

**ENROLLING IN THE CCBHC LEARNING
COMMUNITY AND WEBINARS
IDEAS@THEINSTITUTE LMS**

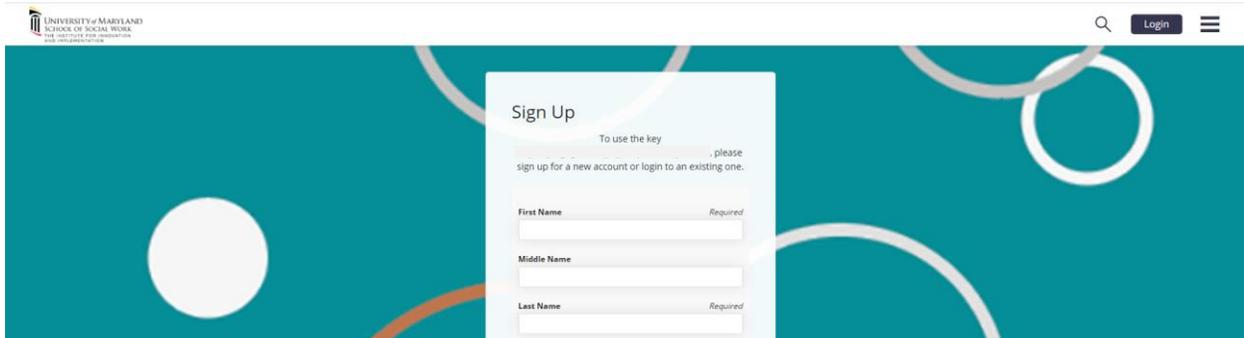


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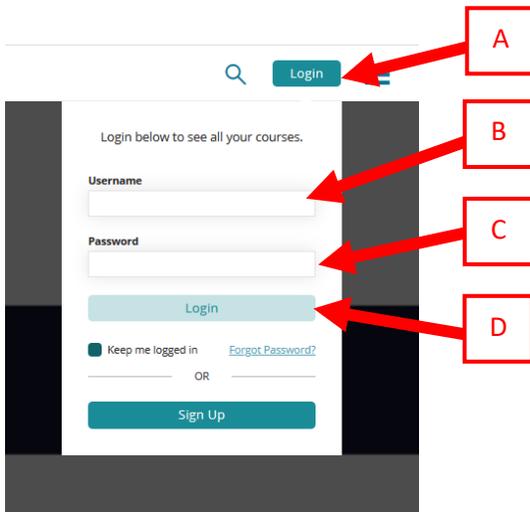
USING AN ENROLLMENT KEY URL

Click on the Enrollment Key URL you were provided (or copy and paste it into your web browser) for the upcoming webinar you wish to register. Your web browser will open to the Ideas@TheInstitute learning management system (LMS). You will then either Login (**Go to Step A**) if you have an existing profile you already set-up OR Sign Up (**Go to Step B**) and create a profile if you have not yet done so.



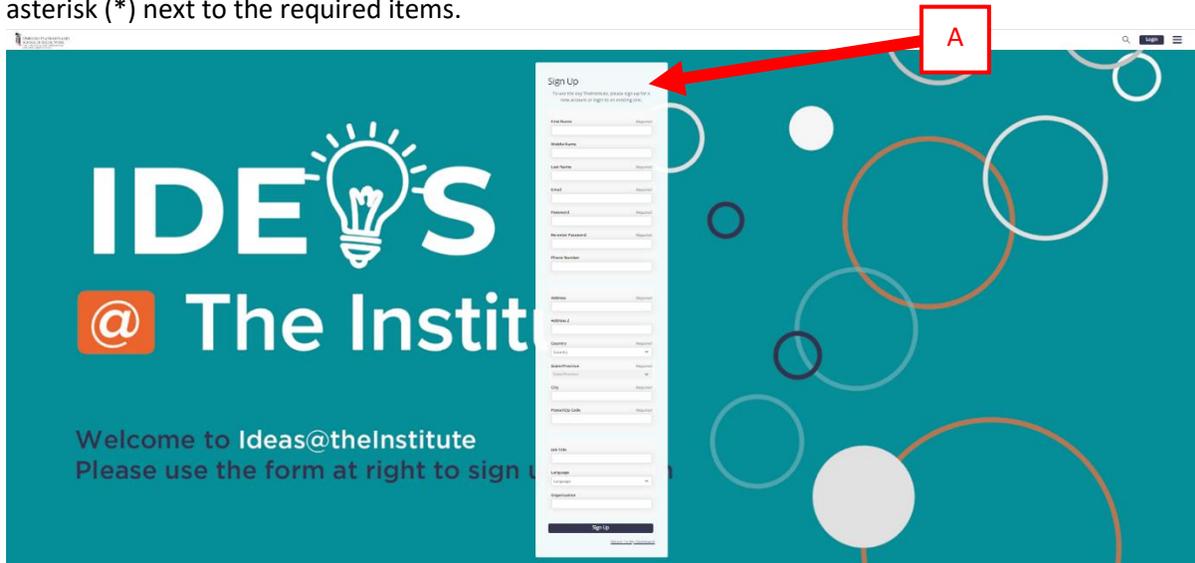
A. Log-In with an Existing Profile

If you have an existing profile set-up in the Ideas@TheInstitute LMS, click the Login button in the top right corner of screen (A) type in the email (B) and password (C) that you used to create your account in the Ideas@TheInstitute LMS. Then click the Login button (D).



