

Evacuation of Facilities in Disasters Systems – Facility Trainers

RTC-eFINDS-TTT BP5

HPP Deliverable #6

1. To enroll in “Evacuation of Facilities in Disasters System TTT BP5” click <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html>

If you have a 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 are two input fields: 'User ID' and 'Password'. A red arrow points to the 'User ID' field, and another red arrow points to the 'Password' field. 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. A red arrow points to the 'Sign In' button. Below the 'Sign In' button are two links: 'Forgot your password?' and 'Forgot your user ID?'. Red arrows point to both links. Below these links is a section for account creation: 'Or sign up for an account:'. Underneath this are two options: 'Lic. Med. Prof.' and 'All Others'. Red arrows point to both options.

2. If you have been assigned an eFINDS role by your facility’s HCS Coordinator you will be able to register for training. You may receive a message at the top of your home page that asks you to follow a link. Click on “Yes, please!”

It looks like you clicked a link...

It looks like you were trying to get to <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html>. Would you like to continue on to that page?

[Yes, please!](#) [No thanks.](#)

Please ensure you have been assigned the eFINDS **Administrator** role, not the eFINDS Reporter role. Click "Register Now" and follow Step 3.



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.

3. 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.

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

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor (s)	Speakers
Enroll Ongoing	August 30, 2016 @ 9:00am - 3:00pm - Strong Memorial Hospital	Face to Face	8/30/2016 to 8/30/2016	Meeting Times Location		
Enroll Ongoing	July 26, 2016 @ 9:00am - 3:00pm - Cortland Regional Medical Center	Face to Face	7/26/2016 to 7/26/2016	Meeting Times Location		
Enroll Ongoing	SAMPLE ONLY	Face to Face	7/1/2016 to 6/30/2017			

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

NEW YORK STATE OF OPPORTUNITY | Department of Health

Learning Management System

Username Password [Login](#) [Forgot Username or Password](#)

[New to the system? Register Here](#)

Course Description

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

NEW YORK STATE OF OPPORTUNITY | Department of Health

Learning Management System

Username Password [Login](#) [Forgot Username or Password](#)

[New to the system? Register Here](#)

Course Description

- 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**"

7. Once you have created your LMS account click on <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html> and follow Step 2.