

Register for a Session

- To register for a PCSP Form Presentation in your area, please visit the **HHS Learning Portal** at the following link, and follow instructions to register for a session.

<https://learningportal.dfps.state.tx.us/enrol/index.php?id=64>

- If you do not already have a login account for the HHS Learning Portal, you will need to create one (**see provided instructions**).
- In order to have your attendance documented, after attending the session, you **must return to link provided above** and complete the presentation evaluation to receive your certificate of attendance.



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Registering for the PCSP Presentations in the HHS Learning Portal

PASRR

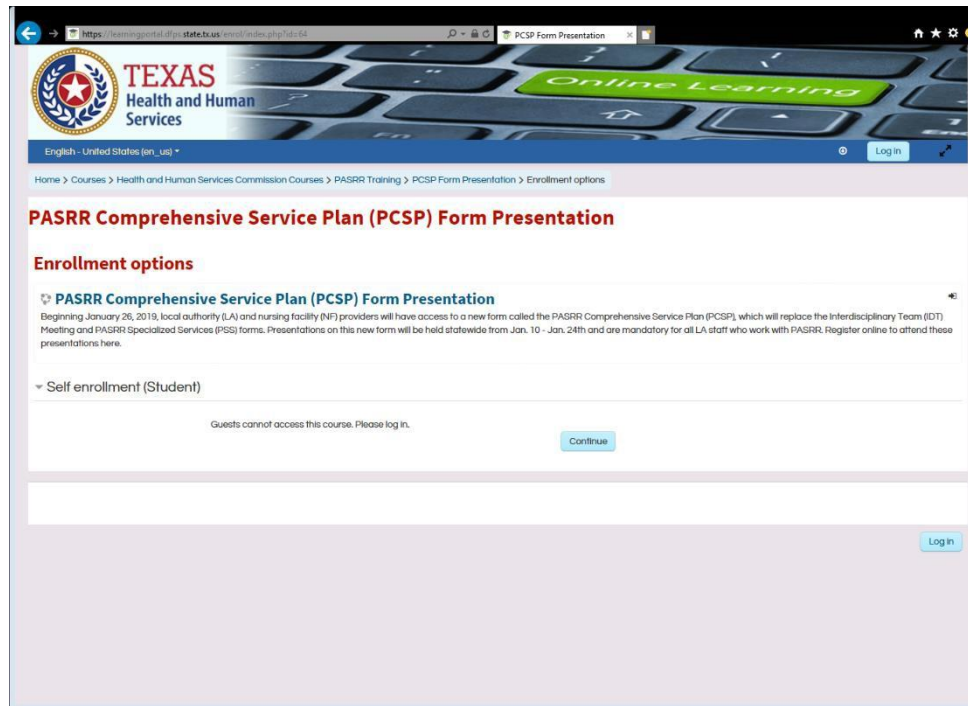
Preadmission Screening and Resident Review

HHS Learning Portal

- IDD Services' online PASRR Training is now being hosted in the new [HHS Learning Portal](#), a system that collects user feedback and documents user success.
- We are using this system to conduct online registration for the **PASRR Comprehensive Service Plan (PCSP) Form Presentations**.



HHS Learning Portal: Initial Login -1



- As a first step, please visit the PCSP Form Presentation page at the following link:
- <https://learningportal.dfps.state.tx.us/enrol/index.php?id=64>
- Select "**Continue**" to begin the online registration process.

HHS Learning Portal: Initial Login - 2



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A screenshot of the HHS Learning Portal login page. The page has a blue header with the Texas Health and Human Services logo and the text "Learning Portal". Below the header, there is a "Log in" section with a "Username" field, a "Password" field, and a "Log in" button. To the right of the login fields, there is a section titled "Is this your first time here?" with a message "For full access to this site, you first need to create an account." and a "Create new account" button. At the bottom of the login section, there are links for "Forgotten your username or password?" and a note "Cookies must be enabled in your browser". The URL in the browser's address bar is "https://learningportal.dfps.state.tx.us/login/signup.php".

- If this is **your first** visit to the learning portal, you must select "create new account" in order to proceed.
- If you **already have a login account**, please proceed to **slide #8** of this presentation.

