

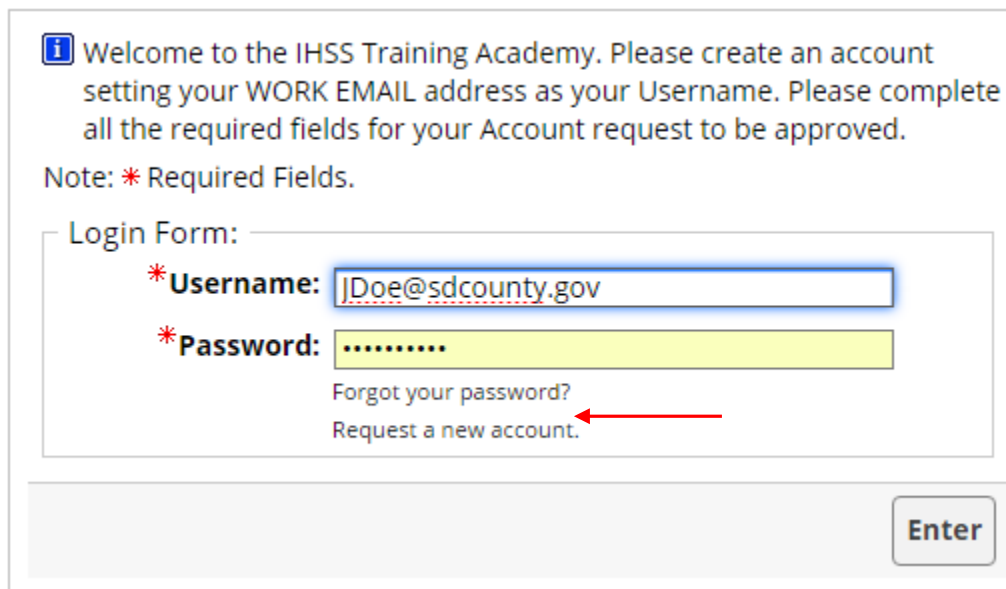
### Summary:

The below document contains the procedures for completing the following items in the *IHSS Training Academy* LMS system:

- [Creating a New Account](#)
- [Updating an Existing Account](#)
- [Resetting a password](#)
- [Registering for a Course\Class](#)

### IHSS Training Academy New Account Setup

1. Click the link below to go the IHSS Training Academy LMS website:  
[https://gm1.geolearning.com/geonext/sdsu/login\\_geo](https://gm1.geolearning.com/geonext/sdsu/login_geo)
2. Go to the [Login Form](#) area
3. Underneath [Username and Password](#), there will be two options.



**i** Welcome to the IHSS Training Academy. Please create an account setting your WORK EMAIL address as your Username. Please complete all the required fields for your Account request to be approved.

Note: \* Required Fields.

Login Form:

\* Username:

\* Password:

[Forgot your password?](#)

[Request a new account.](#)


Enter

***Forgot your password?*** - Click [Forgot your password?](#) If you have an existing account and do not remember your password to log into the LMS system.

***Request a new account-*** Click on [Request a new account](#) to create an account in the LMS system.  
\*Remember this process can take up to 1-2 business days for approval.

### Requesting a New account-

1. Click on [Request a new account](#) to create an account in the LMS system.
2. The system will bring up a registration form.

 Please enter the following information to create an account.  
Note: \* Required Fields.

\* Username:   
For the Username field, alphanumeric characters including dot, hyphen, plus sign, underscore and @ can be used. Spaces are not allowed.

\* First Name:  Initial:

\* Last Name:

\* Email Address:

\* Confirm Email Address:

\* Address:

\* City:

\* Postal Code Type:  US ZIP  Foreign Postal Code  APO

\* Postal Code:

\* Office Telephone:

\* 4-Digit PIN:  (Type: number)

\* Agency/Employer Name:

\* County:

\* Educational Level:

\* Job Title:

\* Manager\Supervisor Name:

\* Manager\Supervisor Name Email Address:

\* Number of Years at Current Agency/Employer:

\* Number of Years in Current Position:

\* Region:

#### Remember the following items when creating your profile:

1. Username ***must be*** your Work Email Address.
2. Address ***must be*** your Agency/Employer Address.
3. All fields with a red asterisk are required to complete your profile.
4. Please create a unique 4-Digit PIN. This will be used to identify your account as being unique and to prevent duplication.

