



Homeland Security and Emergency Services

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

What is DHSES LMS?

- DHSES LMS is an online application accessible to Students to provide a simple, streamlined process that will allow them to:
 - View all Current and Upcoming Trainings Being Offered by DHSES
 - Register for DHSES Trainings
 - Request a DHSES LMS Account (*if the Student is Brand New to DHSES, or Has NEVER Taken Any DHSES Trainings Before*)
 - Submit Up To Date Personal Information to DHSES

How Do Students Get Started Using DHSES LMS?

- To Register for DHSES Trainings, a DHSES LMS User Account is Required:
 - **For Brand New Students:** If you have NEVER taken a training with DHSES before, you will need to request that a DHSES LMS Account be created for you.
 - **For Existing Students:** If you have taken at least one training with DHSES (in the last 10 years), then you should have received a communication from DHSES as to what your DHSES LMS username and temporary password are. If you have not, please contact DHSES at: **LMS@DHSES.NY.GOV**
- **NOTE:** To View Available DHSES Trainings, a DHSES LMS User Account is NOT Required
- To Access DHSES LMS Please Follow this Link:

<https://lmsportal-dhses.ny.gov/acadisviewer/login.aspx>



How Do Students View Available DHSES Trainings?

- Anyone can view Available DHSES Trainings; doing so does not require a DHSES LMS User Account. To view DHSES Trainings click **'Available Training'** as shown below.



 **NEW YORK STATE** | **Homeland Security and Emergency Services** LEARNING MANAGEMENT SYSTEM  POWERED BY THE **ACADIS**® READINESS SUITE

Sign in

E-mail address (Username)

Password

[Reset your password](#)

[Sign in](#)

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

The Training Academy you choose will not limit your ability to take training with any other training Academies of DHSES. This will help the training Academy to assign you to one of our DHSES LMS administrators.

Resources

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

Technical Support

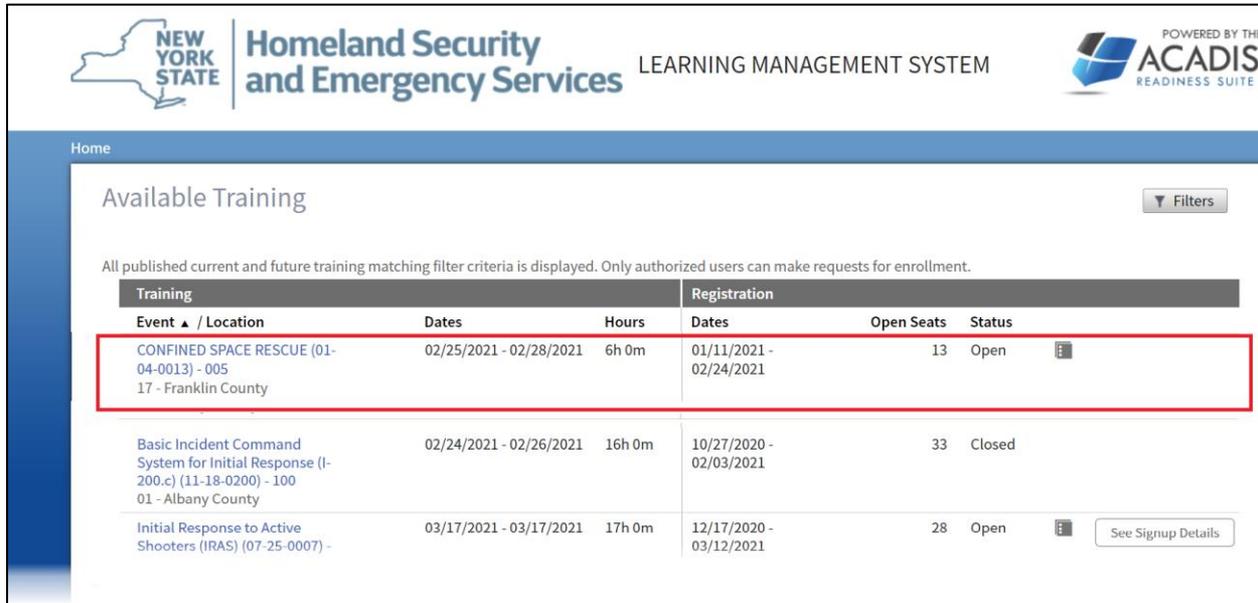
For technical support, questions, or comments on this site, please contact:

via e-mail: LMS@dhSES.ny.gov

For specific questions about the training programs, please contact the appropriate Training Academy from one of the DHSES Offices listed below:

How Do Students View Available DHSES Trainings?

- This is an example of how DHSES Trainings are displayed in the DHSES LMS. By clicking on an individual training link as shown below, the specific details of that training will be displayed.



The screenshot displays the 'Available Training' section of the DHSES LMS. The header includes the New York State logo, 'Homeland Security and Emergency Services', 'LEARNING MANAGEMENT SYSTEM', and 'POWERED BY THE ACADIS READINESS SUITE'. Below the header, there is a 'Home' link and a 'Filters' button. A message states: 'All published current and future training matching filter criteria is displayed. Only authorized users can make requests for enrollment.' The training is listed in a table with columns for Training, Dates, Hours, Registration Dates, Open Seats, and Status. The first row, 'CONFINED SPACE RESCUE (01-04-0013) - 005 17 - Franklin County', is highlighted with a red border. The second row is 'Basic Incident Command System for Initial Response (I-200.c) (11-18-0200) - 100 01 - Albany County'. The third row is 'Initial Response to Active Shooters (IRAS) (07-25-0007) -' with a 'See Signup Details' button next to it.