HHS Learning Portal: Initial Login - 3

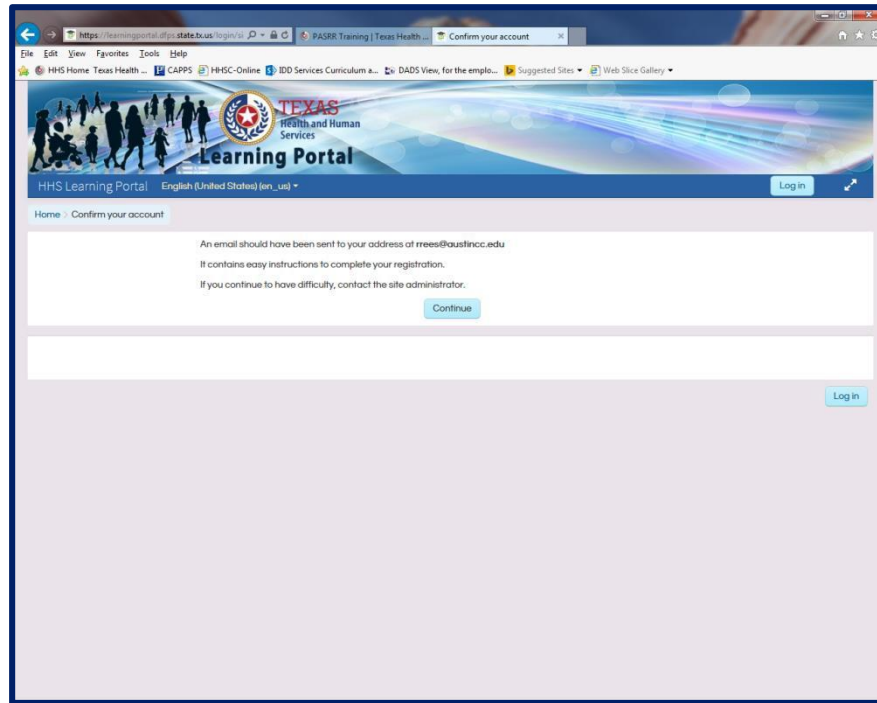


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A screenshot of a web browser showing the "New account" page of the HHS Learning Portal. The page has a blue header with the portal's logo and navigation links. The main content area is titled "New account" and includes a section for "Choose your username and password" with fields for "Username" and "Password". Below this is a "More details" section with fields for "Email address", "Email (again)", "First name", "Last name", "City/town" (pre-filled with "Austin"), and "Country" (pre-filled with "United States"). A "Log in" button is visible in the top right corner of the main content area.

- You will need to create a username and password.
- Additional details, such as email address, are requested as well.
- Note that the system will send an automatic email for your first login, so use a working email account.
- **Please take good notes to record what email account you use, and the password you set up.**

HHS Learning Portal: Initial Login - 4



- The system will tell you that an email has been sent to the email you provided.
- Now you can close the browser and go look for that email.
- In the email you receive, there will be a link provided to sign into the HHS Learning Portal.
- You can use that link for your initial login, and to take a tour of the portal.

Go to the PCSP page

After your initial login, the system will offer guided navigation through the site. You will need to navigate to the PCSP presentation registration page by selecting **"all courses"** then **"HHS Courses"** then finally, **"PASRR Training."**

To go directly to the online registration page after your initial login, select the link below:

<https://learningportal.dfps.state.tx.us/course/view.php?id=64>



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Online Registration - 1



- To register for a presentation, select the **PCSP Form Presentation Schedule** link by the **green** checkmark.
- (**Note the evaluation link at the bottom of the page. In order to have your attendance documented and receive your certificate of completion, you will be asked to return to this page and complete the evaluation.)

Online Registration - 2



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← → <https://learningportal.dfps.state.tx.us/mod/booking/view.php?id=530> PCSP Form Presentation Schedule

English - United States (en_us) ▼
PCSP Form Presentation Schedule

PCSP Form Presentation Schedule

↑ Back to 'To register to attend a presentation, please open the registration link below.'

[Go to registration](#)

To register, please scroll down and select one of the sessions below. We will contact you with further details.

