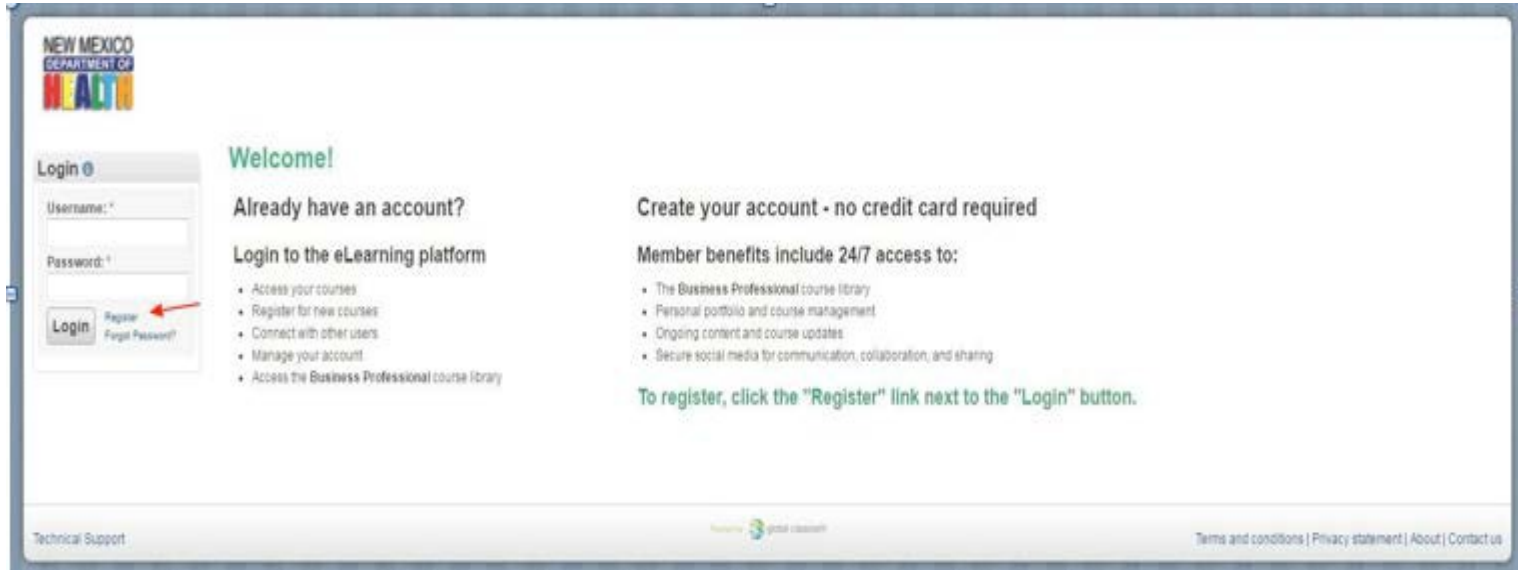


How to Access the NM Department of Health Global Classroom NMSIIS Trainings

1. Click on the link: <https://nmдохtraining.globalclassroom.us/portal/> or type in your internet browser.
2. On the left side of the Welcome Page, you may register or log in.
3. To register, click the **Blue** “Register” button.



NEW MEXICO
DEPARTMENT OF
HEALTH

Login

Username: *

Password: *

Login Register
Forgot Password?

Welcome!

Already have an account?

Login to the eLearning platform

- Access your courses
- Register for new courses
- Connect with other users
- Manage your account
- Access the Business Professional course library

Create your account - no credit card required

Member benefits include 24/7 access to:

- The Business Professional course library
- Personal portfolio and course management
- Ongoing content and course updates
- Secure social media for communication, collaboration, and sharing

