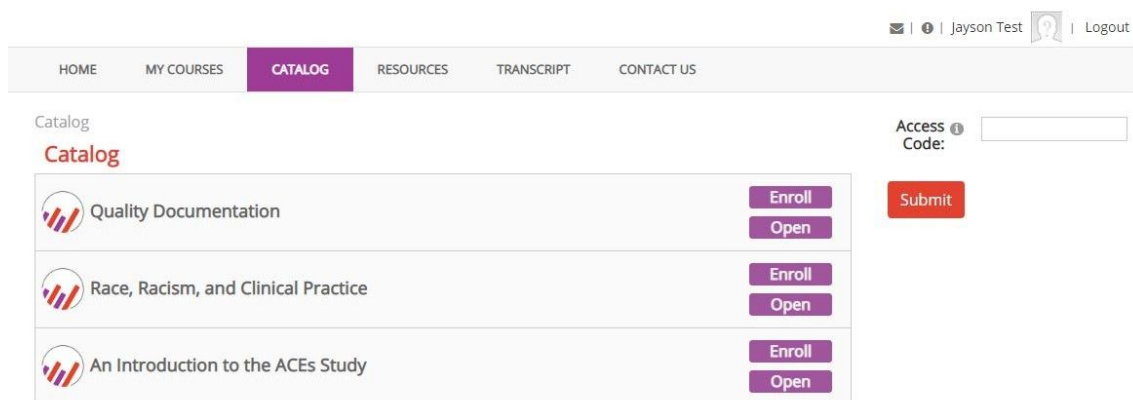
Submit

- 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




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



Catalog ▶ My Courses

## My Courses

Access Code: 


 **Quality Documentation**

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.

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 **Race, Racism, and Clinical Practice**

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 **An Introduction to the ACEs Study**

Catalog ▶ My Courses ▶ Quality Documentation

## Quality Documentation

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

Access Code: 

- To enroll in a course, click the Enroll button and to start the course, go to *My Courses*

Catalog ▶ My Courses


My Courses


 **Quality Documentation**

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.

 **Race, Racism, and Clinical Practice**

 **An Introduction to the ACEs Study**

Access Code:

ENROLL

Enrollment

Quality Documentation

Description:

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.

- 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>

Page Size: 100

1 items in 1 pages

[Refresh](#)[Export](#)

