

# ***TIP SHEET: Alameda County Learning Management System (LMS) Registration***

To assist you, or others who are registering for Alameda County BHCS trainings, please use the instructions and tips below. Each individual will need to make a profile and then register themselves for each CANS workshop session they would like to take.

To register for our BHCS trainings, please go to: <http://alameda.netkeepers.com>

- If you have a log-in but forgot your information, click on the link above the log-in box that says: “If you have forgotten your password, click [here](#) to retrieve it.” It will be emailed to you. Then log in to the site. If you still cannot log in, please call Stephanie to see if your account is dormant and needs to be reactivated (510-567-8113).
- **If this is the first time you are registering with the new online system and don’t already have a user profile, please click the link that says: [Non-County User Registration Page](#). After creating your profile, go back to the main page and log in.**

**Note: When creating your profile, it is IMPORTANT to select both your “Organization Type” and “Organization”. Please select from the drop-down menus.**

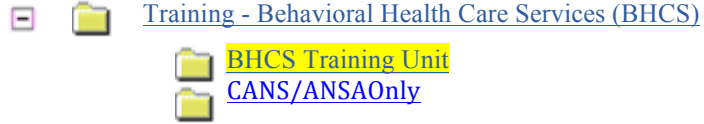
- If you are a BHCS-contracted Independent Provider and you don’t see the organization you’re with, select “Private” as your Organization Type, and then select “Independent Provider” for your Organization.
  - If you are at one of ACBHCS’s contracted CBOs (community-based organizations), and your organization is NOT on the list, please select the organization type (either Public Sector, Private, or Non-Profit), and then select “Other” for the organization (it’s in alpha-order on the drop down menu).
1. **After logging in to the site,** you should see a page open with 2 folders.

**Expand the [Training - Behavioral Health Care Services \(BHCS\)](#) folder by clicking on the small “+” sign next to the folder.**

  [Countywide](#)

  [Training - Behavioral Health Care Services \(BHCS\)](#)

2. Two folders will appear under it.



3. **For BHCS trainings, Click on the “BHCS Training Unit” folder.**  
*HOWEVER, If you are registering for CANS or ANSA trainings, then click that link instead.*
4. **Click on the name of the class title you want to register for, and the appropriate session if more than one date is offered.**
4. **Click “Apply” (located to the far right).**
5. After applying, you’ll receive an “Enrollment Confirmation” email and you’re all set!