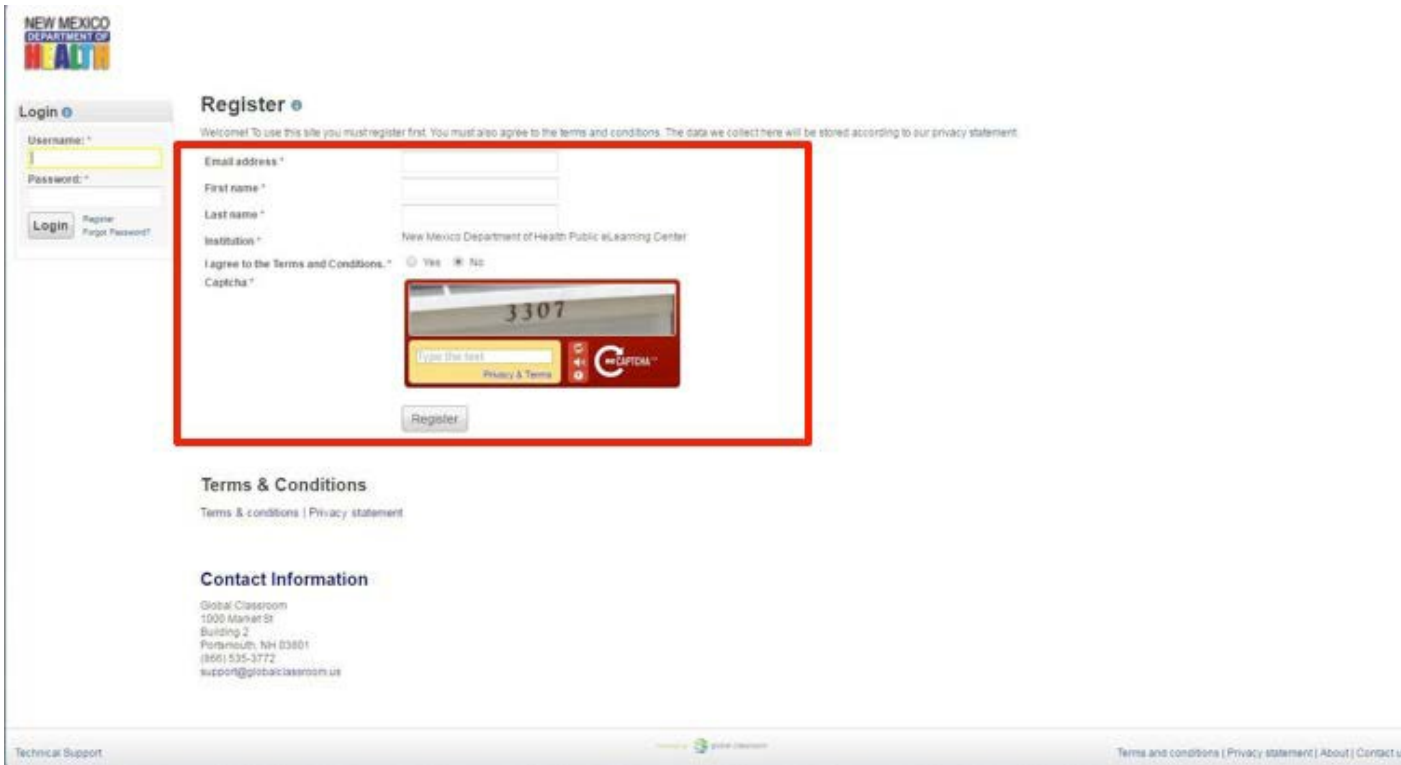
To register, click the "Register" link next to the "Login" button.

Technical Support

Global Classroom

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4. On the registration page, **you must enter your e-mail address, first name, last name, agree to the Terms and Conditions, and complete the CAPTCHA test by entering the text shown in the CAPTCHA box.**
5. Click Register.



NEW MEXICO DEPARTMENT OF HEALTH

Register

Welcome! To use this site you must register first. You must also agree to the terms and conditions. The data we collect here will be stored according to our privacy statement.

