

DPHHS eLearn Student Guide

Contents

- Login
- Profile
- Courses
- Notifications and Messages
- Dashboard
- Contacts

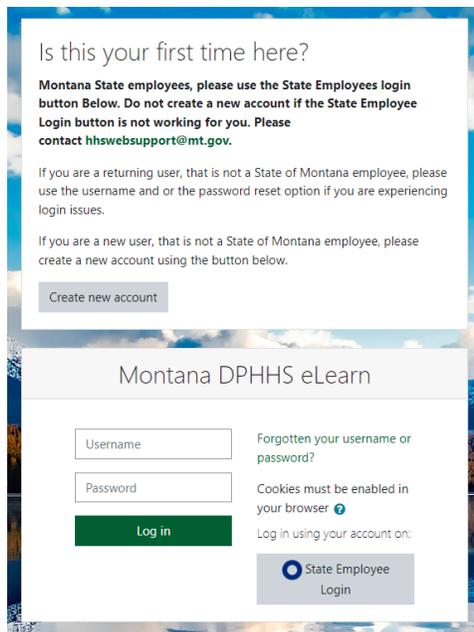
Notice: The security of information posted on the DPHHS eLearn site is not guaranteed. Information provided by students **SHOULD NOT** contain personally identifiable information (PII) or personal health information (PHI).

Login

The DPHHS Learning Management System is called DPHHS eLearn. This site allows online training to maximize, stimulate, and facilitate knowledge and awareness in Public Health and Human Services of Montana.

DPHHS employees and others with state assigned user ids may access [DPHHS eLearn](#) using the State Employee Login button.

If you do not have a state generated account, you can create a new account or enter your Username and Password

A screenshot of the Montana DPHHS eLearn login interface. The page has a light blue and white background with a scenic image of mountains. At the top, it asks 'Is this your first time here?' and provides instructions for Montana State employees to use the State Employee login button and for others to create a new account or use the password reset option. Below this is a 'Create new account' button. The main section is titled 'Montana DPHHS eLearn' and contains a login form with fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgotten your username or password?'. There is also a note about cookies and a section for 'Log in using your account on:' with a radio button selected for 'State Employee Login'.

Course Enrollment

You will either be auto enrolled in a course by the teacher, or you may be able to “self-enroll” in the course. If you believe a course is one you need, and you are unable to self-enroll, contact the teacher for access.

If you are sent an email with a link to a specific course, you will be asked to login through ePass first, and then be directed to that course.

DPHHS eLearn Home Page

Profile

If you are requested to edit your profile, you may do so using the Profile option in the dropdown next to your user name.

Courses

The home page of DPHHS eLearn contains categories that may be helpful in selecting and viewing available courses.

You may also show a list of all courses, or search the courses by course name.

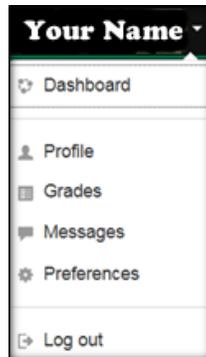
[Show list of all courses](#)

Search courses:

Notifications and messages

The site can alert you when you have new messages from your teacher or other students. You may receive alerts about new forum posts or desired deliverables and more.

Courses might be set up to allow students to Messages in the student menu. Teachers can also add a Messages block to the course page to make messaging easier. This is different from course discussion and forums.



Dashboard

You can access your individual Dashboard on the home page of the eLearn site or from the dropdown next to your user name. The Dashboard contains courses you are enrolled in.



Courses in which you have been auto-enrolled or enrolled in general are displayed here. You do not have to search for a class that you are enrolled in. Open My Dashboard and enter your class here.

Your courses will display by name in a collapsed list.

Contacts

- [DPHHS eLearn Informational webpage.](#)
- Problems logging into the site or trouble displaying site on your machine - Contact [Technology Services Center](#) (406) 444-9500.
- Trouble navigating the site or taking a course - Click on the **HELP** button 
- Technical Issues with the site - Click on “Contact DPHHS eLearn Administrator”
- Your program may have a contact person to troubleshoot issues before contacting support.