B. Creating a New Profile

The Sign Up form (A) will pop-up. You must provide all required information noted with an asterisk (*) next to the required items.



The screenshot shows the Ideas@TheInstitute website with a sign-up form overlaid on the right side. The form is titled "Sign Up" and contains various input fields for personal and contact information. A red box labeled "A" is positioned at the top right of the form, with a red arrow pointing to the form itself. The background of the website is teal with a lightbulb icon and the text "IDEAS @ The Institute".

Sign Up

Please use the form to create a new profile. You must provide all required information noted with an asterisk (*) next to the required items.

First Name *
Middle Name
Last Name *
Email *
Phone *
Address *
City *
State *
Zip *
Country *
Institution *
Program *
Year *
Level *
Department *
Sign Up

Once you've completed the Sign Up form, then click the blue Sign Up button (B) at the bottom of the form. You will then be directed into the Ideas@TheInstitute LMS dashboard.



This screenshot is identical to the one above, showing the sign-up form on the Ideas@TheInstitute website. A red box labeled "B" is positioned at the bottom right of the form, with a red arrow pointing to the "Sign Up" button. The background and text are the same as in the previous image.

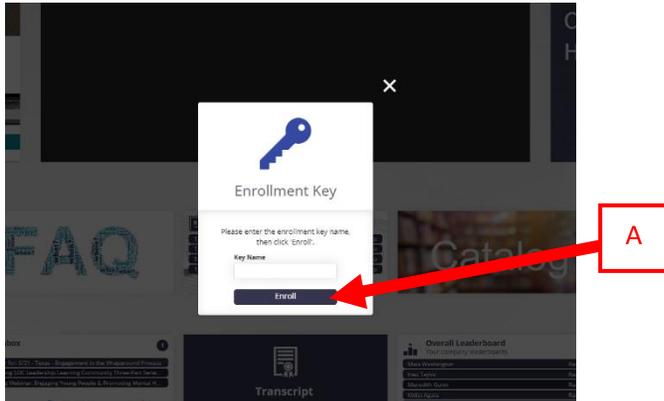
Sign Up

Please use the form to create a new profile. You must provide all required information noted with an asterisk (*) next to the required items.

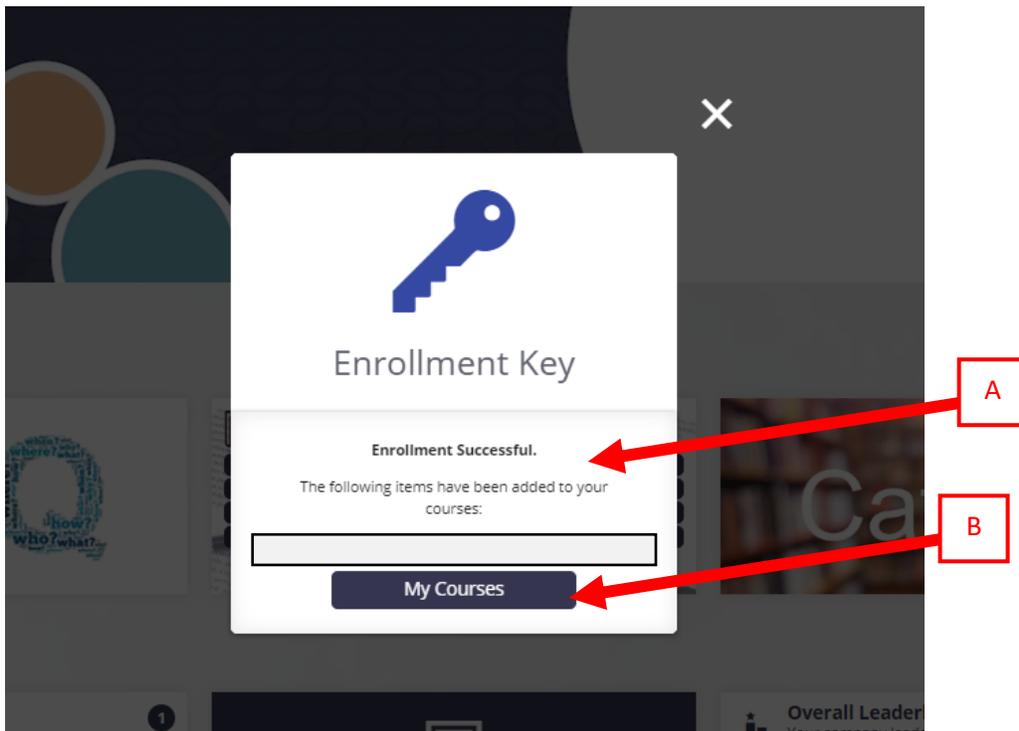
First Name *
Middle Name
Last Name *
Email *
Phone *
Address *
City *
State *
Zip *
Country *
Institution *
Program *
Year *
Level *
Department *
Sign Up

ENROLLING IN THE LEARNING COMMUNITY

After you sign-up or login, you will see a pop-up for your enrollment key. Click the Enroll button (A) to use the enrollment key and enroll in the webinar. Enrolling in an upcoming webinar will automatically enroll you in the CCBHC learning community.



