NAVIGATING TALENT LMS

For all HMIS Users

YOU CAN USE TALENT TO ENROLL IN:

RECORDED NEW USER TRAINING

- For New HMIS Users
- Complete training at your own pace, on your own
- Trainings specific to each program

LIVE NEW USER TRAINING

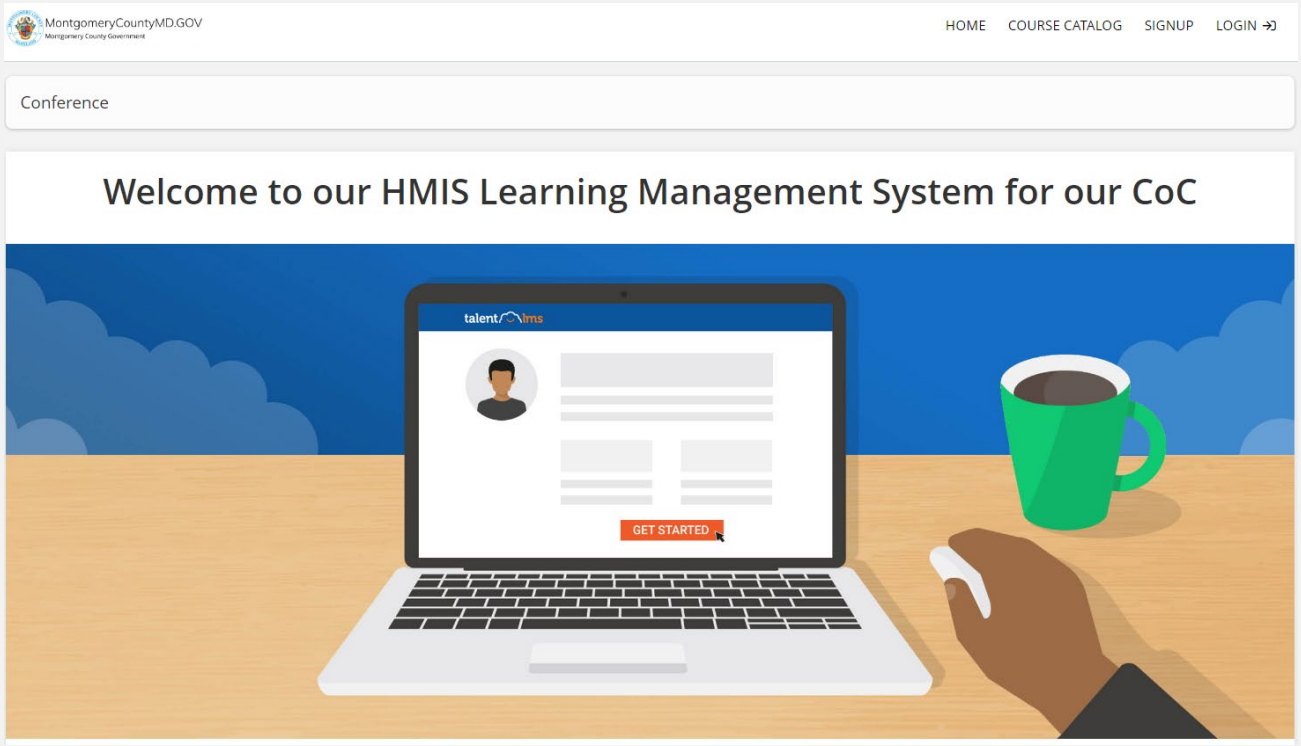
- For New HMIS Users
- Attend a **LIVE** training via Zoom
- Trainings specific to each program

