



# Learning Management System (LMS) student account

**Existing Student that need access**

Orange County Fire Services

# HTTPS://LMSPORTAL-DHSES.NY.GOV

The screenshot shows the login page of the LMS Portal. The page is divided into three main columns. The left column contains a 'Sign in' form with fields for 'E-mail address (Username)' and 'Password', a 'Reset your password' link, and a 'Sign in' button. Below the form is a 'Retrieve Your NYID' section. The middle column contains a 'Welcome' message, a 'New DHSES LMS Users' section with a link to request a new account, and a 'DHSES Training Academies' list. The right column contains 'Resources' (Available Training, WebForms), 'Technical Support' (contact information), and 'System Information'. A red circle highlights the 'Quick Links' section in the middle column, with a red arrow pointing to it from the text on the left.

**Sign in**

E-mail address (Username)

Password

[Reset your password](#)

**Sign in**

**Retrieve Your NYID**

If you have access to the primary email address for your person record, you may retrieve your existing NYID via email.

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**Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System.**

DHSES LMS is designed to facilitate the scheduling of courses and retention of records by DHSES. This website will give you access to the current available trainings and enable authorized users to register for Courses administered by NYS DHSES.

**New DHSES LMS Users**

To request a new Portal account, click here [New User Account Access Request](#) or click on the WebForms on the upper right side corner under the Resources band and select "New User Account Access Request." (NOTE: When filling out the New User Account Access Request Webform, the Training Academy that you will be asked to choose is the primary training office where you most often attend trainings).

The Training Academy you choose will not limit your ability to take training with any other Training Academies of DHSES. This will help the Training Academy to assign you to one of our DHSES LMS administrators.

**DHSES Training Academies**

- Office of Disaster Recovery (DR)
- Office of Emergency Management (OEM)
- Office of Fire Prevention and Control (OFFPC)
- Office of Interoperable and Emergency Communications (OIEC)
- State Preparedness Training Center (SPTC)

**Returning DHSES LMS Users**

**Quick Links**

- [DHSES LMS Student Guide](#)
- [Frequently Asked Questions](#)
- [Update User personal Information](#)
- [Training History/Transcript Request Form](#)
- [FEMA Student Identification Lookup](#)
- [NYS DHSES Training](#)

**Resources**

- [Available Training](#)
- [WebForms](#)

**Technical Support**

For technical support, questions, or comments on this site, please contact:

via e-mail: [LMS@dhSES.ny.gov](mailto:LMS@dhSES.ny.gov)

For specific questions about the training programs, please contact the appropriate Training Academy from one of the DHSES Offices listed below:

DR: (518) 292-2293

OEM: (518) 292-2351

OFFPC: (518) 474-6746

OIEC: (518) 322-4911

SPTC: (315) 768-5689

**System Information**

The Acadis® Readiness Suite is a comprehensive public safety training solution developed by Envisage Technologies, LLC. The company provides the Acadis® software and training modernization consulting to premier training organizations throughout the US. To find out more, please visit the Envisage web site at [www.envisagenow.com](http://www.envisagenow.com).

Bottom of the homepage has quick links for common questions





# Existing Student that need access

You will need your NY ID number to complete this update

In order to get your NY ID number follow these steps:

First: email/ask your chief.

If that doesn't work:

Second: Email Jim McCann (JMcCann@orangecountygov.com) and  
Jamie Rohner (James.W.Rohner@gmail.com)

- you will need to include your name, department, and date of birth in that email so they can look you up in the database
- One of them will email you back, or refer you to a state POC if unable to locate you in the database



# LMS Homepage: HTTPS://LMSPORTAL-DHSES.NY.GOV

Click link for  
“Webforms”



The screenshot shows the LMS homepage with the following elements:

- Sign in** section with a text input for "E-mail address (Username)" and a "Sign in" button.
- Reset your password** section with a "Sign in" button.
- Retrieve Your NYID** section with instructions on how to retrieve an existing NYID via email.
- Welcome to the NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System** message.
- New DHSES LMS Users** section with instructions on how to request a new Portal account.
- DHSES Training Academies** list:
  - Office of Disaster Recovery (DR)
  - Office of Emergency Management (OEM)
  - Office of Fire Prevention and Control (OFPC)
  - Office of Interoperable and Emergency Communications (OIEC)
  - State Preparedness Training Center (SPTC)
- Returning DHSES LMS Users** section.
- Resources** section with links for "Available Training" and "WebForms".
- Technical Support** section with contact information for technical support.
- System Information** section with a brief description of the Acadis® Readiness Suite.



# Update your profile



Homeland Security  
and Emergency Services

LEARNING MANAGEMENT SYSTEM

Home

## WebForms

WebForm ▲

Description

[New User Account Access Request](#)

Please fill this webform to request a New User Account Access Request.

[Update User Personal Information](#)

Please fill this webform to request Update User Personal Information.