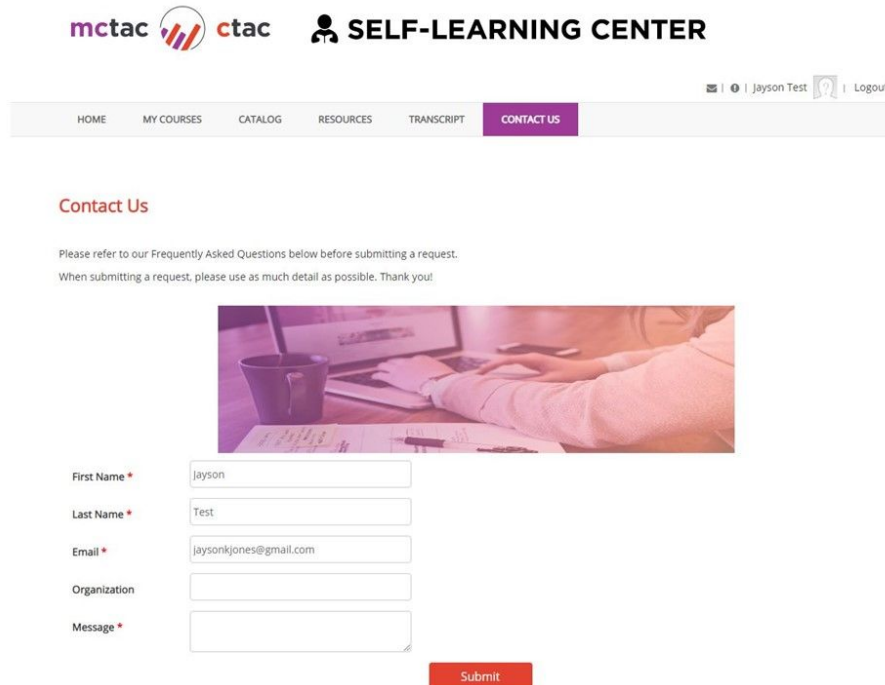
### Certificates

#### 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

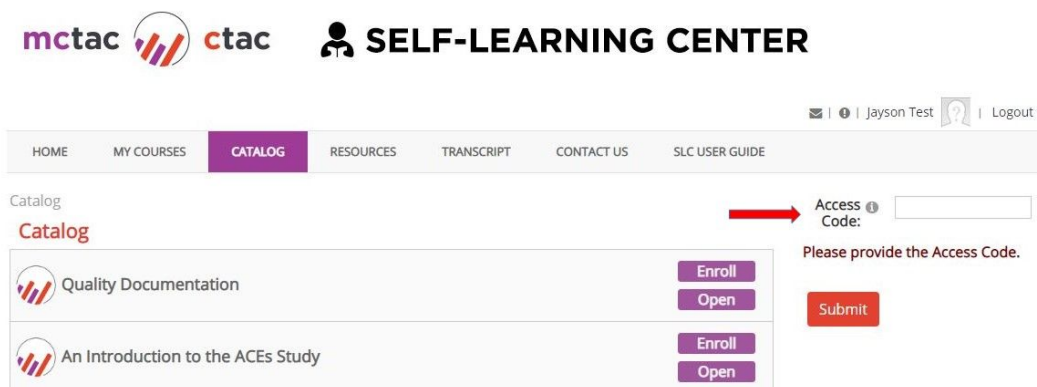


The screenshot shows the 'Contact Us' page of the SELF-LEARNING CENTER. At the top, there are logos for mctac, ctac, and the SELF-LEARNING CENTER. A navigation bar includes links for HOME, MY COURSES, CATALOG, RESOURCES, TRANSCRIPT, and CONTACT US (which is highlighted). In the top right corner, there is a user profile for 'Jayson Test' with a help icon and a 'Logout' link. The main heading is 'Contact Us' in red. Below it, a message states: '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 on a laptop with a mug. The form fields are: 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 at the bottom right.

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

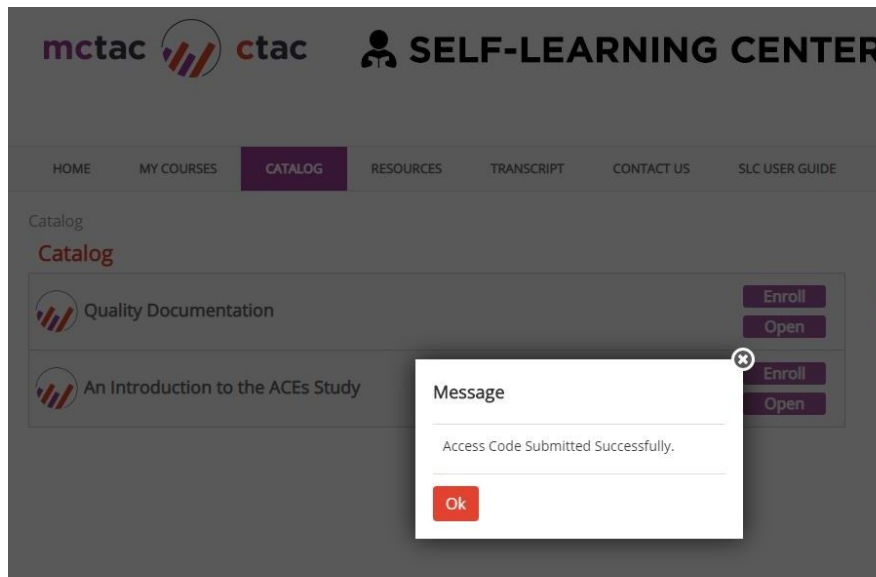
## Access Codes

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

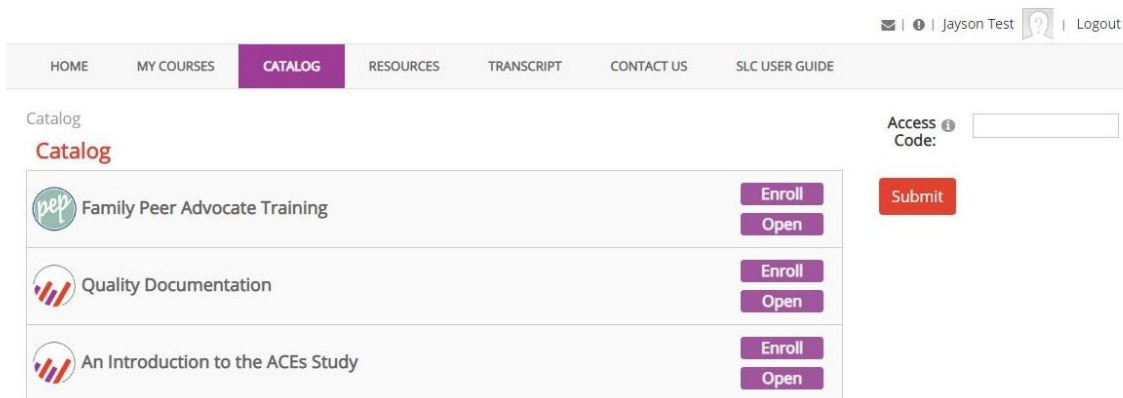


The screenshot shows the 'Access Codes' page. At the top, there are logos for mctac, ctac, and the SELF-LEARNING CENTER. A navigation bar includes links for HOME, MY COURSES, CATALOG (highlighted), RESOURCES, TRANSCRIPT, CONTACT US, and SLC USER GUIDE. In the top right corner, there is a user profile for 'Jayson Test' with a help icon and a 'Logout' link. The main heading is 'Catalog' in red. Below it, there is a table with two rows of content. The first row is 'Quality Documentation' with 'Enroll' and 'Open' buttons. The second row is 'An Introduction to the ACEs Study' with 'Enroll' and 'Open' buttons. To the right of the table, there is a red arrow pointing to an 'Access Code' input field. Below the input field, there is a message: 'Please provide the Access Code.' and a red 'Submit' button.

- 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)