Training	Dates	Hours	Registration	Open Seats	Status
Event ▲ / Location			Dates		
CONFINED SPACE RESCUE (01-04-0013) - 005 17 - Franklin County	02/25/2021 - 02/28/2021	6h 0m	01/11/2021 - 02/24/2021	13	Open
Basic Incident Command System for Initial Response (I-200.c) (11-18-0200) - 100 01 - Albany County	02/24/2021 - 02/26/2021	16h 0m	10/27/2020 - 02/03/2021	33	Closed
Initial Response to Active Shooters (IRAS) (07-25-0007) -	03/17/2021 - 03/17/2021	17h 0m	12/17/2020 - 03/12/2021	28	Open

How Do Students View Available DHSES Trainings?

- This is an example of the specific details that are displayed after selecting an individual DHSES Training.

LEARNING MANAGEMENT SYSTEM

DHSES Available Trainings Registration WebForms



Training & Events

Training Event Details

CONFINED SPACE RESCUE (01-04-0013) - 005

Identification and awareness make reasonable judgments in confined space rescue situations

Provides identification and awareness information to allow students to make reasonable judgments in confined space rescue situations. It includes topics such as regulations, response planning, hazard types, personal protective equipment, retrieval equipment, and air quality. Case histories and student exercises provide opportunities to practice planning skills for confined space rescue response, as well as evaluate past incidents.

Designed for: All emergency response personnel
 Course Length: 6 hours
 Course number : 01-04-0014
 Course Location(s): Academy, SPTC,
 Locally via Outreach

Training Dates	02/25/2021 - 02/28/2021
Prerequisites	Fire Academy - Lodging Required
Registration Dates	01/11/2021 - 02/24/2021
Available Seats	13
Hours	6h 0m
Fee	None Specified
Training Location	17 - Franklin County
Reporting Instructions	None Specified



How Do Students Request a DHSES LMS Account?

- Brand new students who have never taken a DHSES Training, must first submit a request to have a DHSES LMS account created for them by DHSES Staff.
- To create a DHSES LMS Request, click on **'WebForms'**.

NEW YORK STATE | **Homeland Security and Emergency Services** LEARNING MANAGEMENT SYSTEM | **ACADIS** POWERED BY THE READINESS SUITE

Sign in

E-mail address (Username)

Password

Reset your password

Sign in

✘ Chrome is currently blocking pop-up windows, which may prevent many features from functioning properly. Please update your pop-up blocker to allow pop-ups for this site or contact your support personnel for assistance.

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New DHSES LMS Users

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

The Training Academy you choose will not limit your ability to take training with any other Training Academies of DHSES. This will help the Training Academy to assign you to one of our DHSES LMS administrators.

DHSES Training Academies

- Office of Disaster Recovery (DR)

Resources

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

Technical Support

For technical support, questions, or comments on this site, please contact:

via e-mail: LMS@dhSES.ny.gov

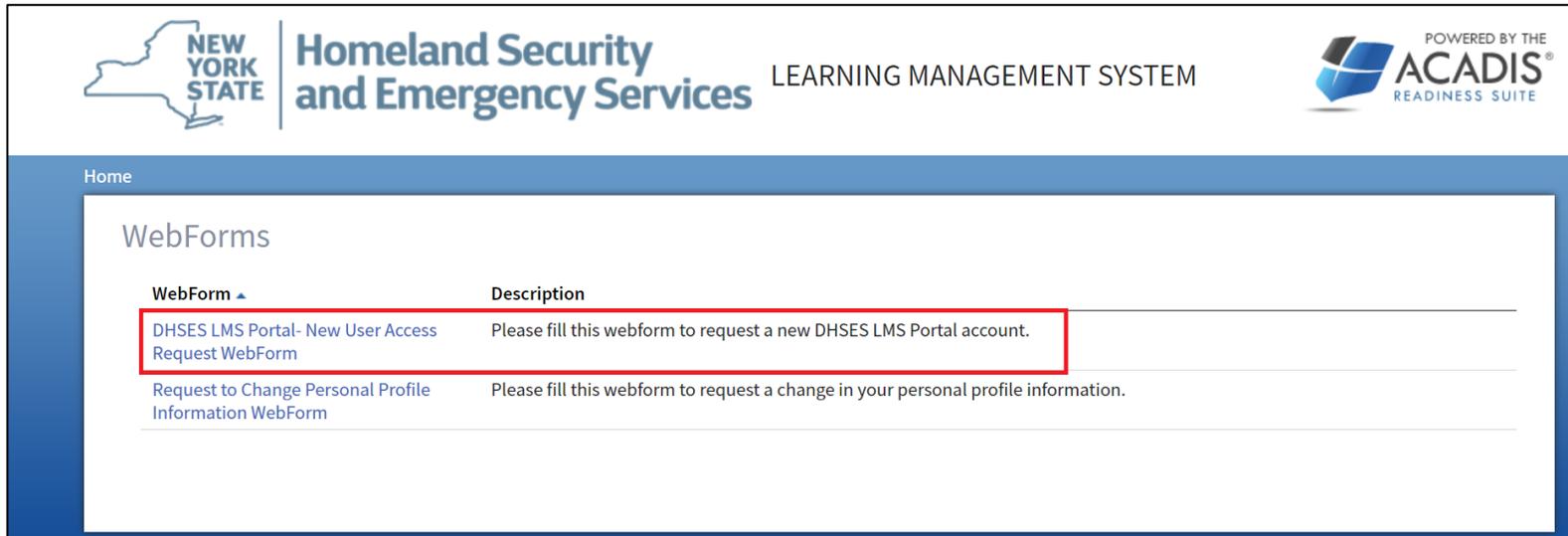
For specific questions about the training programs, please contact the appropriate Training Academy from one of the DHSES Offices listed below:

DR: (518) 292-2293
OEM: (518) 292-2351

NEW YORK STATE | **Homeland Security and Emergency Services**

How Do Students Request a DHSES LMS Account?

