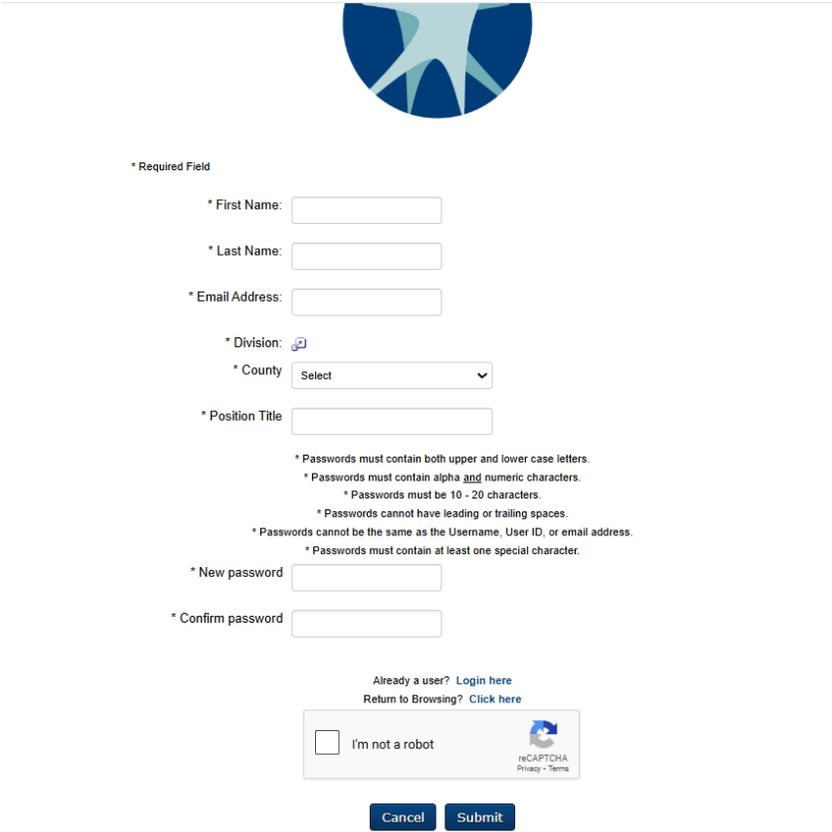# Registering for DHS Online Learning

The Wisconsin Department of Health Services (DHS) Online Learning includes access to Cornerstone, the learning management system DHS uses. Cornerstone houses training for staff working with DHS programs, including children's programs.

You must have an account to use Cornerstone. This document provides instructions for creating an account by self-registration.

Create an account

1. Access the Cornerstone log in page: https://widoa.csod.com/selfreg/register.aspx?c=%255e%255e%255eW6AoAXomuPinINBJ3PRSoQ%253d%253d. You will see the following page:

2. Make entries in the **required fields marked with an asterisk (*)**: First Name, Last Name, Email Address (enter your **work email**), Division, County, Position Title
   - Your Email Address will become your **Username**

- Click the arrow next to Division

  * Division: 🔲

- Click your program area
  - Children with Medical Complexity (CMC)
  - County Birth to 3 Staff
  - County Waiver Agencies (CLTS)

    If you work in both the Birth to 3 Program and the CLTS Program, **choose the best fit.**

Title	ID	Parent
Children with Medical Complexity (CMS)	PRGMCMC	DHS Children's Programs
CLTS Provider	PRGMCP	DHS Children's Programs
County Birth to 3 Staff	PRGMCB3S	DHS Children's Programs
County Waiver Agencies (CLTS)	PRGMCWA	DHS Children's Programs

- Select your county from the drop-down list
    - If you work in more than one county, choose the best fit.

3. Create and enter your new password.
    - Passwords must contain both upper and lower case letters.
    - Passwords must contain alpha and numeric characters.
    - Passwords must be 8 - 20 characters.
    - Passwords cannot have leading or trailing spaces.
    - Passwords cannot be the same as the Username, User ID, or email address.
    - Passwords must contain at least one special character.
4. Once you have completed entry of the above fields, check the "I'm not a robot" checkbox.
5. Click the Submit button.

6. You will receive an email letting you know that your registration is being reviewed.

Dear ▇▇▇▇▇▇▇

Your registration request for access to DHS Bureau of Children's Service's training website, Cornerstone, has been received. You will receive another email when your request has been approved or denied. If your request is approved, you will receive your login information via email.

Thank you,

Your Cornerstone Support Team

7. Once your registration has been approved or denied, you will receive an email letting you know your status. If you are approved, you will receive your login information. If you are denied, you can email DHSBCSTraining@dhs.wisconsin.gov if you have questions about the denial.

8. When logging in for the first time, you must answer the two security questions.

These can be used later to confirm your identity should you forget your password.

Note: In the future when answering a security question, you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive, so if you use capital (upper-case) letters when entering the answer now, you will need to also capitalize those letters when answering the question later. Also, if entering a date as an answer, when answering the question later, you must type it exactly as you did on this screen, using the same dashes, hyphens or other characters as you enter now.

* The answer(s) must be at least 3 characters in length.

Logging into Cornerstone

Once you're registered and approved in Cornerstone, you can just log in at https://widoa.csod.com/login/render.aspx?id=defaultclp to start learning.

1. Enter your Username. This is the email address that you originally registered with.
2. Enter your Password.
    a. If you forgot your password, click "Forgot password?" to have your password reset.
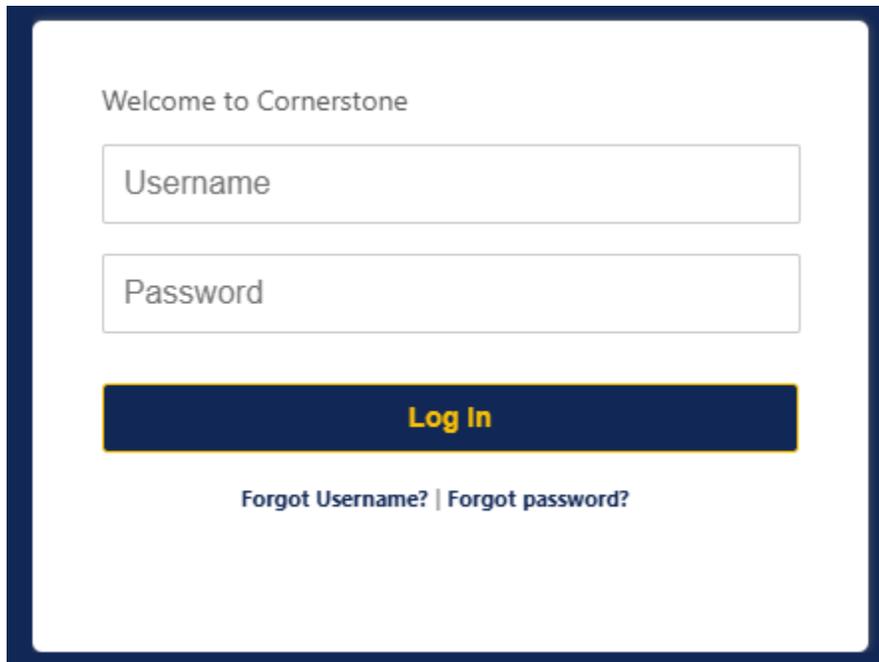
Disabling Registration

If you no longer need access to Cornerstone, you or your manager should email DHS BCS Training at DHSBCSTraining@dhs.wisconsin.gov. The email should include:

- Your name
- Your email address
- Date you no longer need access to Cornerstone