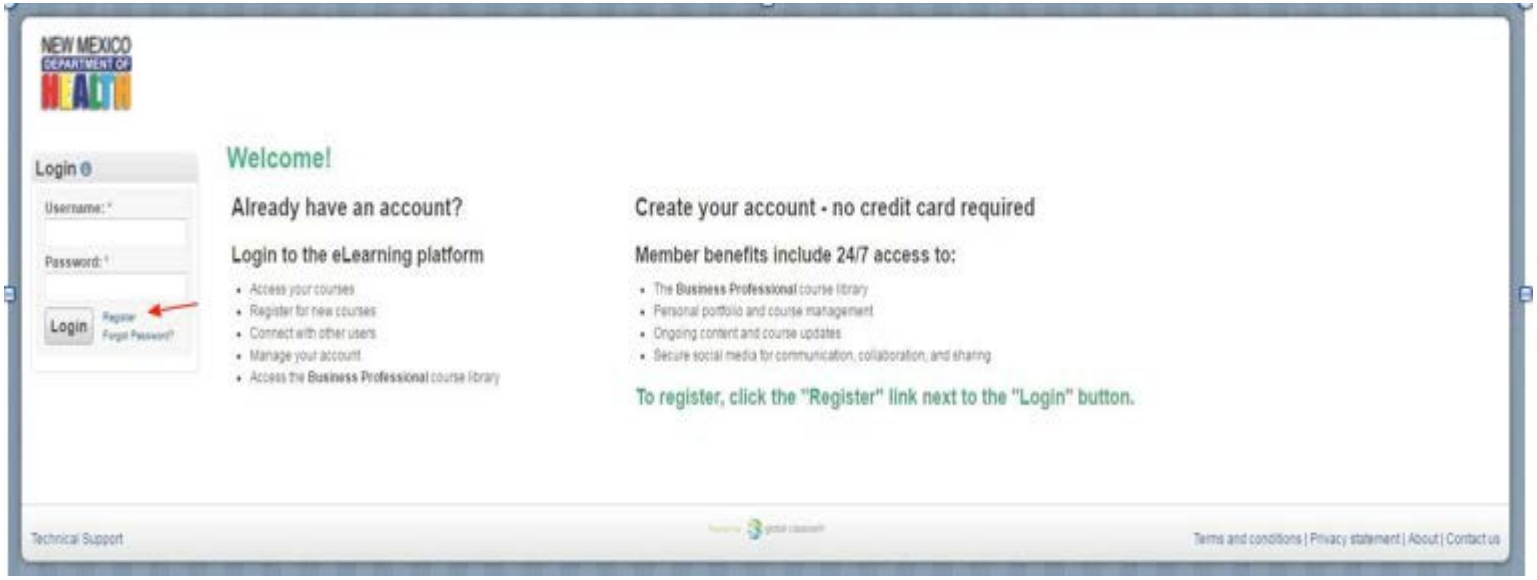
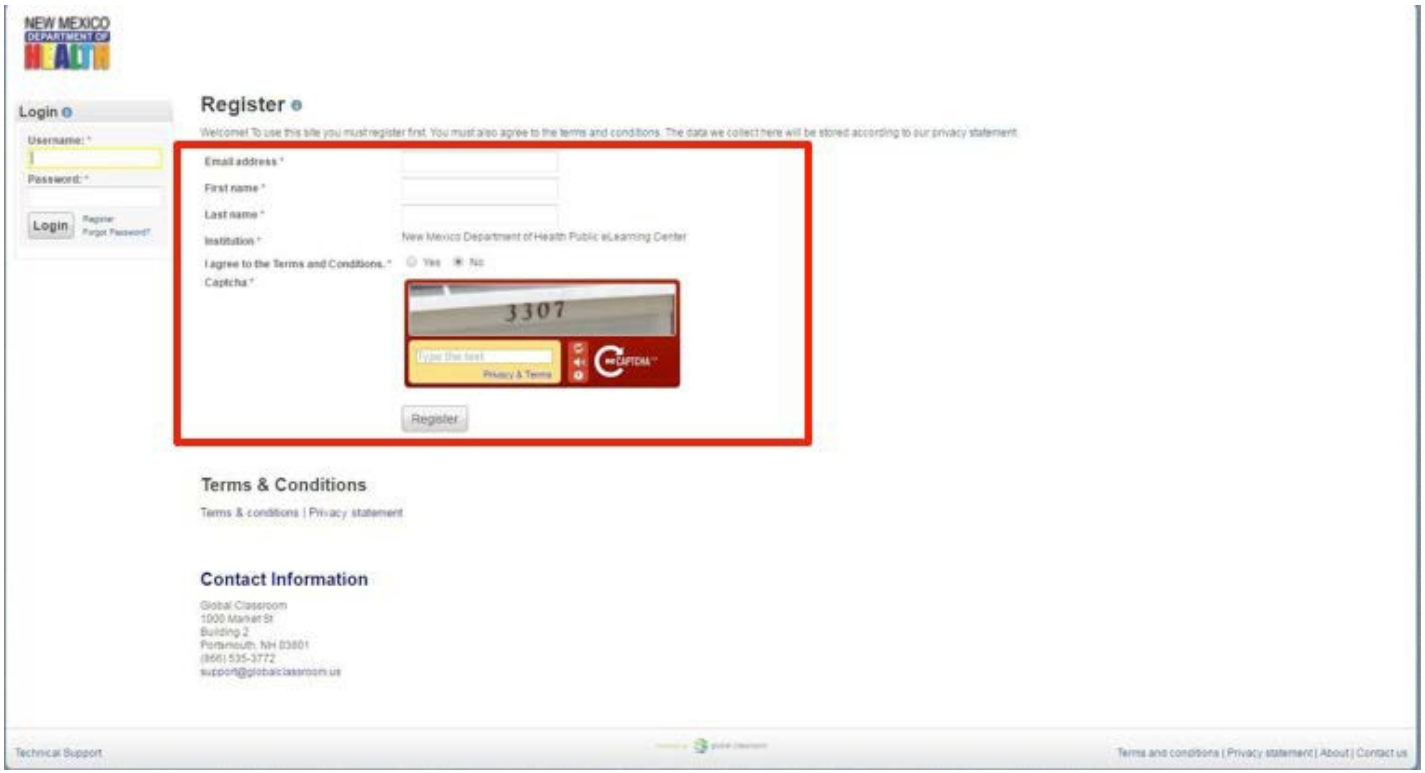
How to Access the NM Department of Health Global Classroom NMSIIS Trainings