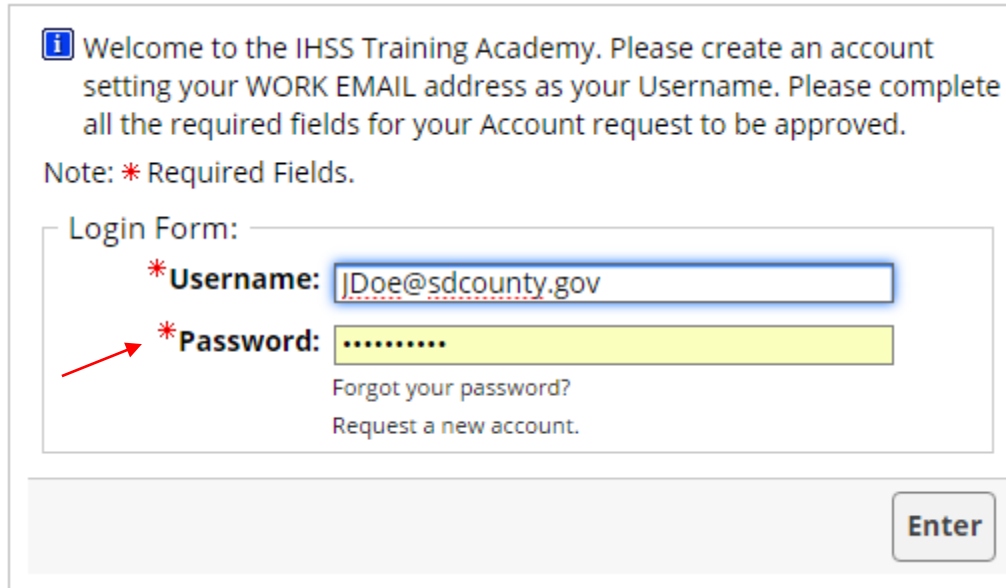
Cancel

Create Account 

3. Fill out all required fields (*all items with a red asterisk*), then click the button "[Create Account](#)", in the bottom right corner to submit your request.
4. Your request for a new account has been submitted. Please remember this process can take up to 1-2 business days for approval. Please do not submit multiple account requests, as this can lengthen this process.

### Existing Account-

1. Click the link below to go the\_IHSS Training Academy LMS website:  
<https://gm1.geolearning.com/geonext/sdsu/login.geo>
2. Go to the [Login Form](#) area.



**i** Welcome to the IHSS Training Academy. Please create an account setting your WORK EMAIL address as your Username. Please complete all the required fields for your Account request to be approved.

Note: \* Required Fields.

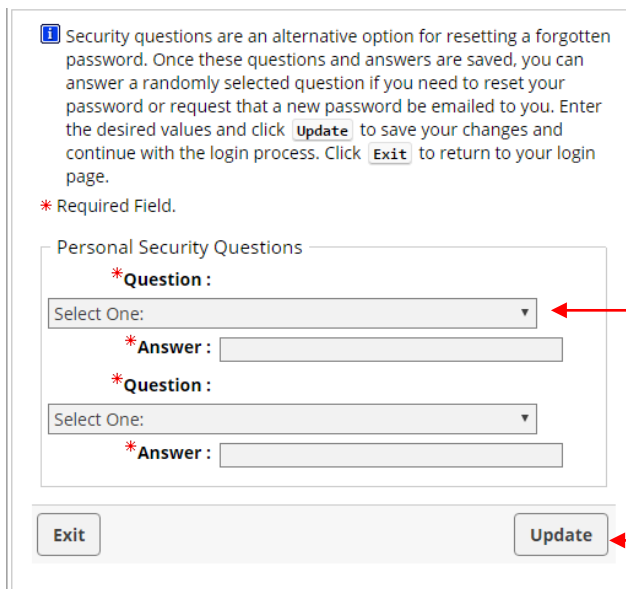
Login Form:

\* Username:

\* Password:

[Forgot your password?](#)  
[Request a new account.](#)

3. Input your [Username](#) (Work Email Address) and [Password](#).
4. The system will prompt you to fill out 2 Security Questions. Choose two options from the drop-down list, then click [Update](#) in the bottom right corner.