OTHER HELPFUL RECORDED TRAININGS

- For new and veteran users
- Short trainings on specific topics/assessments

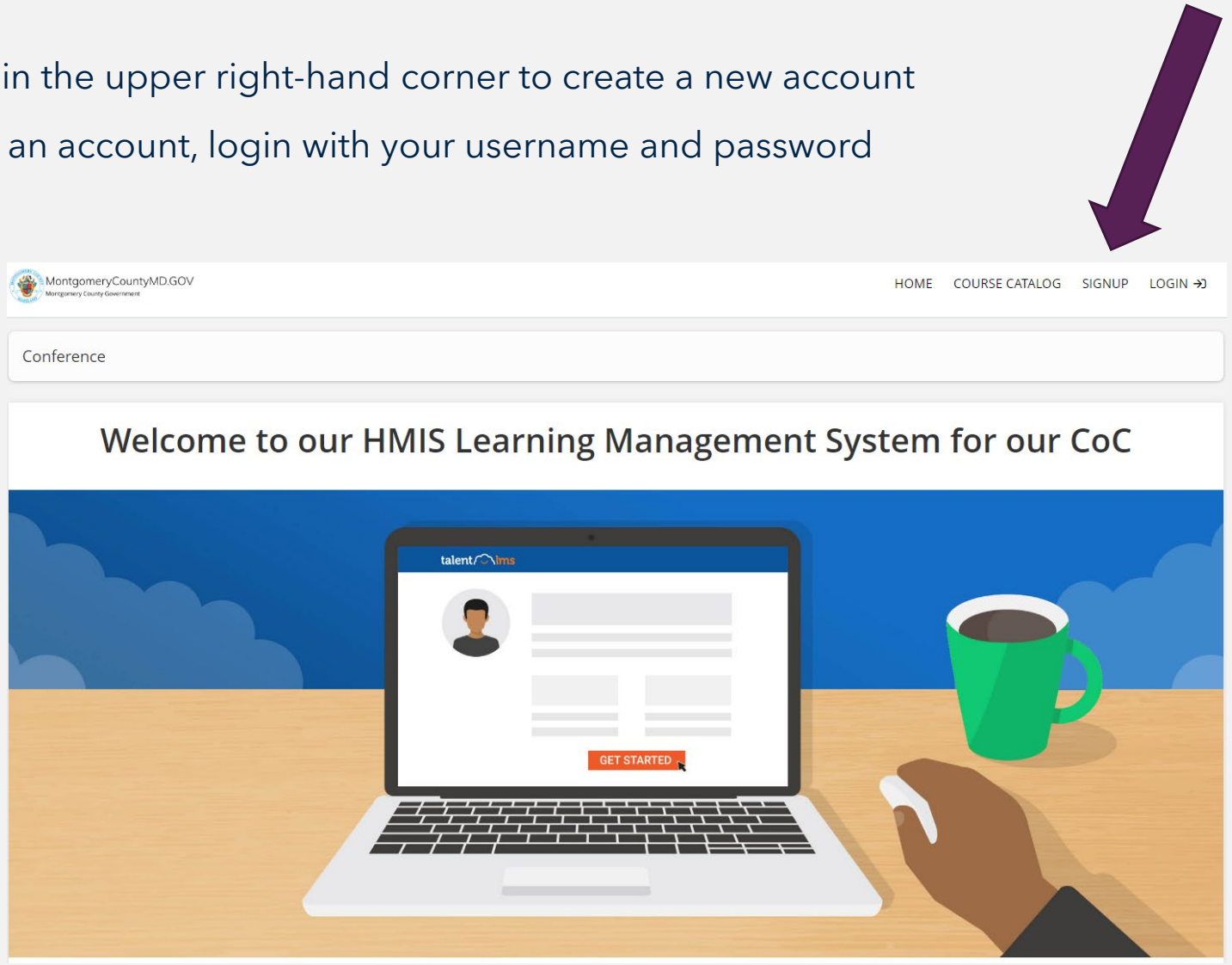
NAVIGATE TO THE HOME PAGE

- Montgomery County's Talent LMS can be found at ***https://mocohmis.talentlms.com/***
- If you try and search Talent using a search engine, you might end up at another organization's page
- You are in the right spot if you see the Montgomery County seal in the upper left-hand corner