Once you click Enroll, you will get confirmation pop-up (A) that you have been enrolled in that learning community/webinar. You can click the My Courses button (B) to go to the CCBHC learning community in the My Courses tile on your dashboard.



ACCESSING THE CCBHC LEARNING COMMUNITY CURRICULUM

Once you click the My Course button, you'll then click on the Folder for the CCBHC Learning Community (A).



Then click the Start button (B) to go into the CCBHC Learning Community curriculum.

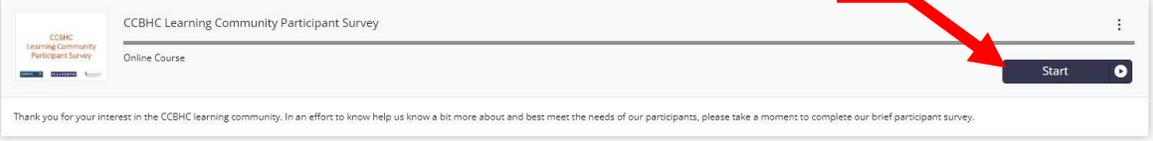


Taking the Participant Survey

The first thing you'll complete upon starting the CCBHC Learning Community curriculum is a brief participant survey. You'll need to complete this before you can access the other content in the CCBHC Learning Community curriculum. Click the Start button (A) to go into the Participant Survey course.

Prerequisites

Prerequisite 1
You must complete 1 of the following course(s) before you can start this course. 0 of 1 Course(s)



CCBHC Learning Community Participant Survey
Online Course

Thank you for your interest in the CCBHC learning community. In an effort to know help us know a bit more about and best meet the needs of our participants, please take a moment to complete our brief participant survey.

Start

Course Content

Then click the Start button (B) to open the survey and answer the questions.

CCBHC Learning Community Participant Survey
Online Course

Course Content

Thank you for your interest in the CCBHC learning community. In an effort to know help us know a bit more about and best meet the needs of our participants, please take a moment to complete our brief participant survey.

Course Content

▲ Brief Participant Survey 1 Lesson(s)



▶ CCBHC Learning Community Participant Survey

Status: Not Started

Start

Once you've completed the participant survey, you can click the Back Arrow (C) to go back to the CCBHC Learning Community curriculum.

CCBHC Learning Community Participant Survey
Online Course

← Course is part of the curriculum: Child and Family CCBHC Learning Community

Course Content

Thank you for your interest in the CCBHC learning community. In an effort to know help us know a bit more about and best meet the needs of our participants, please take a moment to complete our brief participant survey.

Course Content

▲ Brief Participant Survey 1 Lesson(s)



✓ CCBHC Learning Community Participant Survey Complete

Status: Completed

Accessing Webinar Information

Once you've completed the CCBHC Learning Community Participant Survey we recommend you click the Choose View button (A) and toggle it to Detail View (B).

The screenshot shows the 'Child and Family CCBHC Learning Community Curriculum' page. The main heading is 'Child and Family-Focused Certified Community Behavioral Health Clinic (CCBHC) Learning Community'. Below this are logos for CCBHC-E, NASMHPD, and the University of Maryland. A paragraph of text describes the learning community. A red box labeled 'A' points to a 'View' button in the top right corner of the course content area. Another red box labeled 'B' points to a toggle switch next to the 'View' button.

This will allow you to see additional information, like the description, for each upcoming webinar (C). You can click the View button (D) to see additional details for webinars you are registered for. You can also enroll in our other upcoming webinars by clicking the Enroll button (E) for those webinars.

The screenshot shows the 'Course Content' section with two webinars listed. The first webinar is 'An Introduction: CCBHCs within the Context of Child-Serving Systems' on March 9, 2022, from 2:00 PM to 3:00 PM EST. A red box labeled 'C' points to the description of this webinar. A red box labeled 'D' points to the 'View' button for this webinar. The second webinar is 'Screening & Assessment: Best Practices for Youth & Families' on May 11, 2022, from 2:00 PM to 3:00 PM EST. A red box labeled 'E' points to the 'Enroll' button for this webinar.

NEED ASSISTANCE?

If you run into issues using the enrollment key or not being able to see the training, please contact our Help Desk for assistance. Let them know which enrollment key you were provide (*Pro-tip: send them the enrollment key url you were provided*) and they will assist you troubleshooting your issue.

You can contact the HelpDesk, by email theinstitutehelp@ssw.umaryland.edu or by [chat](#).

Help Desk is available Monday – Friday from 9am – 5pm ET, excluding holidays.