**i** Security questions are an alternative option for resetting a forgotten password. Once these questions and answers are saved, you can answer a randomly selected question if you need to reset your password or request that a new password be emailed to you. Enter the desired values and click [Update](#) to save your changes and continue with the login process. Click [Exit](#) to return to your login page.

\* Required Field.

Personal Security Questions

\* Question :  
Select One:


\* Answer :

\* Question :  
Select One:

\* Answer :

5. Once in the system, go to the top right corner of your screen and click "[My Profile](#)".
6. Please review and fill out any missing information in your LMS Profile. ***\*Remember all fields with a Red asterisk are required fields\*.***

## IHSS Training Academy Account and Class Registration.

 Please enter the following information to create an account.

Note: \* Required Fields.

\* Username:   
For the Username field, alphanumeric characters including dot, hyphen, plus sign, underscore and @ can be used. Spaces are not allowed.

\* First Name:  Initial:

\* Last Name:

\* Email Address:

\* Confirm Email Address:

\* Address:

\* City:

\* Postal Code Type:  US ZIP  Foreign Postal Code  APO

\* Postal Code:

\* Office Telephone:

\* 4-Digit PIN:  (Type: number)

\* Agency/Employer Name:

\* County:

\* Educational Level:

\* Job Title:

\* Manager\Supervisor Name:

\* Manager\Supervisor Name Email Address:

\* Number of Years at Current Agency/Employer:

\* Number of Years in Current Position:

\* Region:

### Remember the following items when updating your profile:

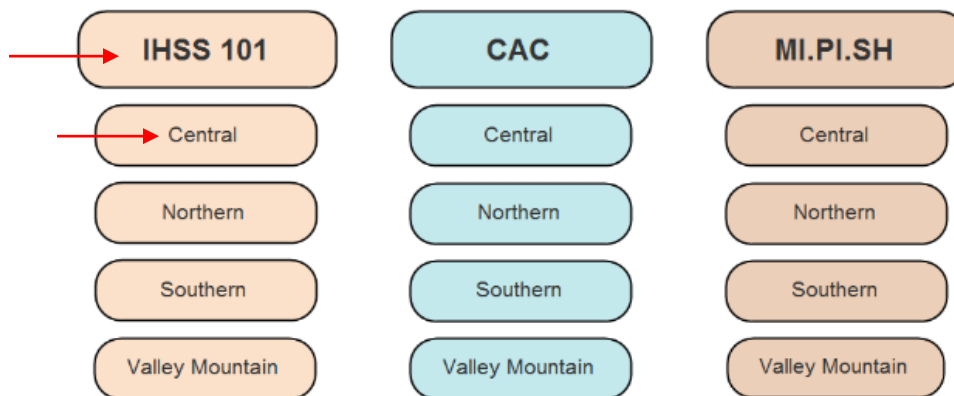
1. Username ***must be*** your Work Email Address.
2. Address ***must be*** your Agency/Employer Address.
3. All fields with a red asterisk are required to complete your profile.
4. Please create a unique 4-Digit PIN. This will be used to identify your account as being unique and to prevent duplication.

7. Once complete, hit "Update" in the bottom right corner to save your Profile Information.

## Register for a Course\Class-

1. Log into the LMS system
2. Under the [My Home](#) tab, go to the section labeled "[IHSS TRAINING ACADEMY ALL AVAILABLE COURSES](#)".
3. Search for classes by Course Name or by Region, by clicking on the corresponding button.

## **IHSS TRAINING ACADEMY ALL AVAILABLE COURSES**



4. Browse through the search results to find the desired class you would like to sign-up for.
5. Click on the name of the Course to find out more details about the class and to enroll.