Email address*

First name*

Last name*

Institution* New Mexico Department of Health Public eLearning Center

I agree to the Terms and Conditions.* Yes No

Captcha*

3307

Type the text

Privacy & Terms

Register

Terms & Conditions

[Terms & conditions](#) | [Privacy statement](#)

Contact Information

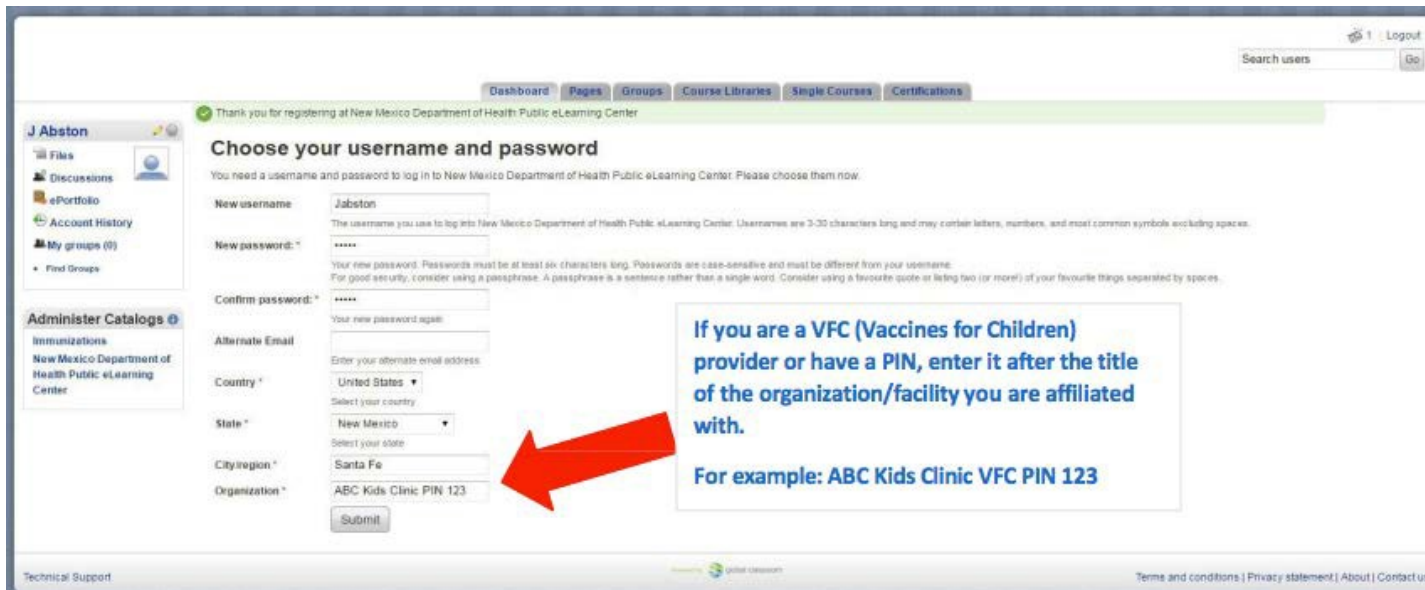
Global Classroom
1000 Market St
Building 2
Portsmouth, NH 03801
(866) 535-3772
support@globalclassroom.us

Technical Support

Powered by Global Classroom

[Terms and conditions](#) | [Privacy statement](#) | [About](#) | [Contact us](#)

6. You can change your username or keep the one that is generated by the website.
7. Enter a password. **It must contain at least 6 characters. Passwords are Case Sensitive.**
8. Confirm your password in the next field.
9. Enter an alternate e-mail address (optional).
10. Select your State and City/Region.



Thank you for registering at New Mexico Department of Health Public eLearning Center

Choose your username and password

You need a username and password to log in to New Mexico Department of Health Public eLearning Center. Please choose them now.

New username:
The username you use to log into New Mexico Department of Health Public eLearning Center. Usernames are 3-30 characters long and may contain letters, numbers, and most common symbols excluding spaces.

New password:
Your new password. Passwords must be at least six characters long. Passwords are case-sensitive and must be different from your username. For good security, consider using a passphrase. A passphrase is a sentence rather than a single word. Consider using a favorite quote or listing two (or more) of your favorite things separated by spaces.

Confirm password:
Your new password again.

Alternate Email:

Country:
Select your country

State:
Select your state

City/region:

Organization:

If you are a VFC (Vaccines for Children) provider or have a PIN, enter it after the title of the organization/facility you are affiliated with.

For example: ABC Kids Clinic VFC PIN 123

11. Enter your Organization/Facility Name. Please provide your VFC/ORG # after the Organization/Facility Name.

12. After completing registration, you will see the welcome page for the NM Department of Health Global Classroom.

Welcome to your New Mexico Department of Health Global Classroom!