- Next click ***'DHSES LMS Portal- New User Access Request WebForm'***



The screenshot displays the DHSES LMS Portal interface. At the top, there is a header with the New York State logo, the text 'Homeland Security and Emergency Services', 'LEARNING MANAGEMENT SYSTEM', and the ACADIS logo. Below the header is a blue navigation bar with 'Home' on the left. The main content area is titled 'WebForms' and contains a table with two columns: 'WebForm' and 'Description'. The first row is highlighted with a red border, indicating the target webform.

WebForm ▲	Description
DHSES LMS Portal- New User Access Request WebForm	Please fill this webform to request a new DHSES LMS Portal account.
Request to Change Personal Profile Information WebForm	Please fill this webform to request a change in your personal profile information.

How Do Students Request a DHSES LMS Account?

- The **'New User Access Request WebForm'** is displayed. All required fields that must be completed are marked with an asterisk (*) as shown below. All other fields not marked with an asterisk are optional. Upon completion click **'Submit'** this will forward the completed DHSES LMS Account Request to DHSES staff. Requests will take 2-3 days to be reviewed and processed, Students should expect a separate email notification in response.

DHSES LMS Portal- New User 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) ?

* First Middle * Last Suffix

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

* Primary Email Address ?

Secondary/Work Email Address

* Date of Birth(MM/DD/YYYY) 📅

more ▾

Back



How Do Students Log Into DHSES LMS?

- To log into DHSES LMS, Students will provide their username (email address) and password then click **'Sign In'** as shown below: *(Please note: the DHSES LMS works best with pop-up blockers disabled).*

NEW YORK STATE | **Homeland Security and Emergency Services** LEARNING MANAGEMENT SYSTEM | **POWERED BY THE ACADIS[®] READINESS SUITE**

Sign in

E-mail address (Username)

Password

[Reset your password](#)

[Sign in](#)

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Resources

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

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via e-mail: LMS@dhses.ny.gov

For specific questions about the training programs, please contact the appropriate Training Academy from one of the DHSES Offices listed below:

How Do Students Log Into DHSES LMS?

- Upon logging into DHSES LMS, all Students must agree to DHSES' conduct policy before proceeding any further. Students will do so by clicking **'I Agree'** as shown below:

Rules of Behavior

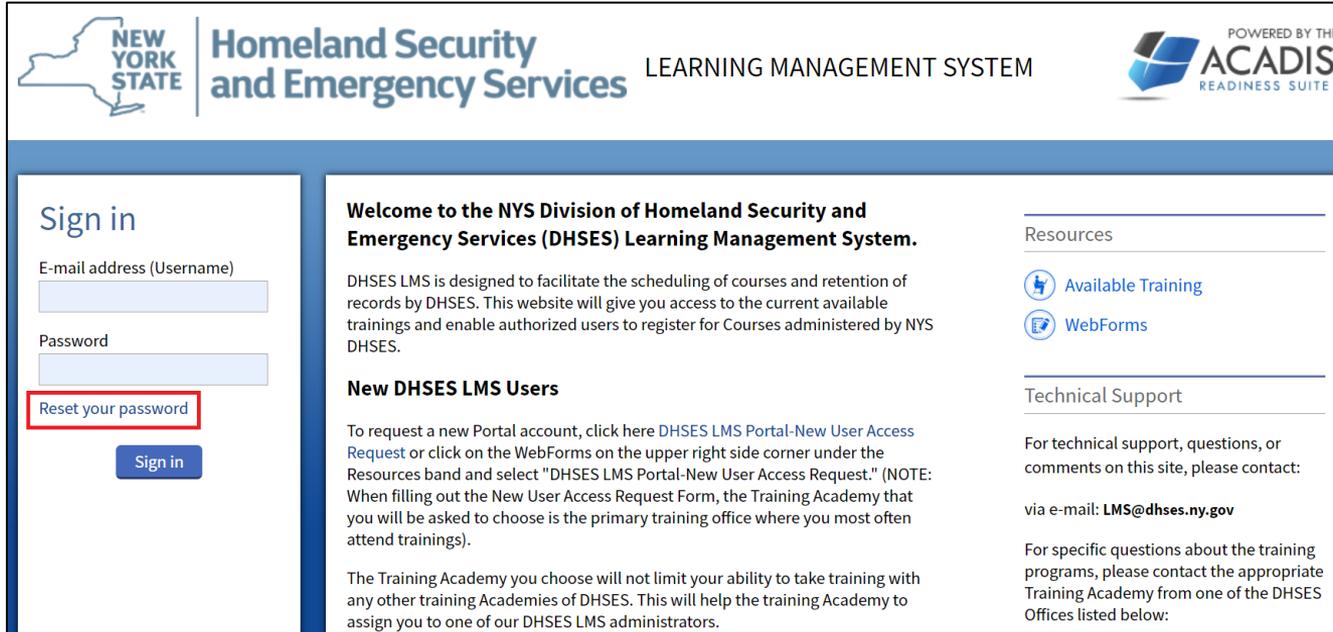
- You must conduct only authorized business on the system.
- Your level of access to systems and networks is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify your Acadis supervisor or Envisage at 888-313-8324.
- You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; an Envisage employee should never ask you to reveal them.