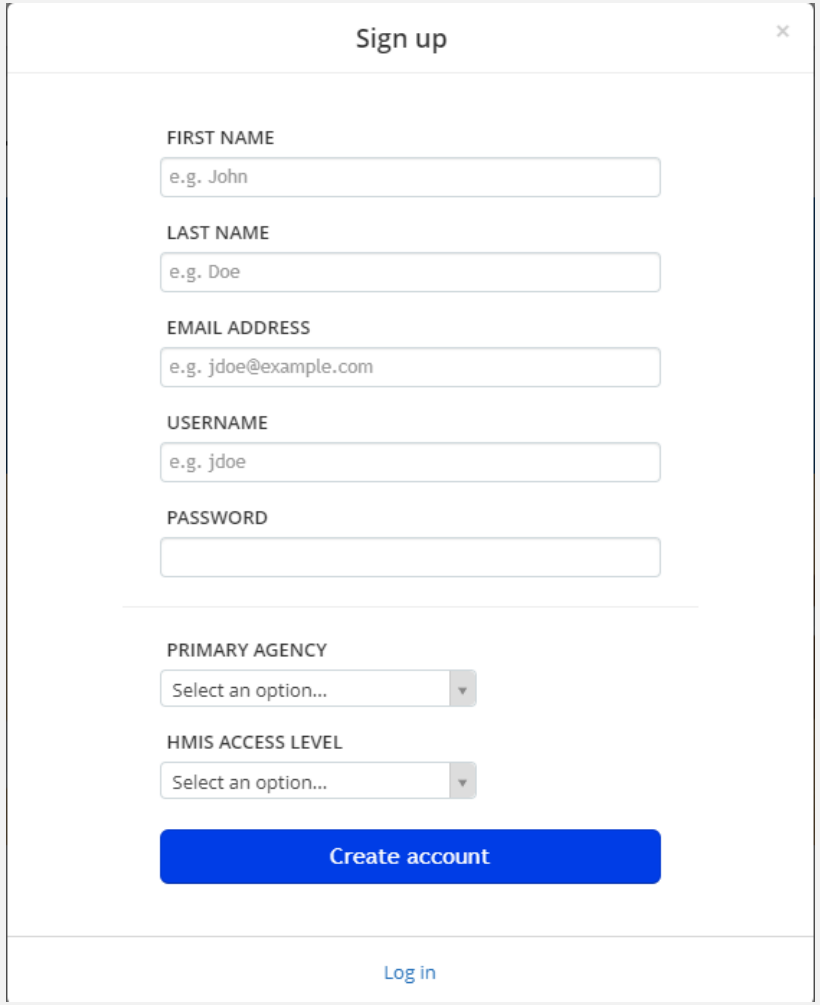
CREATE AN ACCOUNT

- Click on “SIGNUP” in the upper right-hand corner to create a new account
- If you already have an account, login with your username and password



CREATE AN ACCOUNT

- The following form will appear. Complete the entire form!
- **Primary Agency:** the overall agency you work for, not the specific program within the agency
- **HMIS Access Level:** select ***Case Manager*** or ***Agency Admin***
- **Username:** First initial of your first name, followed by your last name
  - For example, Charlie Brown's username is Cbrown
  - If the username is already taken, add a number to the end