Event duration:
3 hours

[Go to top](#)

You currently have used 0 out of 1 maximum available bookings (Conference) for your user account

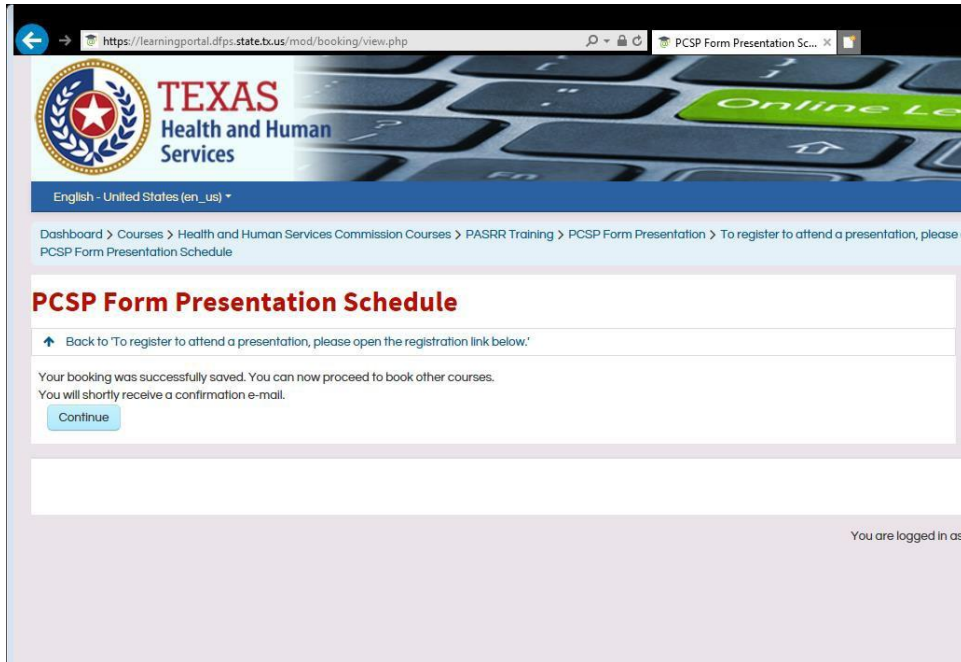
[Active bookings](#) [All bookings](#) [My bookings](#)

[Search](#)

Selection	Date	Still available
PCSP Form (San Marcos, Morning) TBA Location: San Marcos Comments (0)	Friday, January 11, 2019, 9:00 AM - Friday, January 11, 2019, 12:00 PM	Book now Places available: 200 of 200 Waiting list places available: 10 of 10 Manage 0 responses
PCSP Form (San Marcos, Afternoon) TBA Location: San Marcos Comments (0)	Friday, January 11, 2019, 1:00 PM - Friday, January 11, 2019, 4:00 PM	Book now Places available: 200 of 200 Waiting list places available: 10 of 10 Manage 0 responses
PCSP Form (Dallas, Morning) TBA Location: Dallas	Tuesday, January 15, 2019, 9:00 AM - Tuesday, January 15, 2019, 12:00 PM	Book now Places available: 200 of 200 Waiting list places available: 10 of 10

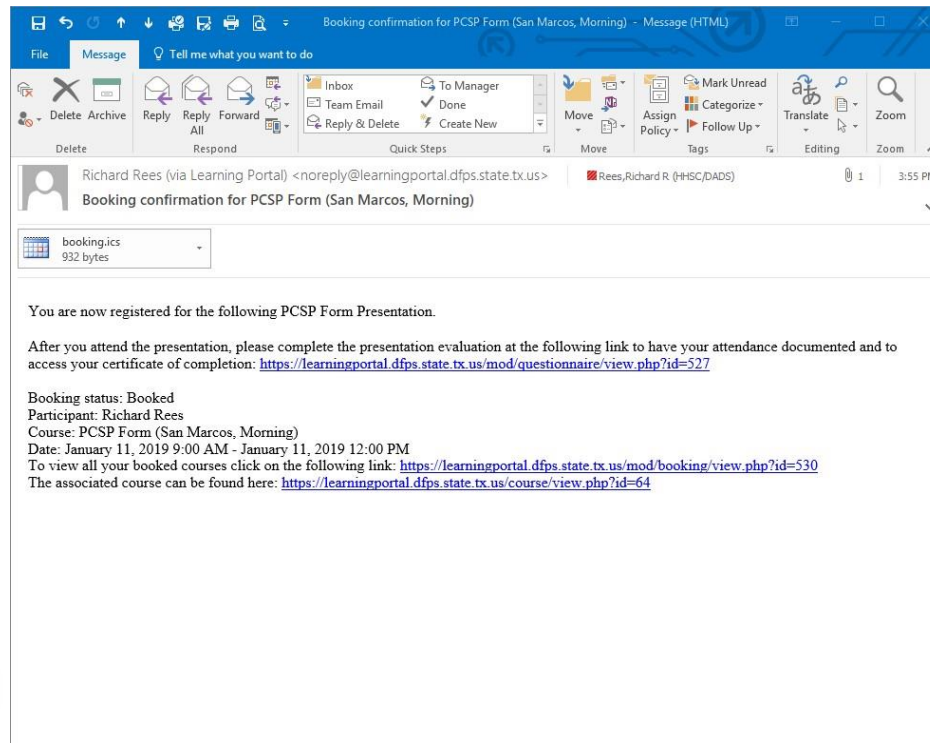
- All available presentations will be displayed.
- To register, select the **"Book Now"** button to the right of the session you want to attend.