[Print Terms](#) | [I Do Not Agree](#)



How Do Students Reset Their Password?

- To Reset their password, a Student will click on **'Reset Your Password'** as shown below.



The screenshot displays the DHSES Learning Management System interface. At the top left is the New York State logo, followed by the text "Homeland Security and Emergency Services" and "LEARNING MANAGEMENT SYSTEM". On the top right is the ACADIS logo with the text "POWERED BY THE ACADIS READINESS SUITE".

The main content area is divided into three columns:

- Left Column (Sign in):** Contains a "Sign in" heading, an "E-mail address (Username)" input field, a "Password" input field, a "Reset your password" link (highlighted with a red box), and a "Sign in" button.
- Middle Column:** Features a "Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System." heading, a paragraph about the system's purpose, a "New DHSES LMS Users" heading, and instructions on how to request a new account.
- Right Column:** Includes a "Resources" section with links for "Available Training" and "WebForms", and a "Technical Support" section with contact information for technical assistance.

How Do Students Reset Their Password?

- Next, Student's will enter their email address and click 'Continue' as shown below. Subsequently Students will receive an email with their temporary password. Upon logging in successfully, Students will be prompted to change their password.

Reset Your Password

In the field below, enter the email address that you use to sign in. After you click **Continue**, a link to reset your password will be emailed to you. If you do not receive a reset email within 30 minutes, please try again. The link will be valid for 24 hours.

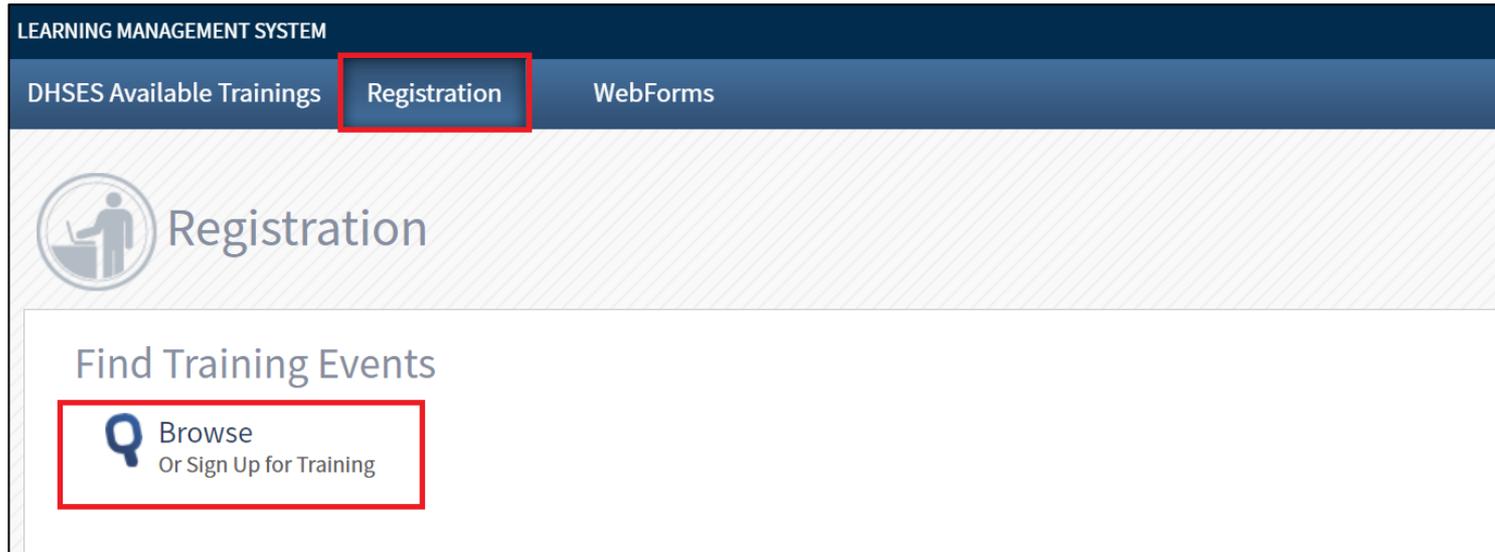
* Email Address

Cancel



How Do Students Register for DHSES Trainings?

- After logging into DHSES LMS, Students will search for DHSES trainings they want to register for. As shown below, Students can click **'Registration'** from the DHSES LMS navigation pane and then click **'Browse or Sign Up for Training'** as shown below.



The screenshot shows the DHSES Learning Management System (LMS) interface. At the top, there is a dark blue header with the text "LEARNING MANAGEMENT SYSTEM". Below this, a navigation bar contains three items: "DHSES Available Trainings", "Registration" (highlighted with a red box), and "WebForms". The main content area has a light gray background with a diagonal line pattern. It features a circular icon of a person at a computer, followed by the word "Registration". Below this, there is a section titled "Find Training Events" which contains a button with a magnifying glass icon and the text "Browse Or Sign Up for Training" (the button is also highlighted with a red box).

How Do Students Register for DHSES Trainings?

- From the results that are returned, Students can view the specific details of a training by clicking on its name; or they can begin the registration process by clicking on the training's **'Register'** button as shown below.

LEARNING MANAGEMENT SYSTEM

DHSES Available Trainings Registration WebForms

 Registration
Browse Training

Available Training Filters

All published current and future training matching filter criteria is displayed.