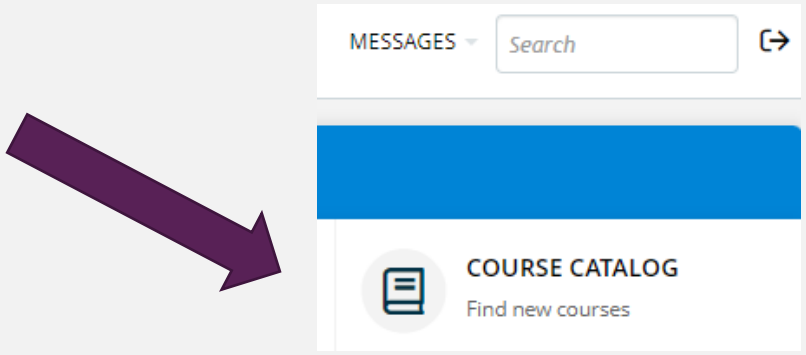
ACCOUNT APPROVAL

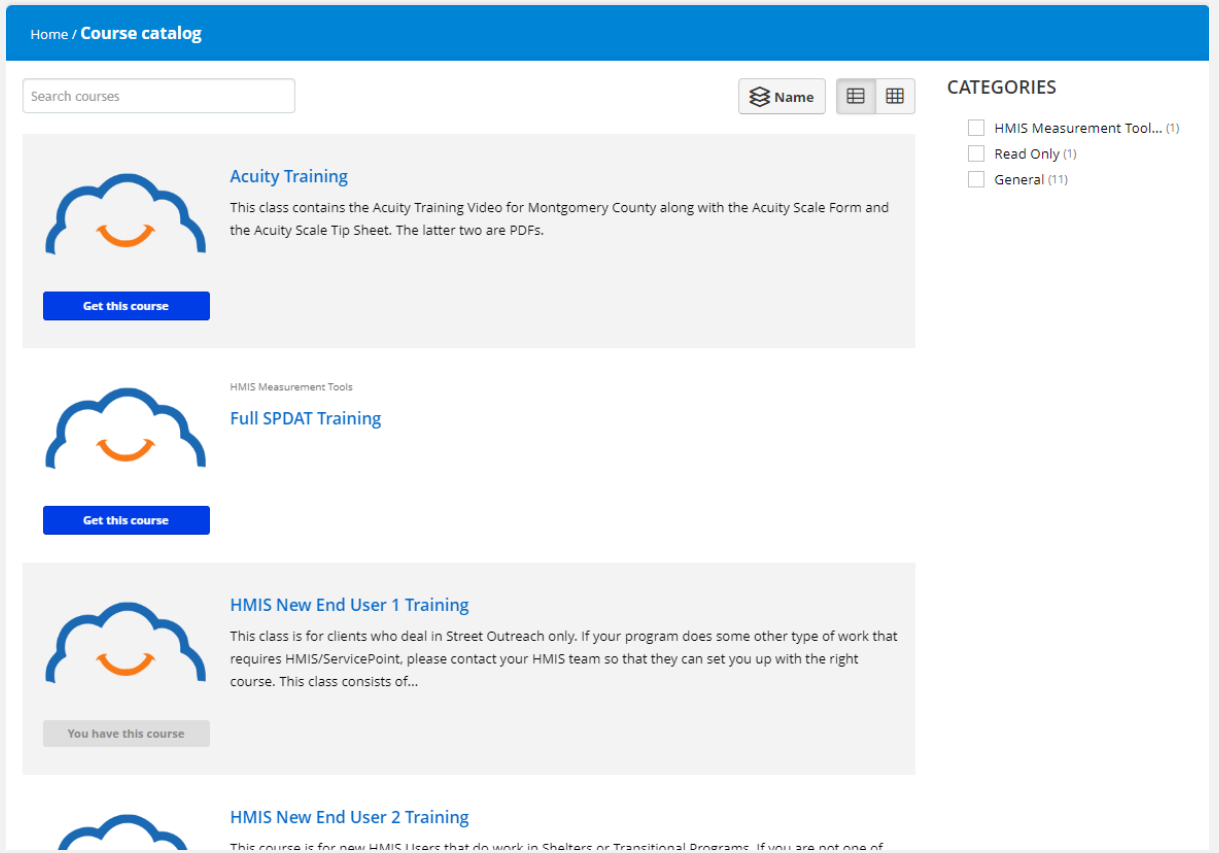
- After creating your account, sit tight!
- The HMIS Team must approve your account before you have access to trainings
- Accounts will usually be approved the same day

I can bearly contain my excitement for HMIS training

BROWSE COURSES

- Once your account is approved and you login, click on **Course Catalog** to view all available courses





