**LMS Registration Process**

* If you are already registered for one of KHC’s Learn Upon LMS portals (KY-HMIS, KY Balance of State CoC, Single-Family Development Programs), you must register for additional portals if you have funding that falls under a different portal.  For instance, if your agency has HOME TBRA funding and you also have HOME Single Family Development you will need to be registered under both KY Balance of State CoC (for HOME TBRA funding) and Single Family Development portals.
* Those already with credentials and registered for the correct portals that correspond with their funding sources can LOGIN and begin taking HCA Compliance University Training Courses.
* Those already with credentials in one portal but need to add an additional portal, click the portal link you need to register for.  Then click the green “Register” button and make sure you use the same login information used with your other portal.  Once you have registered for the additional portal, you can toggle between the different portals by going to the top right hand corner of the screen and clicking the triangular icon with little circles on each point that is next to the circle icon with your initials.
* Those that have never registered for LMS, click the link for the portal that corresponds with the appropriate funding source, and Register.
* If you have forgotten your password, you must go to your “home” portal to reset your password.  This is the portal that you registered with first.  If you cannot remember which portal you registered with first, please submit a ticket to the HCA Partner Agency Portal.