Training			Registration			
Event ▲ / Location	Dates	Hours	Dates	Open Seats	Status	
DCJS SWAT Operators (07-19-0029) - 002 State Preparedness Training Center (SPTC)	06/01/2021 - 07/09/2021		03/03/2021 - 05/27/2021	19	Open	 Register
Rescue Task Force for Law Enforcement (07-19-0009) - 002 State Preparedness Training Center (SPTC)	04/01/2021 - 04/01/2021		01/01/2021 - 03/27/2021	17	Open	Register



How Do Students Register for DHSES Trainings?

- When viewing the details of a DHSES Training, it is important that Students pay attention to any **prerequisites** the training may have. In addition, the prerequisites also communicate important information the Student needs to provide if for example they are to be eligible for lodging.

LEARNING MANAGEMENT SYSTEM

DHSES Available Trainings
Registration
WebForms

DCJS Reality Based Training Instructor Course (07-19-0028) - 003

DCJS Reality Based Training Instructor Course

The Reality Based Training Instructor course was designed to prepare instructors to conduct reality-based training, in accordance with Municipal Police Training Council guidelines. The course consists of 5 days training and combines lectures and practical exercises with a focus on safety, equipment, training principles, and methodologies designed to give trainers the skills necessary to develop and conduct scenario-based training. In order to attend this training, students must be certified firearms or defensive tactics instructors. Seating will be limited, and not everyone who registers will get to attend. Preference will be given to those instructors who will be utilized to teach these skills at local training academies.

Topics Include
Physiology effects of high stress, safely conducting reality based training, equipment used, scenario development and planning, use of force review and practical exercises.

Course Provider
Division of Criminal Justice Services and the State Preparedness Training Center.

Training Dates 04/05/2021 - 04/06/2021

Prerequisites

Do you want lodging?

What is the County where you report to work?

Select your Residence County:

To attend this course you must meet one of the criteria listed below as defined in NYS CPL and be authorized to carry a firearm in the course of your official duties.

Select the criteria that best describes you.

What discipline are you representing for this course?

Are you a Certified Firearms or Defensive Tactics Instructor (DCJS)? You must email your DCJS certificate to SPTC. Info@dhses.ny.gov.



How Do Students Register for DHSES Trainings?

- After clicking the **'Register'** button for a DHSES Training; if a Student has already registered for DHSES Trainings previously, DHSES LMS will display a similar screen to the one shown below. This is just to make sure the Student is aware of this fact in order to avoid any scheduling conflicts. To proceed past this, click the **'Continue Registration'** button as shown below.

LEARNING MANAGEMENT SYSTEM Federico, JB -

DHSES Available Trainings Registration WebForms

Registration
Request Enrollment for Training Event

Request Enrollment
Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

REGISTRANT INFORMATION

Course DCJS SWAT Operators (07-19-0029) - 002

* Registrant Federico, JB (NY0405804)

REGISTRATION PREFERENCES

Enrollment requests for this student already exist with other courses. You may register for "DCJS SWAT Operators (07-19-0029) - 002" independently, or add it to existing registration preferences, making other registrations in a list inactive.

Click "Continue Registration" to request enrollment in addition to other courses, or drag below to prioritize the course as an alternative to other courses.

Course	Status	Center	Dates
DCJS SWAT Operators (07-19-0029) - 002	<input type="radio"/> Pending (Registered)	State Preparedness Training Center (SPTC)	06/01/2021 - 07/09/2021
Initial Response to Active Shooters (IRAS) (07-25-0007) (2)	Requesting 1 of 2		
1 Initial Response to ...07-25-0007) - 002	<input type="radio"/> Pending (Registered)	State Preparedness Training Center (SPTC)	03/17/2021 - 03/17/2021

You may not prioritize the course below the pending enrollment request.

In addition, this student is already enrolled in the following Courses

Course	Dates
Rescue Task Force fo...07-19-0009) - 001	03/22/2021 - 03/23/2021

* Required Information Cancel **Continue Registration**



How Do Students Register for DHSES Trainings?

- To register for a DHSES Training, Students must complete all sections of the form that is displayed and provide all the information that is required.

The screenshot shows a web interface for the Learning Management System. At the top, there is a dark blue header with the text "LEARNING MANAGEMENT SYSTEM". Below this, a navigation bar contains three items: "DHSES Available Trainings", "Registration", and "WebForms". The main content area has a light gray background with a diagonal line pattern. On the left, there is a circular icon of a person at a desk, followed by the heading "Registration" and the sub-heading "Request Enrollment for Training Event". The main heading is "Request Enrollment", followed by a paragraph of instructions: "Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)". Below this is a section titled "REGISTRANT INFORMATION" with a red border. Inside this section, the "Course" field is highlighted with a red box and contains the text "DCJS SWAT Operators (07-19-0029) - 002" with a dropdown arrow. Below the course field, the "Registrant" field is labeled with an asterisk and contains "Smith, JB (NY0405804)". The "Sending Organization" field contains "No employment is recorded". The "Student Supervisor" field contains "No supervisor is available in Acadis".

LEARNING MANAGEMENT SYSTEM

DHSES Available Trainings Registration WebForms

 Registration
Request Enrollment for Training Event

Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

REGISTRANT INFORMATION

Course DCJS SWAT Operators (07-19-0029) - 002 

* Registrant Smith, JB (NY0405804)

Sending Organization No employment is recorded

Student Supervisor No supervisor is available in Acadis

How Do Students Register for DHSES Trainings?

- Prerequisites allow Students to provide required information as it relates to their eligibility to take a DHSES Training or communicate any needs they may have such as the need for lodging. Student's will click on each **'Update Fulfillment'** button for each prerequisite as shown below.