NEW END USER TRAININGS

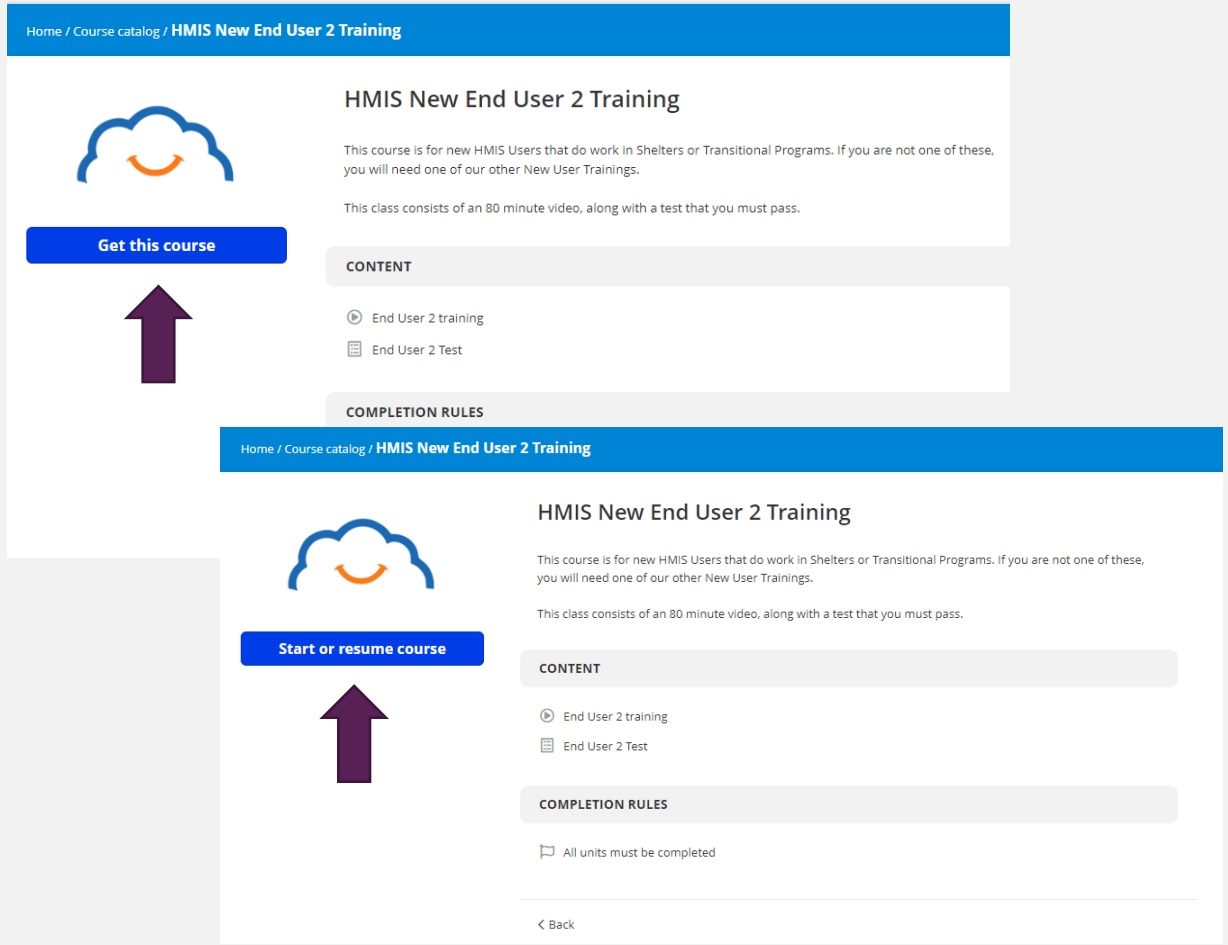
We offer different new user trainings based on program type:

- **End User 1:** Supportive Services, Street Outreach
- **End User 2:** Emergency Shelter, Transitional Housing, Safe Havens
- **End User 3:** Permanent Housing, Rapid Re-housing
- **Diversion Singles:** Diversion

RECORDED NEW END USER TRAINING

To enroll in a recorded training-

- Click on the title of the course you would like to enroll in
- You will be brought to a screen that looks like this
- Click **Get this course**
- Click **Start or resume course** to go to training material



RECORDED NEW END USER TRAINING

- Recorded New HMIS End User trainings consist of a video and a quiz
- You must score a **100%** on the quiz to pass
- You may take the quiz 3 times before you are locked out
- You must email the HMIS Team to reset your quiz if this occurs

- Once you see the celebration screen, you have successfully completed the course

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LIVE NEW END USER TRAINING

- LIVE end user trainings are led by the HMIS Team via Zoom
- Attendees can ask questions and get answers in real time
- Attendees do not need to take a quiz, but you must be present for the entire training to receive credit

- LIVE Trainings are already held every **1st Wednesday of the month** at the following times:
  - End User 1: 9:00am-11:00am
  - End User 2: 11:30am-1:30pm
  - End User 3: 2:30pm-4:30pm