Online Registration - 3



- The system will ask you to confirm, and select the **"Continue"** button to do so.
- It will also send you an **automatic confirmation email** with an attachment that will allow you to add the event into your email calendar.

Online Registration - 4



- This **automatic email** will contain the link to the **presentation evaluation**.
- As stated earlier on slide 8, after you attend the presentation, you must complete the evaluation (**link below**) to have your attendance documented and to access your certificate of completion. You can access the evaluation link quickly by saving this email.

<https://learningportal.dfps.state.tx.us/mod/questionnaire/view.php?id=527>



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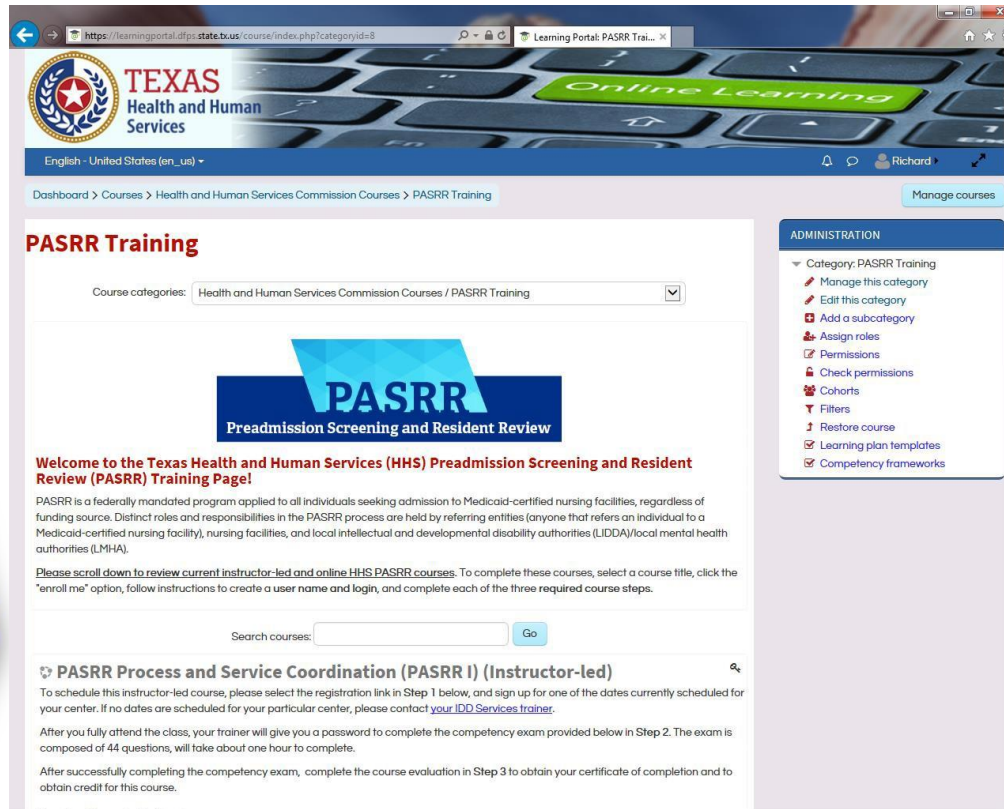
HHS Learning Portal: Certificate of Completion



- After completing the evaluation, the system will issue your certificate of completion.
- The system also saves this certificate, so you can retrieve it later.



Other PASRR Training!



- Note that there are many PASRR courses that you can access using this system.
- Please save the following url, and visit the site regularly for PASRR training.

<https://learningportal.dfps.state.tx.us/course/index.php?categoryid=8>

IDD Services Training

- We are committed to providing successful PASRR training!
- Please let us know if you have any suggestions or feedback.

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