Basic Environmental Health Program (BEHP)
Registration Process & Instructions

BEHP includes:
- In-class sessions
- Webinars
- Self-paced online courses

BEHP uses the *NYS Department of Health – Learning Management System* (LMS) to facilitate registration and tracking of participants.

To register for the program, please go to:

[https://www.nylearnspgh.com/Public/](https://www.nylearnspgh.com/Public/)

1. Click on “New to the system? Register Here” on the left upper hand side. (Below Login box)

2. You will be asked to create a profile.

3. Please complete all required fields and include your agency name in the first line of your work address, in addition to the Agency drop down menu.

4. Once you have completed your profile, please click on “Submit your Registration”.

**If you are already registered with the LMS, you DO NOT need to create a new profile.**

You should now be logged into the *NYS Department of Health – Learning Management System*. 
1. **Under “User Menu” on the left hand side, click on “Course Catalog”.**

![Course Catalog](image1.png)

2. **Click on “Program Catalog” located at top center of page.**

![Program Catalog](image2.png)
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3. All of the BEHP components will be listed under the heading “Basic Environmental Health Program – Winter 2020”). Click on the title of the program to begin registering for the program.

![Available Programs Table]

4. Please read the information on the page and scroll down to the bottom of the page and click “Begin Program Enrollment”. If you have previously enrolled in or completed any of the courses within the program you will see this indicated under the “Status” column.

![Course Status Table]
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5. You will see a “Course Status Table”. Scroll down and click the enroll button for courses that you are not currently enrolled in. You will receive a confirmation email from cade@uic.edu for every course you enroll in (“Rensselaer – Winter 2020” sections). If the course is in-person, the confirmation email will include the meeting date, time and location. Please be patient with the system, it may take a few moments before you are enrolled in each course.

6. Continue to enroll in each of the program components/courses. Once you have enrolled for all of the courses, you will see a Program Enrollment – Summary page. Click on the course name or details link (section column) for more information.

7. Select and enroll in a topic for NYNJ-068 Elective (Practicing Cross Cultural Communication). Go to the “Course Catalog” to find and enroll in the course of your choice. Use the keyword search box. Choose ONE of the following:
   - NYNJ-068a : Practicing Cross Cultural Communication: Hepatitis A Outbreak
   - NYNJ-068b : Practicing Cross Cultural Communication: The Bamboo Dragon
   - NYNJ-068c : Practicing Cross Cultural Communication: Community Health Workers
   - NYNJ-068d : Practicing Cross Cultural Communication: Flood
7a. Click on the course name. Click on Enroll.

You will see a message indicating that you have successfully registered for the course and you will receive a confirmation email from cade@uic.edu