LEARNING MANAGEMENT SYSTEM

DHSES Available Trainings Registration WebForms

REGISTRANT PREREQUISITES

Do you require lodging? ⓘ This prerequisite is not fulfilled. [Update Fulfillment](#)

To attend this course you must meet one of the criteria listed below as defined in NYS CPL and be authorized to carry a firearm in the course of your official duties. Select the criteria that best describes you. ⓘ This prerequisite is not fulfilled. [Update Fulfillment](#)

Discipline You Are Representing For This Course ⓘ This prerequisite is not fulfilled. [Update Fulfillment](#)

County Where Your WORK Office Is Located *If you are from outside NY State use the last item in list - Out of State - Not Listed ⓘ This prerequisite is not fulfilled. [Update Fulfillment](#)

County Where You LIVE **If you are from outside NY State use the last item in list-Out of State-Not Listed ⓘ This prerequisite is not fulfilled. [Update Fulfillment](#)

[more](#)

* Required Information [Cancel](#) | [Finish Later](#) | [Submit Request](#)



How Do Students Register for DHSES Trainings?

- There are generally 4 steps in completing a prerequisite in DHSES LMS as shown below:
 1. Completing the actual prerequisite
 2. Providing clarifying comments as they are needed
 3. Marking the prerequisite as complete; Students do have the option to save their progress and come back to the complete the prerequisite by selecting ***'I Want to Finish Later'***
 4. Clicking **'Save'**

The screenshot displays the 'Registration' page in the Learning Management System (LMS). The page title is 'Registration' with the subtitle 'Request Enrollment for Training Event with Prerequisites'. The user is logged in as 'Federico, JB'. The page is divided into three tabs: 'DHSES Available Trainings', 'Registration', and 'WebForms'. The 'Registration' tab is active. The main content area is titled 'Update Prerequisite' and contains the following fields:

- A required field: '* Do you require lodging?' with a 'Show Instructions' link. The 'Yes' radio button is selected.
- A 'Clarifying Comments' text area containing the text 'I will need lodging for only 1 night. (change)'. A 'Provide other clarifying comments' link is visible at the bottom right of the text area.
- A 'FULFILLMENT' section with two radio buttons: 'I want to finish later' (unselected) and 'The requirement has been met or exceeded (requires information above)' (selected).

At the bottom left, there is a red asterisk icon and the text '* Required Information'. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

How Do Students Register for DHSES Trainings?

- As Students address each required section of their Registration, they should see each section of the page populate as a running checklist that they have successfully completed it as shown below. However, if sections are not completed the **'Submit Request'** button will be disabled (greyed out) until they have.
- At anytime Students can **'Cancel'** their request, click **'Finish Later'** to save it and comeback to complete it at another time.

County Where Your WORK Office Is Located *If you are from outside NY State use the last item in list - Out of State -Not Listed

The following fulfills this requirement:

Response Provided
Jefferson County

[Change Documentation](#)

County Where You LIVE **If you are from outside NY State use the last item in list-Out of State-Not Listed

This prerequisite is not fulfilled.

[Update Fulfillment](#)

more ▾

Information

[Cancel](#) | [Finish Later](#) [Submit Request](#)



How Do Students Register for DHSES Trainings?

- As Students address each required section of their Registration, they should see each section of the page populate as a running checklist that they have successfully completed it as shown below. Upon completion of all sections, Students will click on **'Submit Request'** (which should be enabled) to send their request onto DHSES for review.

LEARNING MANAGEMENT SYSTEM

DHSES Available Trainings Registration WebForms

To attend this course you must meet one of the criteria listed below as defined in NYS CPL and be authorized to carry a firearm in the course of your official duties. Select the criteria that best describes you.	<p><input checked="" type="checkbox"/> The following fulfills this requirement:</p> <p>Response Provided 1-Police Officer as defined by NYS CPL 1.20</p> <p>Change Documentation</p>
Discipline You Are Representing For This Course	<p><input checked="" type="checkbox"/> The following fulfills this requirement:</p> <p>Response Provided Citizen/Community Volunteer</p> <p>Change Documentation</p>
County Where Your WORK Office Is Located *If you are from outside NY State use the last item in list - Out of State -Not Listed	<p><input checked="" type="checkbox"/> The following fulfills this requirement:</p> <p>Response Provided Jefferson County</p> <p>Change Documentation</p>
County Where You LIVE **If you are from outside NY State use the last item in list-Out of State-Not Listed	<p><input checked="" type="checkbox"/> The following fulfills this requirement:</p> <p>Response Provided Albany County</p> <p>Change Documentation</p>

