

Login Instructions and FAQ

Mental Health/AODA Functional Screen (MH/AODA FS) Clinical Certification Course

QUESTION	ANSWER
1. How can I access the MH/AODA FS Clinical Certification Course?	The MH/AODA FS Clinical Certification Course is available on-line at http://mynursingce.son.wisc.edu/index.pl?id=66784
2. How do I register?	<p>To register for the course – as a new user:**</p> <ol style="list-style-type: none">1. Click on the box “3-Create user account and register”2. Click on the link to sign up for a new account and fill in your information.<ul style="list-style-type: none">• All fields are required.• If you do not have a credential or specialty, select or type in “Other.”• Enter your (1) Last name and (2) First name EXACTLY as you would like them to appear on your completion certificate.• Click on Submit when finished.3. Register:<ul style="list-style-type: none">• Verify that your information is correct.• Enter the following Access Code: DHFS0804MHSA. This code must be entered EXACTLY as above (DHFS in all caps and 0804 (zero8zero4) MHSA (in all caps).• Click on Submit. <p>You are now registered and on the MH/AODA FS course home page. Add this page to your list of favorite places!</p> <p>**NOTE: If you already have an account on the Portal (i.e., you’ve taken the LTC or CLTS FS course since 8/1/04), see question 7 for instructions.</p>
3. What should I use as my e-mail address?	<p>Ideally, you should enter your work e-mail address (e.g., sjones@co.mycounty.wi.us). If you do not use e-mail at work, enter a home e-mail address (e.g., myname@hotmail.com). DO NOT use a shared agency e-mail address (e.g., info@co.county.wi.us). Your progress and success at completing the course are directly linked to an individual e-mail. Other people interested in accessing the course should create their own individual account using their personal e-mail address and password.</p> <p>The proper e-mail address will assure receipt of your “account sign-up verification” and allow DHS Help Desk staff to contact you if you report technical problems.</p>

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4. What should I use as my password?	You can enter any password, but it is case sensitive (make sure your Caps Lock isn't on), and must be entered EXACTLY as you first created it when logging into the course.
5. What is the Access Code?	The Access Code is DHFS0804MHSA (DHFS in all caps and then 0804 (zero8zero4) MHSA (in all caps).
6. What if I have trouble registering and need help?	<p>Contact the Department of Health Services' (DHS) SOS Help Desk at:</p> <p>DHS SOS Help Desk: Phone: 608/266-9198 E-Mail: DHSSOSHelp@wisconsin.gov Hours of operation: 8:30-11:30 a.m. and 12:30-4:00 p.m.</p> <p>When calling during non-operating hours, leave a voice mail and indicate that you need help with the Mental Health/AODA Functional Screener Training.</p>
7. I've taken one of the other functional screen certification courses. Can I just use my old account to register?	<p>If you have taken an on-line course before through the UW-Madison School of Nursing (for example, you took the Adult LTC Functional Screener course):</p> <ol style="list-style-type: none"> 1. Click on step "3-Create user account and register" 2. Instead of clicking on the link to "Sign up for an account," log-in by entering your e-mail address and password and click Submit. 3. Enter the Access Code (DHFS0804MHSA) to register for the course.
8. What if I forget my password?	In the event you forget your password, click on the "Forgot your password?" link and a reminder will be e-mailed to you. If you need help, contact the DHS SOS Help Desk (see question 6).
9. What if I forget the e-mail address that I used to sign up for the course?	It is crucial that you remember your e-mail address. However, if you forget, contact the DHS SOS Help Desk (see question 6). If the Help Desk is unable to recover your e-mail address, you will be referred to the School of Nursing for further assistance.
10. How do I access the course in the future?	<p>If you added the course home page to your list of favorite places, you can access it from there. Otherwise:</p> <ol style="list-style-type: none"> 1. Go to http://mynursingce.son.wisc.edu/index.pl?id=66784 2. If you haven't already, add the course home page to your list of favorite places. 3. On the right-hand side of your screen, enter your e-mail address and password and click <i>Log-in</i>.
11. How can I tell if I'm logged in or not?	If you are logged in, you will see "Hello" followed by your first name (e.g., Hello Nancy) on the top red banner, under the four black tabs. If you are not logged in, you will see "Hello Visitor ."