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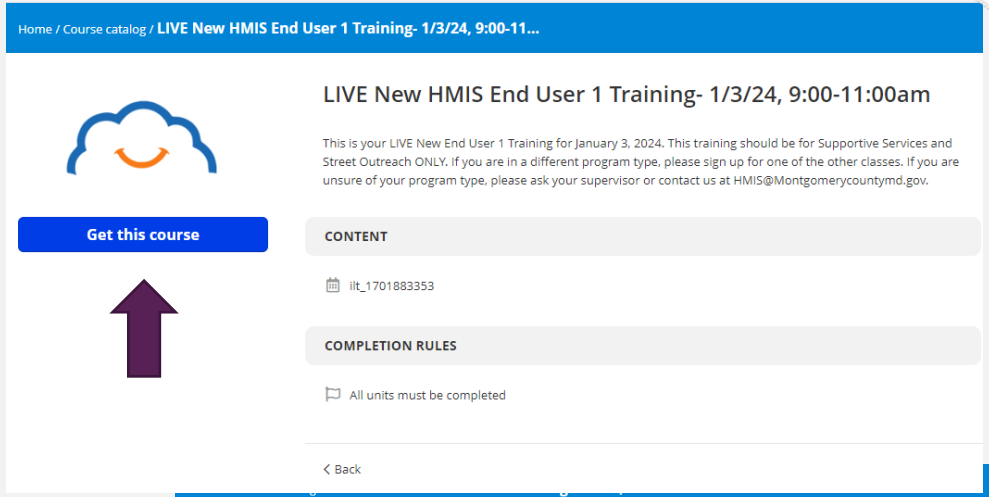
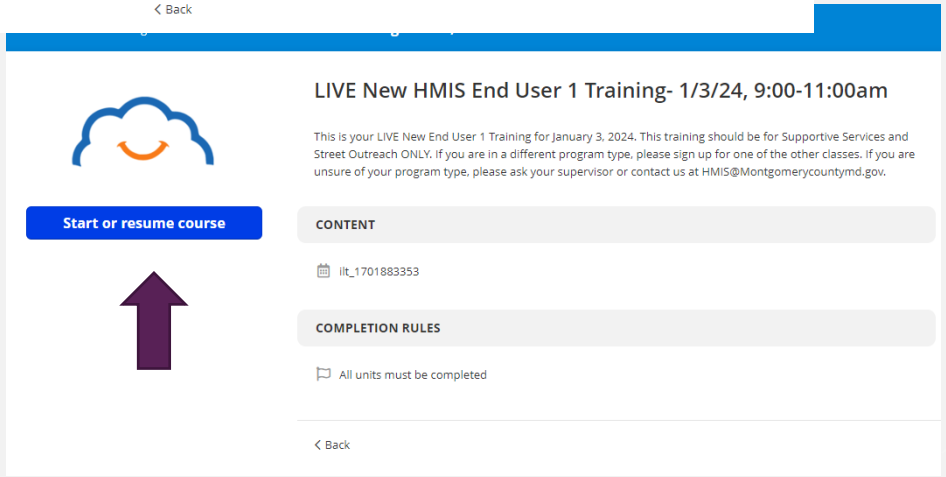
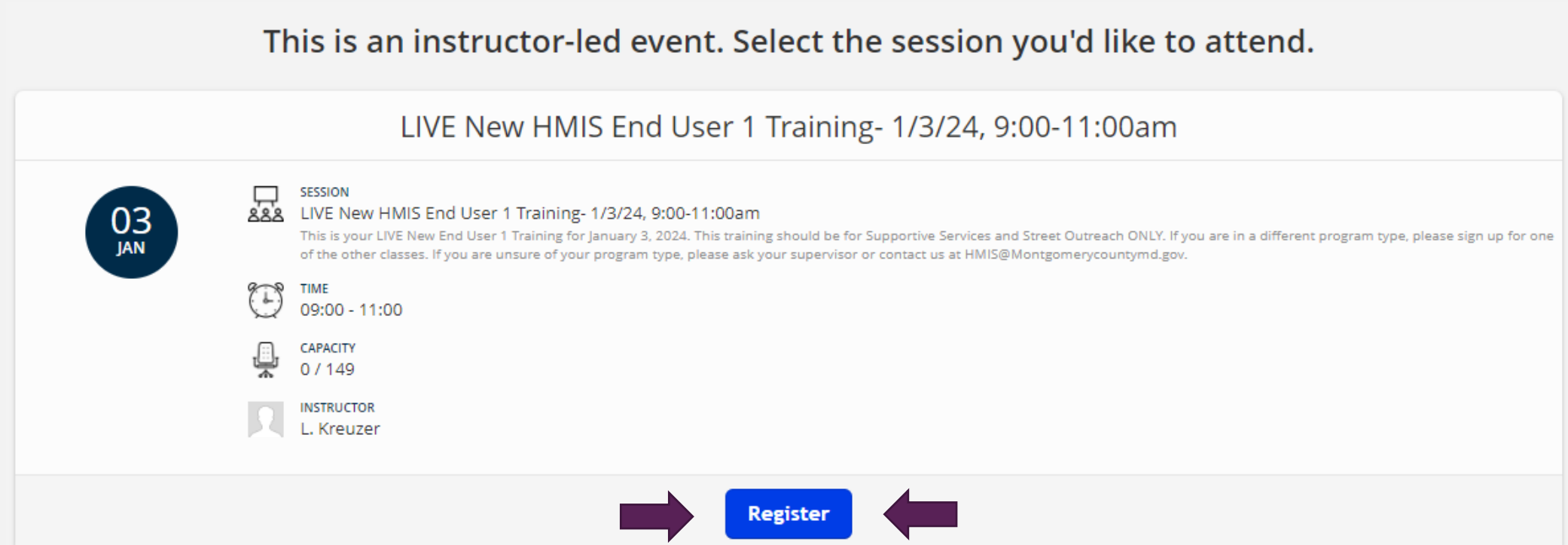