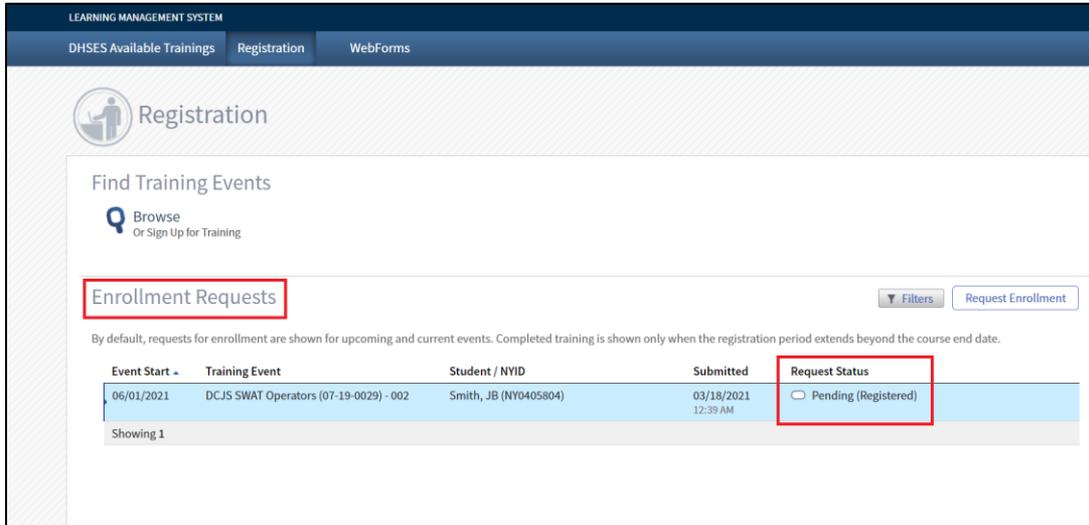
* Required Information

Cancel | Finish Later | **Submit Request**



How Do Students Register for DHSES Trainings?

- Once a Student's Registration Request has been submitted, **The Student's Registration Screen will now show their PENDING request. Students will receive a separate enrollment email notification from DHSES once their request has been approved and they have been enrolled into the training. Students should allow 2 to 3 days for DHSES to complete their review process.**

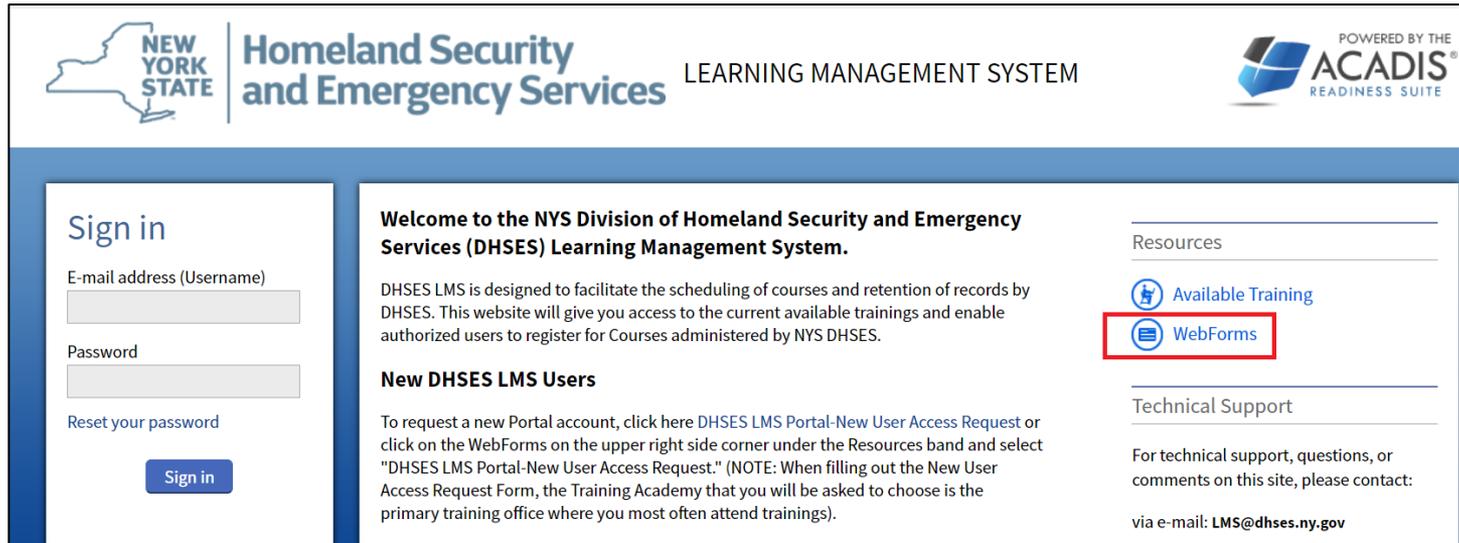


The screenshot displays the 'Registration' section of a Learning Management System. At the top, there are navigation tabs for 'DHSES Available Trainings', 'Registration', and 'WebForms'. Below the navigation is a 'Registration' header with a person icon. A 'Find Training Events' section includes a search icon and the text 'Browse Or Sign Up for Training'. A red box highlights the 'Enrollment Requests' section, which contains a 'Filters' button and a 'Request Enrollment' button. Below this, a table lists enrollment requests. The table has columns for 'Event Start', 'Training Event', 'Student / NYID', 'Submitted', and 'Request Status'. A single row is shown with the following data: Event Start: 06/01/2021, Training Event: DCJS SWAT Operators (07-19-0029) - 002, Student / NYID: Smith, JB (NY0405804), Submitted: 03/18/2021 12:39 AM, and Request Status: Pending (Registered). A red box highlights the 'Request Status' column. Below the table, it says 'Showing 1'.

Event Start	Training Event	Student / NYID	Submitted	Request Status
06/01/2021	DCJS SWAT Operators (07-19-0029) - 002	Smith, JB (NY0405804)	03/18/2021 12:39 AM	<input type="radio"/> Pending (Registered)

How Do Students Request an Update to Their Student Profile?