Click link for “Update user Personal Information”

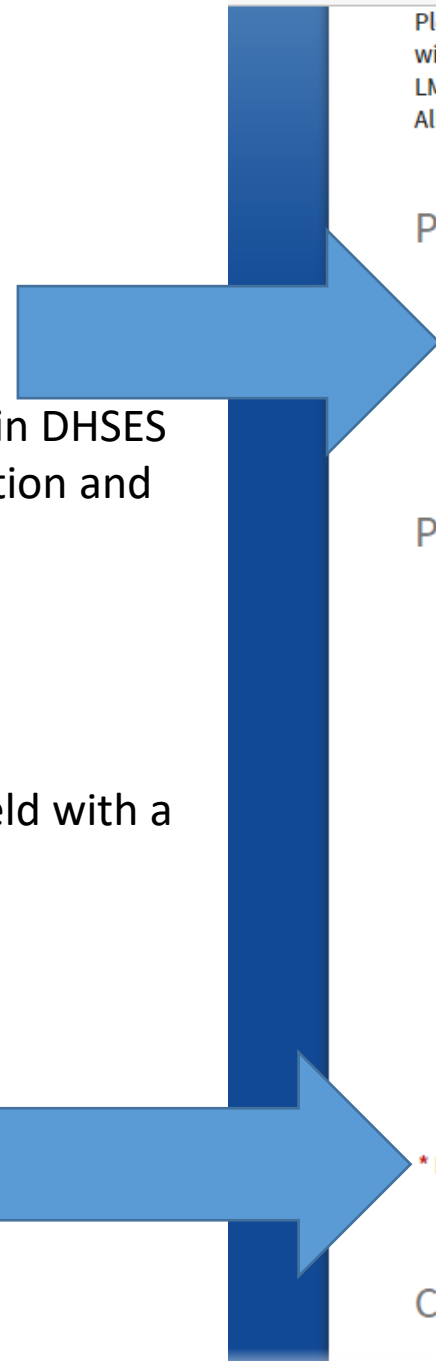




Training Academy with in DHSES is: Office of Fire Prevention and Control (OFPC)

Fill out at least every field with a red asterisks (\*)

Update Record



Please be sure that all your contact information is correct on this Request to update your personal profile information WebForm. Failure to complete with correct and verifiable data may impact the consideration of the change requested by you to your personal profile information. DHSES needs LMS Administrators are able to reach you for any required follow-up. All red asterisk(\*) fields are mandatory to be filled.

### Primary Organization

\* Please choose your Training Academy with in DHSES

Office of Fire Prevention and Control (OFPC) ?

### Personal Information

Name (First Middle Last, Suffix)

Input fields for First, Middle, Last, and Suffix, plus a dropdown menu for Suffix.

\* Date of Birth

Date of Birth input field with calendar icon

Last 4 of SSN

Last 4 of SSN input field

\* Enter your NYID#

NYID# input field with help icon

Enter your FEMA ID# (if known)

FEMA ID# input field with help icon

\* Enter Your Primary Email Address

Primary Email Address input field

\* Reason for Change Request

Reason for Change Request input field

### Change Personal Information



Once done filling out all needed fields and updating what needs to be updated, click submit in the bottom right corner

## Change Primary Organization

Changes to the primary organization will change your primary employment on your person record in the DHSES LMS (Admin).

Please ensure when choosing an Organization that you are choosing an Organization with a 5-digit code in front of the Organization Name.

Primary Discipline	<input type="text" value="Select an option..."/>
New Primary Organization Affiliation	<input type="text" value="Enter organization name..."/>
Title/Rank	<input type="text" value="Select an option..."/>
Hire Date (MM/DD/YYYY)	<input type="text"/>
Enter Organization Address. Do not enter the PO Box Address.	<input type="text"/>
	Organization Street Address
	<input type="text"/>
	City
	<input type="text"/>
State	<input type="text" value="Select an option..."/>
Zip Code	<input type="text"/>
Organization County	<input type="text" value="Select an option..."/>
Comments	<input type="text"/>
Additional Comments	<input type="text"/>

Please choose 'Out of State' if your County is not in the drop-down list and specify it in the comments.

\*\*\*Note: By clicking the submit button, I authorize DHSES Academies to update and change my personal profile information. I assume complete responsibility for ensuring that all of my personal information is correct and up to date.

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Cancel



# Homeland Security and Emergency Services

LEARNING MANAGEMENT SYSTEM



Home

## WebForms

WebForm ▾

New User Account Access Request Please fill this webform to request a New User Account Access Request.

Update User Personal Information Please fill this webform to request Update User Personal Information.



**Thank You**

Thank you for your submission. Your account will be updated with changes within 3-5 business days.

Close





Once you complete the process, wait 3-5 days for your account to be updated.

If you need your password to get into the site, click the reset your password to go through that process



# Homeland Security and Emergency Services

LEARNING MANAGEMENT SYSTEM



Sign in

Address (Username)

Reset your password

Sign in

**Retrieve Your NYID**

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