1. Click on the link: https://nmdohtraining.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.



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.



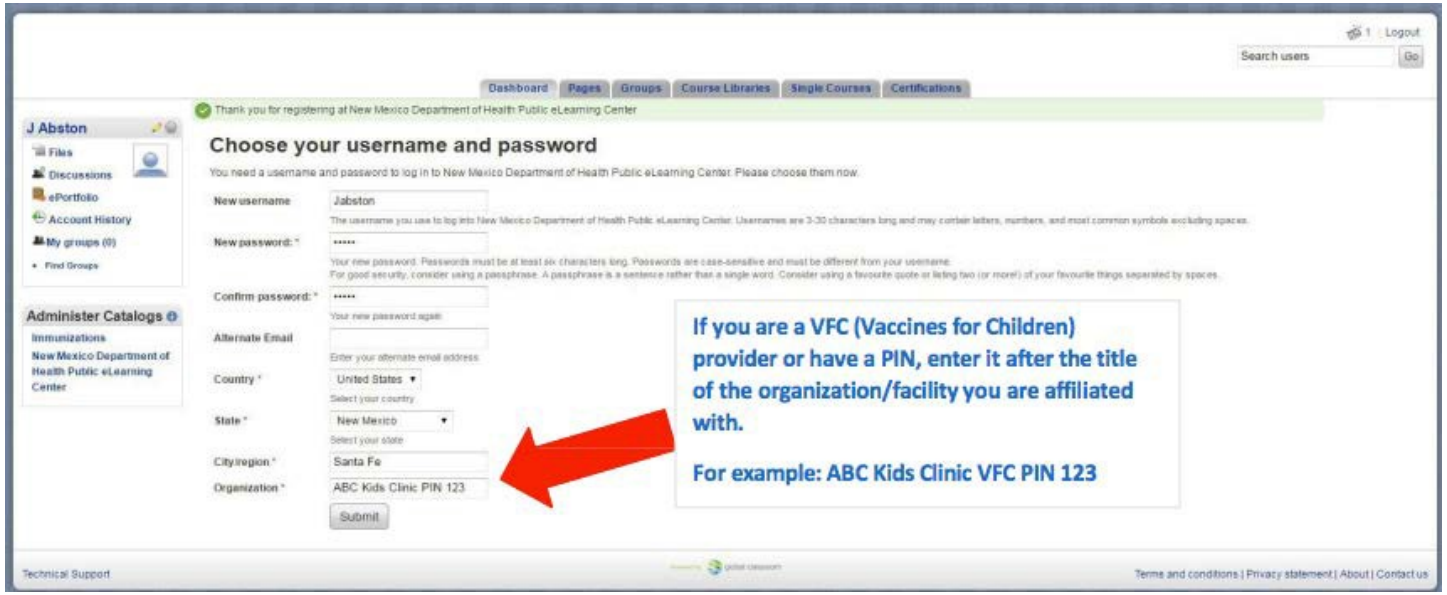
6. You can change your username or keep the one that is generated by the website.