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12. What if I have problems logging into the course?	<ul style="list-style-type: none"> • If you see a message that says, “Error – Sorry we could not identify you,” click the <i>Back</i> button on your browser’s toolbar. Then, re-enter your e-mail and password. Remember that the password is case sensitive; check that your keyboard Caps Lock is not on. • If you see a message that says, “Error – The e-mail address you entered is already used by another user,” it is possible that you have taken courses on the School of Nursing’s Portal in the past. <ul style="list-style-type: none"> ○ If you believe this “other user” is in fact you, click the <i>Back</i> button on your browser’s toolbar twice to return to the Log-in page and try to log-in. ○ If you have never taken an on-line course before, click the <i>Back</i> button on your browser’s toolbar once to return to the account sign-up page and verify the e-mail address and correct as necessary. <p>If you are still not able to log-in after trying these steps, contact the DHS SOS Help Desk (see question 6).</p>
13. I accidentally logged off - How do I get back into the course?	<p>When you log off, you are returned to the School of Nursing’s home page. To get back to the MH/AODA FS course:</p> <ol style="list-style-type: none"> 1. Click on the <i>Courses</i> tab. 2. From the list of courses, click on the <i>Functional Screener Training</i> link. 3. Click on the <i>MH/AODA FS Program</i> link. 4. Re-enter your e-mail and password.
14. Once I’m logged into the course, what should I do?	<ol style="list-style-type: none"> 1. From the course home page, click on <i>Welcome</i> and read that document for more information. 2. To avoid excess reading from a computer screen, it is recommended that you print a copy of the complete clinical instructions for the course. <ul style="list-style-type: none"> • Click on <i>Course Content Compilations</i> and then click on <i>Instructions</i> to download a copy. • From your browser toolbar, click on the Print icon or select File and Print. 3. To begin the course, click on the folder on the right side of your screen called <i>FS Module 1: Overview and History of MH/AODA FS</i>.
15. How do I get a certificate of completion?	<p>Once you have successfully completed the course (passed all of the exams with a score of 80% or higher and answered the completion survey), you will get a Certificate of Completion with 10 contact hours/1 continuing education credit. To get your certificate:</p> <ol style="list-style-type: none"> 1. Click on <i>Submit</i> after completing the final evaluation survey in Module 8. 2. Click on the <i>View Certificate</i> button. 3. From your browser’s toolbar, click on the Print button or select File and Print.

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	<ol style="list-style-type: none"> 4. Sign the Certificate to validate the document. 5. Check with your supervisor or “Screen Lead” to see whether they need a copy of your certificate to verify that you have passed the course.
<p>16. What if I lose my certificate? How do I get another copy?</p>	<p>If you need another copy of your certificate:</p> <ol style="list-style-type: none"> 1. Go to the MH/AODA FS Course home page (http://mynursingce.son.wisc.edu/index.pl?id=66784). 2. Enter your e-mail address and password to log-in. 3. Click on the <i>My Transcript</i> tab located at the top of the page. 4. Scroll down the page until you see Module 8. Click on the link “Exam (MH/AODA FS Module 8)”. 5. Click on <i>View Certificate</i>. <p>If you encounter problems, contact the DHS SOS Help Desk (see question 6).</p>
<p>17. Once I’m done with the course, how do I get access to the MH/AODA FS application to do actual screens with applicants?</p>	<p>Once you have successfully completed this course and received your Certificate, you will need security clearance before being granted access to use the MH/AODA FS. Instructions for obtaining access are provided in Module 8.</p>