[My Home](#) | [My Transcript](#)

---

**Search**

► [Show Options...](#)

---

[IHSS 101 Winter 17- Alameda County](#)  
 Type: **Instructor Led Class** Start Date: **1/3/2017 8:00 AM (America/Los\_Angeles)**  
 CENTRAL REGION- This training will provide an overview of the history of IHSS, the programs offered by IHSS and their eligibility requirements, and the rules and regulations of IHSS. Additionally this training will cover how to appropriately conduct assessments, home visits, and interviews, an [...] [Show details](#)

[IHSS 101 Winter 17- Los Angeles County](#)  
 Type: **Instructor Led Class** Start Date: **1/10/2017 8:00 AM (America/Los\_Angeles)**  
 SOUTHERN REGION- This training will provide an overview of the history of IHSS, the programs offered by IHSS and their eligibility requirements, and the rules and regulations of IHSS. Additionally this training will cover how to appropriately conduct assessments, home visits, and interviews, a [...] [Show details](#)

[IHSS 101 Winter 17- Sacramento County](#)  
 Type: **Instructor Led Class** Start Date: **1/17/2017 8:00 AM (America/Los\_Angeles)**  
 CENTRAL REGION- This training will provide an overview of the history of IHSS, the programs offered by IHSS and their eligibility requirements, and the rules and regulations of IHSS. Additionally this training will cover how to appropriately conduct assessments, home visits, and interviews, an [...] [Show details](#)

## IHSS Training Academy Account and Class Registration.

6. Review the details, dates, and location of the classes.
7. Once you have determined if the Course and all 3 corresponding classes fit with your schedule, click “[Enroll in this Class](#)” in the bottom right corner.

Course Catalog: Class Details

Course: In Home Supportive Services 101 Close Record

To enroll in a class below click [enroll in this class](#) . To see how a class below fits into your schedule click [view my class schedule](#) .

Class Details: IHSS 101 Winter 17- Alameda County

**Course Name:** In Home Supportive Services 101  
**Class Name:** IHSS 101 Winter 17- Alameda County  
**Class Code:** IHSS062/2017.01.03to05/Alameda

**Class Description:** CENTRAL REGION- This training will provide an overview of the history of IHSS, the programs offered by IHSS and their eligibility requirements, and the rules and regulations of IHSS. Additionally this training will cover how to appropriately conduct assessments, home visits, and interviews, and how to fill out program forms, and comply with proper documentation procedures. Course content is delivered through multiple modalities including lecture, discussion, and group and individual activities.

**Private Class:** No  
**Maximum Class Capacity:** 35  
**Open Seats:** 35  
**Class Cost to Learner:** \$0.00  
**Class Region:** Central Region

Class Session Schedule

Session Name	Location	Classroom	Address 1	Address 2	City	State	Postal Code	Times	Instructor(s)
Session 1	Alameda Adult and Aging Department	Alameda Suite 300	6955 Foothill Blvd	N/A	Oakland	CALIFORNIA	94605	Tuesday, January 3, 2017 8:00 AM to 4:30 PM (America/Los_Angeles) (UTC -08:00 )	N/A
Session 2	Alameda Adult and Aging Department	Alameda Suite 300	6955 Foothill Blvd	N/A	Oakland	CALIFORNIA	94605	Wednesday, January 4, 2017 8:00 AM to 4:30 PM (America/Los_Angeles) (UTC -08:00 )	N/A
Session 3	Alameda Adult and Aging Department	Alameda Suite 300	6955 Foothill Blvd	N/A	Oakland	CALIFORNIA	94605	Thursday, January 5, 2017 8:00 AM to 4:30 PM (America/Los_Angeles) (UTC -08:00 )	N/A

View My Class Schedule [Enroll in this Class](#)

8. The system will notify you that you have successfully enrolled in the class. If you have enrolled by mistake, you can click the “[Drop Course](#)” button in the bottom right corner, to be removed from the Class Roster.
9. You will also receive a confirmation email that you have been enrolled in the class.

In Home Supportive Services 101 Close Record

Progress: Not Attempted Status: Enrolled Required: No

**Notice: Enrollment Successful**  
You have been successfully enrolled in the class.

Activities Details Scheduled Classes

[Drop Class](#) [Drop Course](#)