Immunization Trainings

13. You will navigate to the blue link “[New Mexico DOH Course Library](#)” (as shown below) this will provide you with a list of Trainings that are available. This will open a new window.

Need Help?

- If you need help with the actual [NMSIIS website](#), please contact the **NMSIIS Help Desk** at (505) 476-8526 or (800) 280-1618 | *Press option 1 during regular business hours or option 4 for after hours and weekends.*
- If you need help with **this training website**, please email DOHLearning.Center@state.nm.us

My Course Libraries (Click on the individual libraries to access the courses)

[+ View All Libraries](#)

 [New Mexico DOH Course Library](#)



14. You will be directed to the screen below. You will click on the New Mexico Department of Health e-Learning Center link (as shown below).



 **New Mexico DOH Course Library** : Free!

[View Details](#) 

Welcome to the New Mexico DOH Course Library. Subscribers to this Library have unlimited, 24/7 access to all the catalogs in the Library and their video rich online courses. This Library is tailored to those who would like to develop business and technology skills that are required to be productive in a global economy. Each interactive course is designed to be comprehensive, yet time sensitive and takes about 60 minutes to complete. Learners can enter or leave a course at their convenience. Upon successful completion of each course you will receive a Certificate of Completion acknowledging your participation in the course.

Number of online courses: 32

Course Catalog(s):

- [Immunization Information](#) ↗
- [Microsoft - Bing Ads](#) ↗
- [Microsoft - Office 2016](#) ↗
- [Microsoft - Office 365](#) ↗
- [Microsoft - Windows 10](#) ↗
- [New Mexico Department of Health Public eLearning Center](#) ↗
- [Workplace Essentials Library](#) ↗

15. Online Courses that are available will now load. You will then click on the “[Learn More/Enroll](#)”. This is for first time users that need start a course;
- or
- “[Learn More/Go to Course](#)” is for existing users who have already enrolled but need to return later to complete all the Modules. You may return to the course/module and continue where you left off.

For **NEW USERS** that require access to NMSIIS for the first time you must complete Training Labeled **NMSIIS101- Complete Training**
School Users will need to take either the:
NMSIIS401-Education School Module and Standard User Module
 or
NMSIIS501-Education School Module and Reports Only Users Module
 and complete the Final Quiz and pass with an 80% or higher.

Course Title	Description	
Ane		Learn More / Enroll
CHILe Child Health Immunization Learning e-course		Learn More / Enroll
Gatekeeper Training 2016-17	This training is intended for the person(s) responsible for checking children's immunization records and reporting school immunization compliance: •Health Assistants •School clerical staff •Principals •Administrators School Nurs...	Learn More / Enroll
NMSIIS101- NMSIIS Complete Training	The New Mexico Statewide Immunization Information System (NMSIIS). In order to successfully transition or gain access (if you're a new user) to the system, you will be required to complete training. This online training module will cover the f...	Learn More / Enroll
NMSIIS201-NMSIIS Inventory Reconciliation for Non Data Exchange Providers	The purpose of this training module is to demonstrate the steps required to perform a successful reconciliation for Non-Data Exchange Providers.	Learn More / Enroll
NMSIIS301-NMSIIS Inventory Aggregate Reconciliation for Data Exchange Providers	This training will cover all the necessary steps required to perform an Aggregate Reconciliation for Data Exchange Provider Locations.	Learn More / Enroll
NMSIIS401- Education School Module and Standard User	This course is for School Nurses and users that need Standard User Access. This presentation will cover the following: Logging into NMSIIS (First Time Users) Patient Module Immunization Module (Printing Official Immunization Records) E...	Learn More / Enroll
NMSIIS501-Education School Module and Reports Only Users	This course is for School Nurses and users that need Reports Access Only. This presentation will cover the following: Logging into NMSIIS (First Time Users) Patient Module Immunization Module (Printing Official Immunization Records) Ed...	Learn More / Enroll
School Kids Influenza Immunization Training	School Kids Influenza Immunization Project 2016-2017 UNM HSC, NM Dept. of Health and public schools around New Mexico are partnering to provide influenza vaccine to school children at schools. Health Sciences students are encouraged to take advan...	Learn More / Enroll