LIVE NEW END USER TRAINING

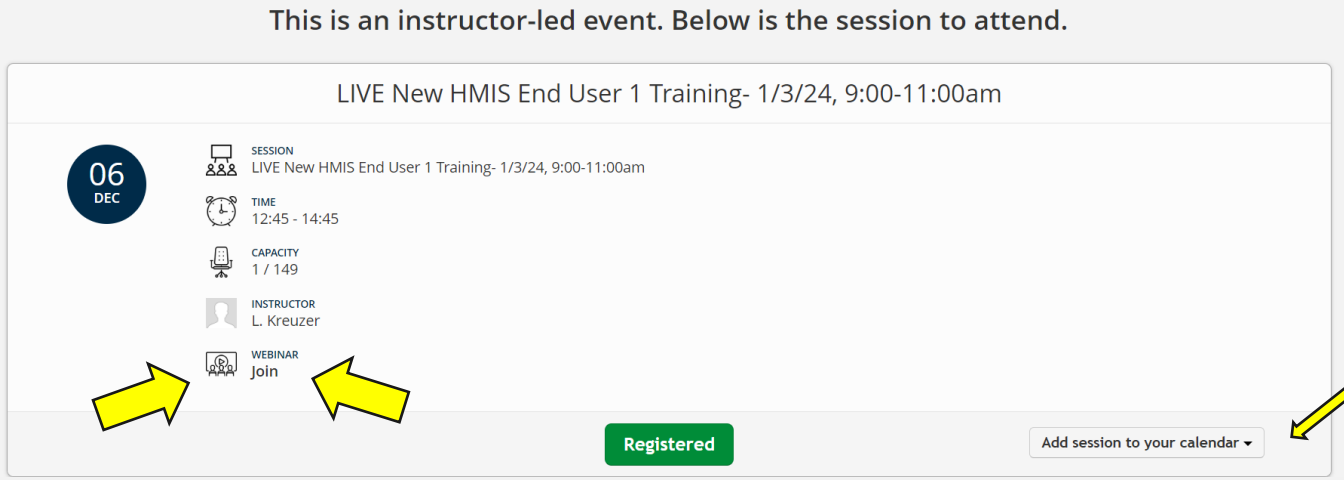
Click *Register* to sign up for the LIVE session:



LIVE NEW END USER TRAINING

On the day of the LIVE training:

- Navigate back to the course page
- Click ***Resume*** course
- Click ***Join Webinar***
- *Zoom will automatically open and take you to the live training session*
- *At the end of the training, instructor will change your status to "pass" to show you have completed training*



You can add the event to your calendar as a reminder!

PLEASE EMAIL THE HMIS TEAM AT

HMIS@montgomerycountymd.gov

WITH ANY QUESTIONS!