

Evacuation of Facilities in Disasters Systems (eFINDS) – Facility Trainers eFINDS Train the Trainer BP1 HPP Deliverable #7

1. To enroll in “Evacuation of Facilities in Disasters System TTT BP5” click <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/trainthetrainer.html>

If you have an active HCS User Id and Password please enter and then click “Sign In” and proceed to Step 2.

If you do not have a HCS User ID and Password, you should contact your HPN Coordinator. If your User ID and Password have expired, then you should contact Commerce Accounts Management Unit (CAMU) at 866 529-1890.

Once you resolve your sign in issues then log onto Commerce by clicking on link above.

The screenshot shows the HCS Login interface. At the top is a purple header with the text "HCS Login". Below this is a white login form. The form contains two input fields: "User ID" and "Password", each with a red arrow pointing to it. Below the input fields is a warning message: "The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account." Below the warning is a "Sign In" button with a red arrow pointing to it. At the bottom of the form are two links: "Forgot your password?" and "Forgot your user ID?", both with red arrows pointing to them. Below these links is a section for signing up for an account, with two options: "Lic. Med. Prof." and "All Others", both with red arrows pointing to them.

2. **Once you log into HCS successfully** you should click “yes, please” if you receive this screen message. If you do not receive this screen message then proceed to Step 3.

It looks like you clicked a link...

It looks like you were trying to get to <https://devcommerce.health.state.ny.us/hpn/ctrldocs/pattrack/trainthetrainer.html>. Would you like to continue on to that page?

Yes, please! **No thanks.**

3. If you have been assigned an eFINDS role by your facility's HCS Coordinator you will be able to register for training. Please ensure you have been assigned the eFINDS Administrator role, not the eFINDS Reporter role. Click "Register Now" and follow Step 3.

2017 eFINDS Train the Trainer

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The link below will provide access to the BP5 eFINDS Train the Trainer (TTT) registration. Note that the link will redirect you to the Department of Health's Learning Management System (LMS). If you are new to the system you will need to establish a username and password before you are able to register for the eFINDS TTT.

Register Now

If you are not currently assigned to an eFINDS Administrator role (see screen below) you will not be able to register for the training. You should contact your facility's HPN Coordinator and request that you be assigned to the role of **eFINDS Administrator**. When assignment has occurred you should repeat step 1.

e-FINDS

You have a valid HCS user account, however, access to this application must be approved by your organization's HCS Coordinator. Please contact your HCS coordinator for approval to access this application and to be assigned an appropriate e-FINDS role. For your convenience, your coordinators are listed below.

4. Enroll in eFINDS Training in LMS

After clicking "Register Now" (Step 2) you will be taken the NYSDOH Learning Management System (LMS) to enroll in eFINDS training. If you have a LMS Username

and Password enter that information and click "Login". If you forgot your LMS Username and Password proceed to Step 5. If you are new to the system proceed to Step 6.

5. Click "Enroll" for the training date and location you want to attend.

RTC-eFINDSTTT-BPI RTC eFINDS TtT BPI						
Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor (s)	Speakers
Enroll 8/28/2017	August 30, 2017 @ 9 am - 3 pm SUNY Upstate, Syracuse	Face to Face	8/30/2017 to 8/30/2017	Meeting Times Location		Amy O'Brien, MPH

6. If you forgot your Username and Password use the "Forgot Username or Password" function on the top of Home Page.

7. If you are new to the system then click "New to the System" and complete registration form.

- Choose **your own** username and password
- Fill in all required fields, denoted with an asterisk (*)
- Please include your **organization's name** in the first line of your work address
- Birth year, while not required, is requested to help identify duplicate records

- Please include your Agency Information
- Click **“Submit Your Registration”**

8. Once you have created your LMS account click on <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/trainthetrainer.html> and follow Step 2.