- For all changes to a Student's personal information (i.e., name change, new email address, etc.) Students will need to submit a webform through the DHSES LMS website. Click '**Webforms**' as shown below:

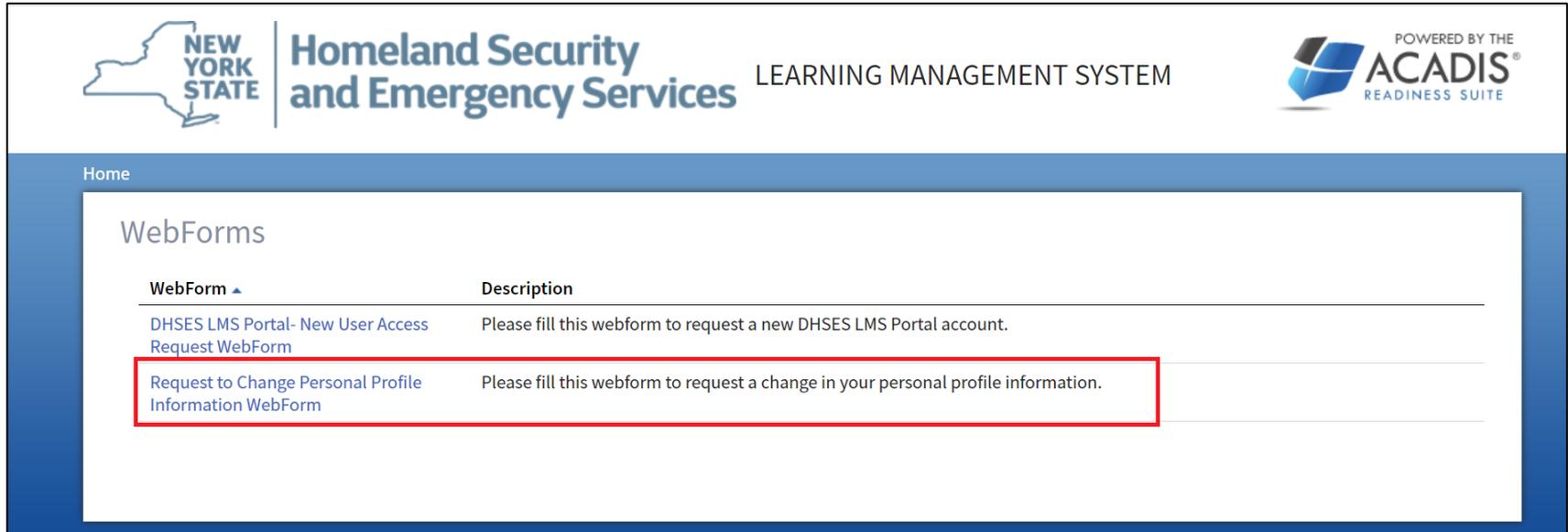


The screenshot shows the DHSES LMS website interface. At the top left is the New York State logo and the text 'Homeland Security and Emergency Services'. To the right is 'LEARNING MANAGEMENT SYSTEM' and the ACADIS logo with 'POWERED BY THE ACADIS READINESS SUITE'. The main content area is divided into three sections:

- Sign in:** Includes fields for 'E-mail address (Username)' and 'Password', a 'Reset your password' link, and a 'Sign in' button.
- Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System.** This section contains a paragraph about the system's purpose and a sub-section titled 'New DHSES LMS Users' with instructions on how to request a new account or use WebForms.
- Resources:** A list of links including 'Available Training' and 'WebForms', which is highlighted with a red rectangular box.
- Technical Support:** A section for technical support with contact information, including the email 'LMS@dhSES.ny.gov'.

How Do Students Request an Update to Their Student Profile?

- Click ***'Request to Change Personal Profile Information WebForm'*** as shown below:



Home

WebForms

WebForm ▲	Description
DHSES LMS Portal- New User Access Request WebForm	Please fill this webform to request a new DHSES LMS Portal account.
Request to Change Personal Profile Information WebForm	Please fill this webform to request a change in your personal profile information.

How Do Students Request an Update to Their Student Profile?

- The **'Request to Change Personal Profile Information Webform'** displays. Please be aware that while some fields are optional. All required fields that must be completed are delineated with an asterisk (*).

The screenshot shows a web form titled "Request to Change Personal Profile Information WebForm" within a blue-themed interface. At the top, there are logos for "NEW YORK STATE Homeland Security and Emergency Services" and "ACADIS POWERED BY THE READINESS SUITE". Below the title, a message states: "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 change in the personal profile. 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." The form has sections for "Primary Organization" and "Personal Information". In the "Primary Organization" section, there is a required field (marked with a red asterisk) labeled "Please choose your training academy with in DHSES" next to a dropdown menu showing "Select an option...". A "Back" button and a "Submit" button are at the bottom right. A legend at the bottom left indicates that a red asterisk denotes "Required Information".

How Do Students Request an Update to Their Student Profile?

- In addition to all required data fields in this form, the Student will need to complete the section of the form that is most relevant to their personal data that needs to be updated. The sections of the webform include:
 - Primary Organization *(this section is always required)*
 - Personal Information *(this section is always required)*
 - Change Personal Information (Person's Name)
 - Change Primary Email Address
 - Change Primary Address
 - Change Primary Phone Number
 - Change Primary Organization



How Do Students Request Assistance or Ask Questions?

- Students who require assistance or have questions are encouraged to reach out to DHSES for support.
- General questions, DHSES LMS technical support, etc. can be submitted by email to:
LMS@DHSES.NY.GOV
- For specific questions about the training programs, please contact the appropriate Training Academy:
 - Office of Disaster Recovery (DR) -- (518) 292-2293
 - Office of Emergency Management (OEM) -- (518) 292-2351
 - Office of Fire Prevention and Control (OFPC) -- (518) 474-6746
 - Office of Interoperable and Emergency Communications (OIEC) -- (518) 322-4911
 - State Preparedness Training Center (SPTC) -- (315) 768-5689