Once you have completed and passed the Quiz you must:

- E-mail the **Certificate of Completion** as well as a [NMSIIS User Agreement](#). (click link to access Agreement) and send the above requested documents as an attachment to: Felicia.Martinez2@state.nm.us
- Please provide the following information in your e-mail with the attached documents:
 - **Provider Name**
 - **Org or VFC Pin#**
 - **Please provide level of access needed on your User Agreement**

Once your Certificate of Completion and User Agreement are received you will receive an email from NMSIIS program staff. The email will contain your Username, Password and the NMSIIS web link along with a survey.

If you require additional training, we have made available to you the following training presentations:

- NMSIIS201- Inventory Reconciliation for Non-Data Exchange Providers
- NMSIIS301- Inventory Reconciliation for Data Exchange Providers

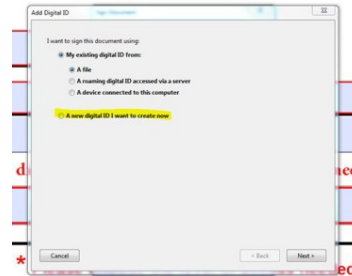
Instructions on How to Create a Digital Signature for the NMSIIS User Agreement

- Click on the Signature of User Box

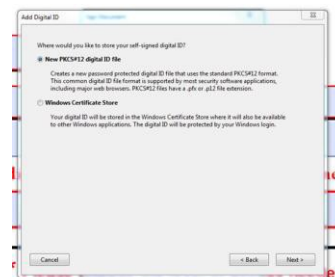
Please digitally sign after choosing level of access needed.

* Signature of User:

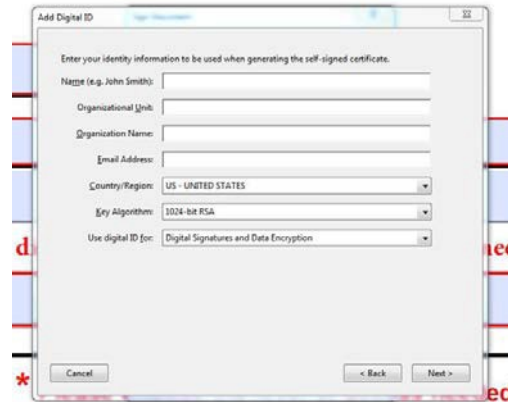
- Click new digital ID I want to create now - Click Next



- Click on New digital ID file (first radio button) - Click Next



- Fill out Name and e-mail field - Click Next



Add Digital ID

Enter your identity information to be used when generating the self-signed certificates.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

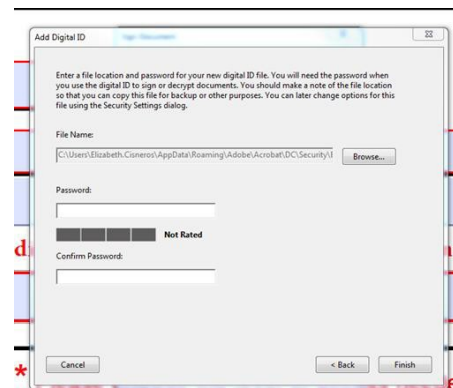
Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

- Create a password and confirm the password - Click Finish



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

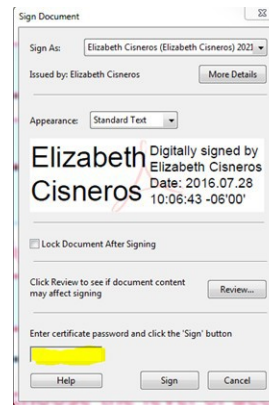
File Name:
 Browse...

Password:
 Not Rated

Confirm Password:

Cancel < Back Finish

- The document will ask you to enter the password you just created-Click Sign



You have digitally signed your document.

Please save to a file to your desktop and click the submit button at the bottom of the User Agreement which will open a new e-mail.

Please be sure to attach the User Agreement to the e-mail.

You can add any additional info in the e-mail and Click Send.

Thank you!