7. Enter a password. **It must contain at least 6 characters. Passwords are Case Sensitive.**

8. Confirm your password in the next field.

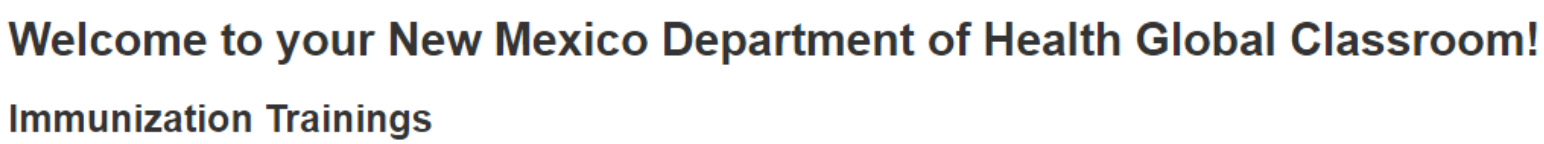
9. Enter an alternate e-mail address (optional).

10. Select your State and City/Region.

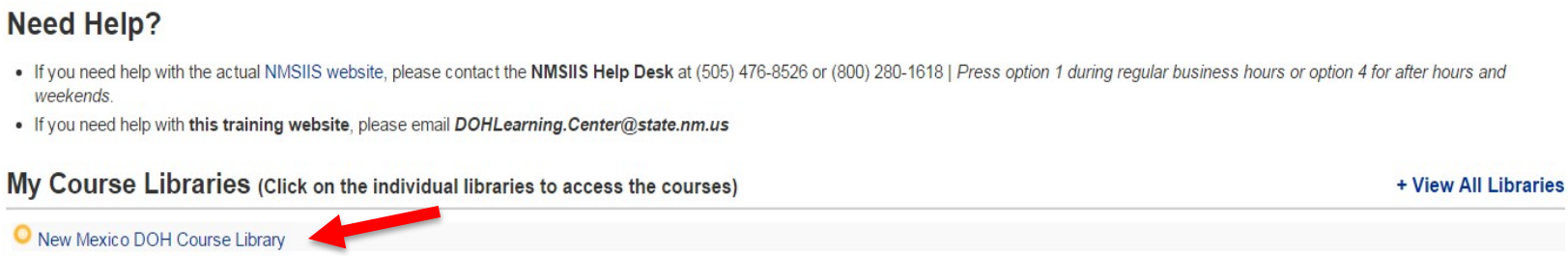


11. Enter your Organization/Facility Name. Please provide your VFC/ORG # after the Organization/Facility Name.

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



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.



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).

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: Logginig 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: Logginig 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.

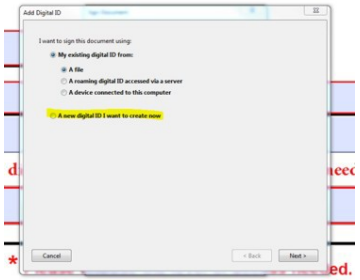
If you require additional training, we have made available to you the following training presentations:

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

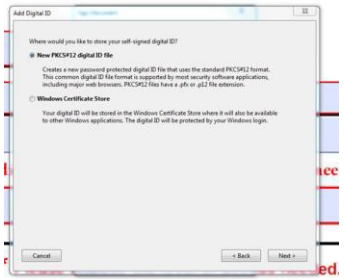
Instructions on How to Create a Digital Signature for the NMSIIS User Agreement

- **Click on the Signature of User Box**

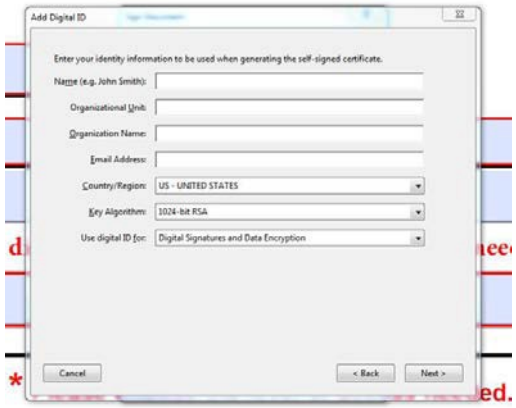
- **Click new digital ID I want to create now - Click Next**



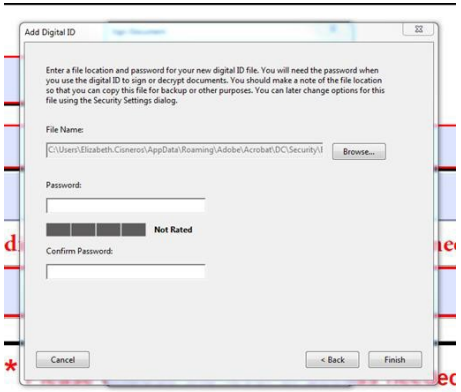
- **Click on New digital ID file (first radio button) - Click Next**



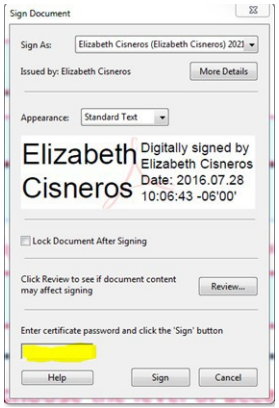
- **Fill out Name and e-mail field - Click Next**



- **Create a password and confirm the password - Click 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!