CalMHSA Learning Management System (LMS) Instructions

1. Visit the following webpage to access CalMHSA’s LMS:
   https://moodle.calmhsalearns.org/

2. Create a new account (or log in if you already have an account):

3. Fill in all required fields to create an account:
4. Click “Create my new account”:

![Create my new account](image)

There are required fields in this form marked 📝.

5. You will see the following message:

![Confirm your account](image)

An email should have been sent to your address at cavallejo@comcast.net.

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

6. The email you receive should state the following:

![Email instructions](image)

A new account has been requested at 'California Mental Health Services Authority Learnings' using your email address.

To confirm your account, please go to this web address:

https://moodle.calmhsalearns.org/login/confirm.php?data=mmz8qyE9acEAbX/cavallejo%40comcast%2Enet

In most mail programs, this should appear as a blue link which you can just click on. If that doesn’t work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
7. Once you have confirmed your new account, you can go back to the LMS site and log in:

8. Once logged in, navigate to your “dashboard”:

9. In the upper right side of the page you will see a “quick link” button that says “Enroll into CalAIM Course”:

10. Select “Enroll me”:
11. When you enroll in the CalAIM Course, you should see a list of available trainings (additional trainings will be added as they become available):

![CalAIM Training](image)

12. If you need to exit and return to your training at a later time, you can select “Exit Activity” at the top of the page:

![CalAIM Training](image)

13. To resume your training at a later time, log back in, select “Go to course” and then select the training:
14. Once each training is 100% complete, you will see a green check mark next to the name of the training: