

Completing KYHMIS Trainings and Assignments in LearnUpon


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Navigate to <https://kyhousing.learnupon.com/dashboard>

About KYHMIS

The Kentucky Homeless Management Information System (KYHMIS) collects information on homelessness statewide, promoting a coordinated housing and delivery system of service and assistance providers.

[Read More](#)




KYHMIS
Kentucky Homeless Management Information System

Total number of courses

1
Enrolled Courses

1
Completed Courses

1
Learning Paths



KYHMIS New User Training (2024 Update!)
In Progress · Last entered on 14 Jul 2025 · Due date 12 Sep 2025 · Expiry date 12 Sep 2025


The following training courses are for all New Users to the KYHMIS system for the Balance of State (BOS) Continuum of Care. Please complete all training videos, exams and assignments. [Ma ... Read more](#)

14 Modules


0%

Resume

Latest Badges

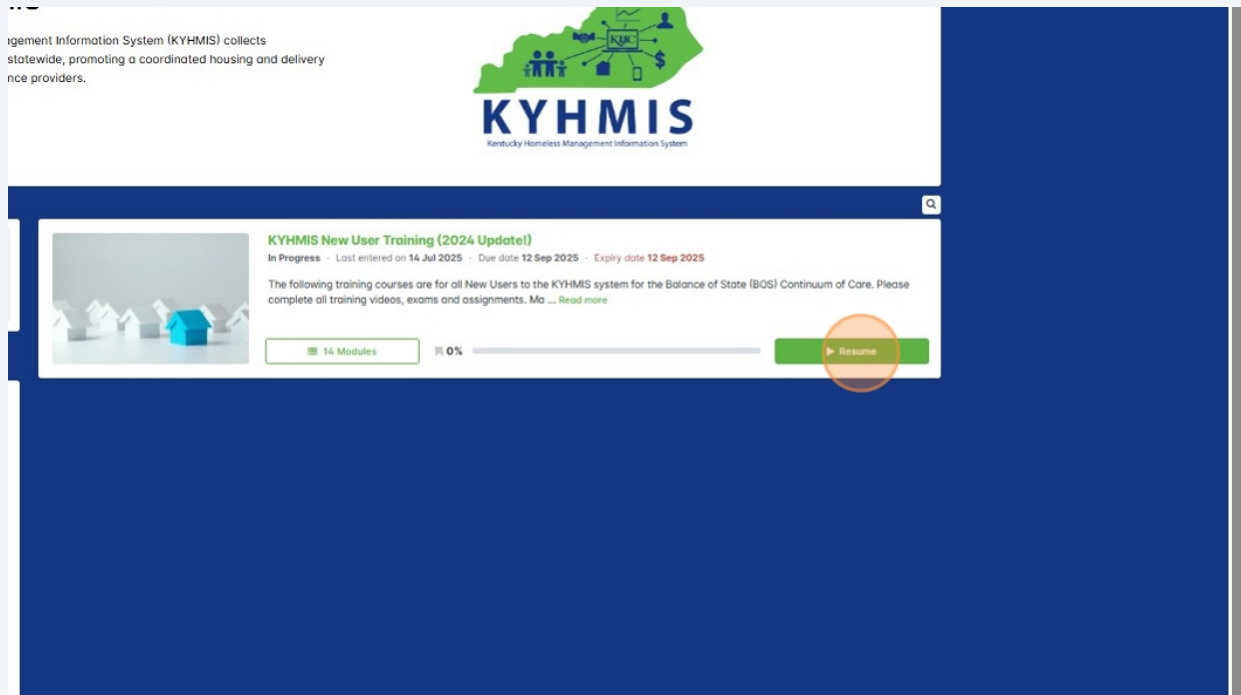


5 pts
Daily Learning



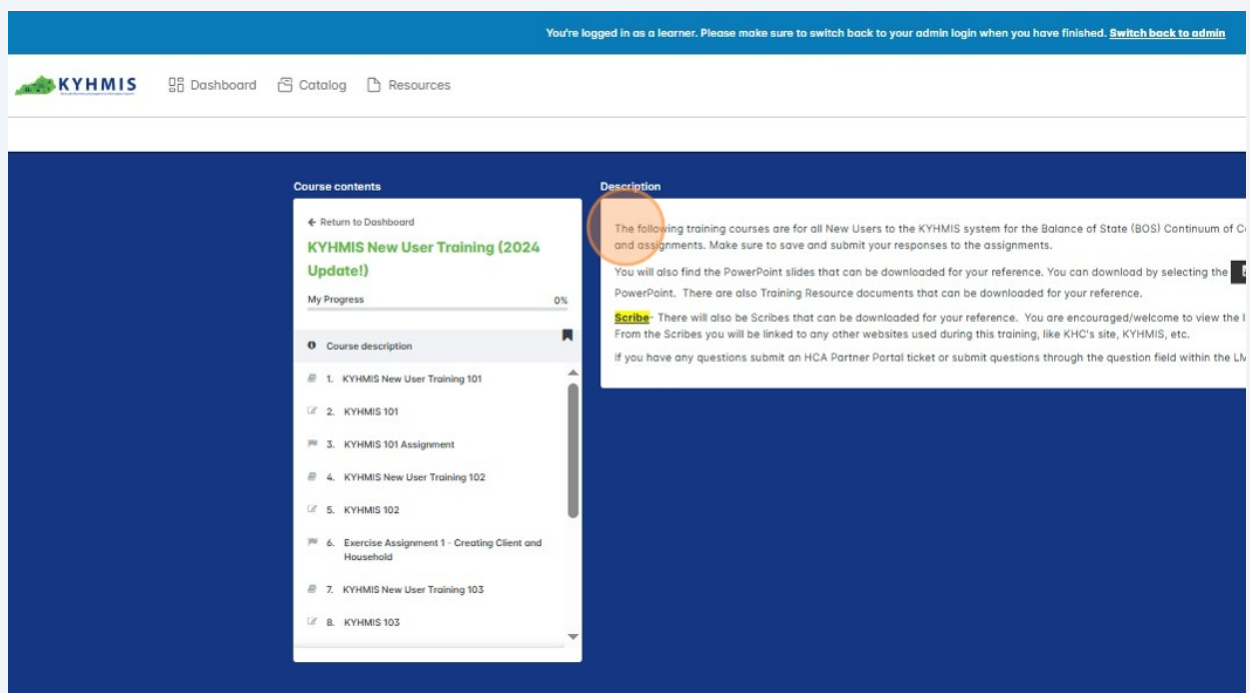
20 pts
Hungry for Knowledge

2 From your Dashboard, click "Start" or "Resume" to begin a Course.

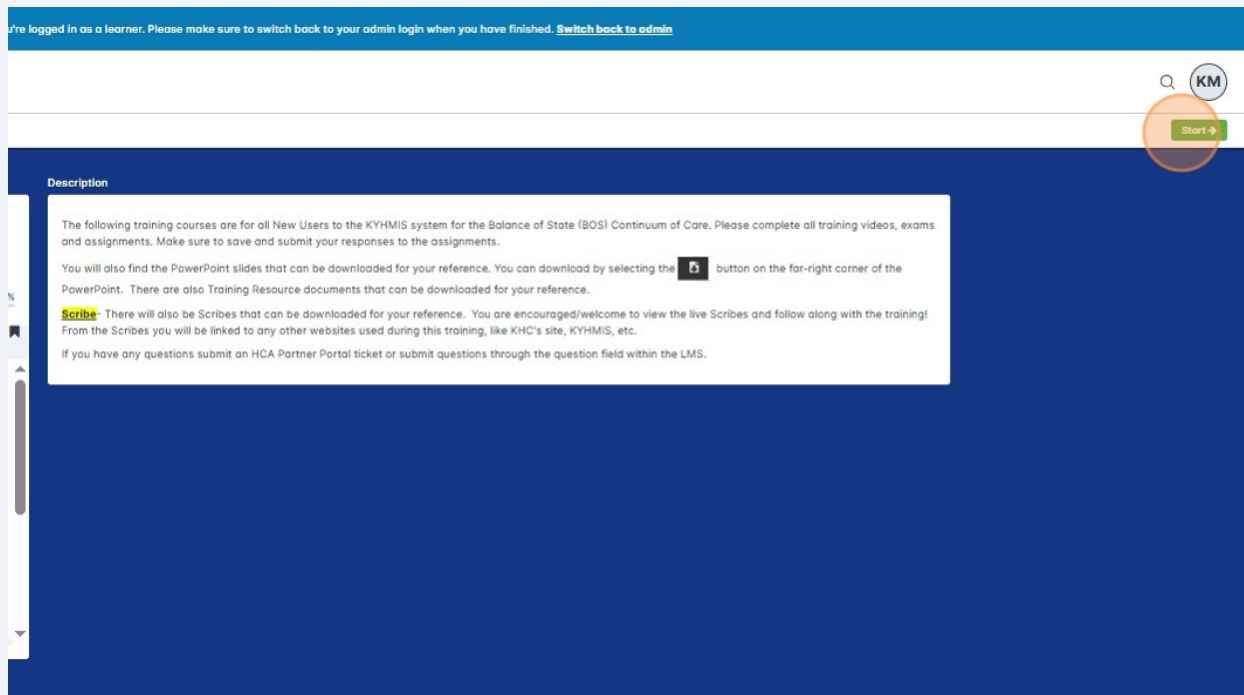


3 Most courses will launch to the Course Description.

Review information.

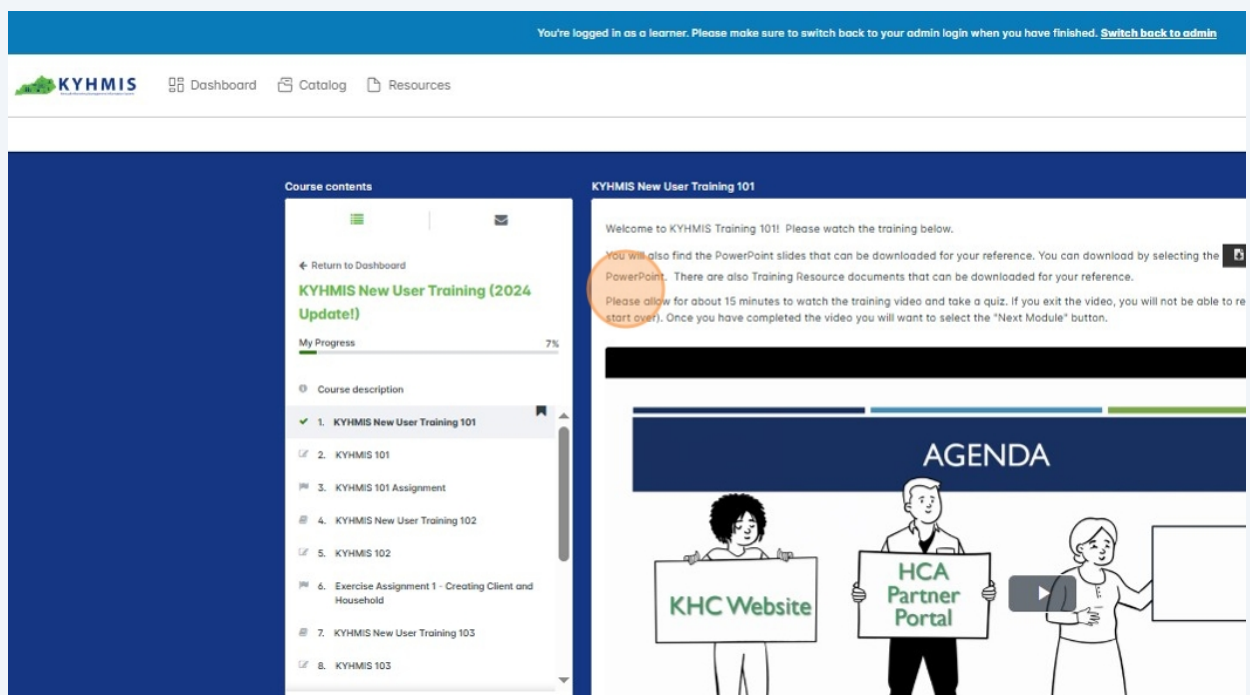


4 When ready to begin, click "Start".

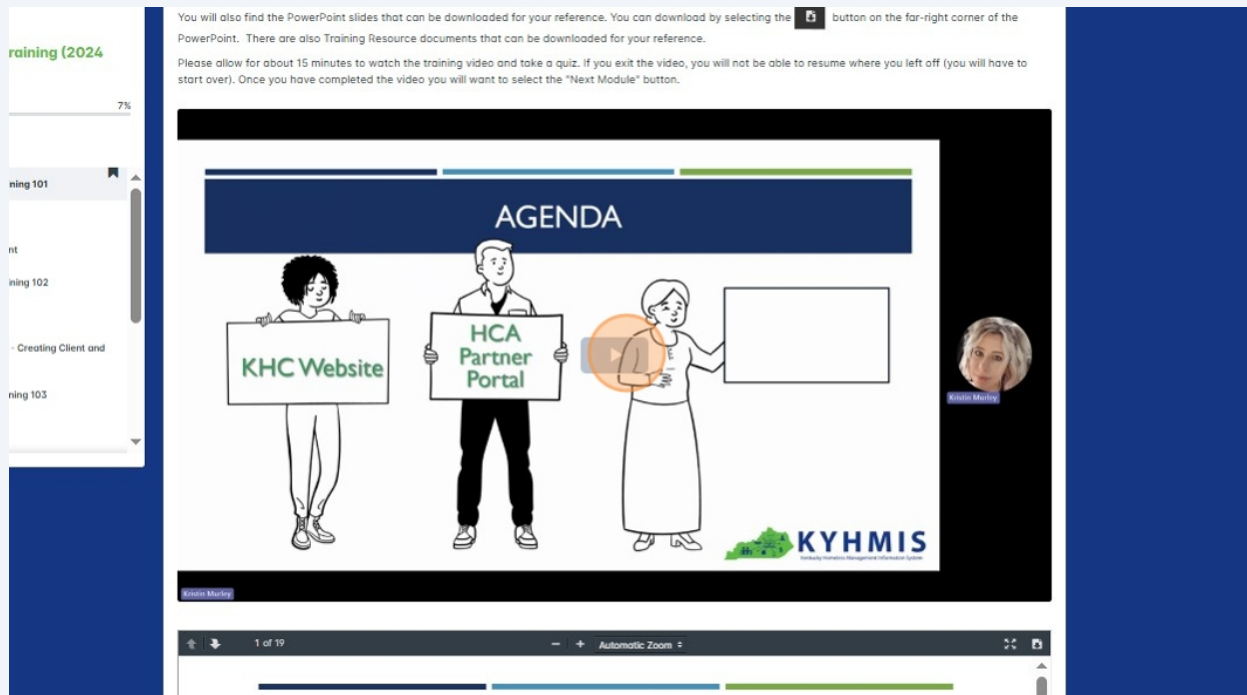


5 Next you may see a description of the specific Module you are on, within the Course.

Review this information.



- 6 When ready, click the "Play" or arrow button in the middle of the Video screen.

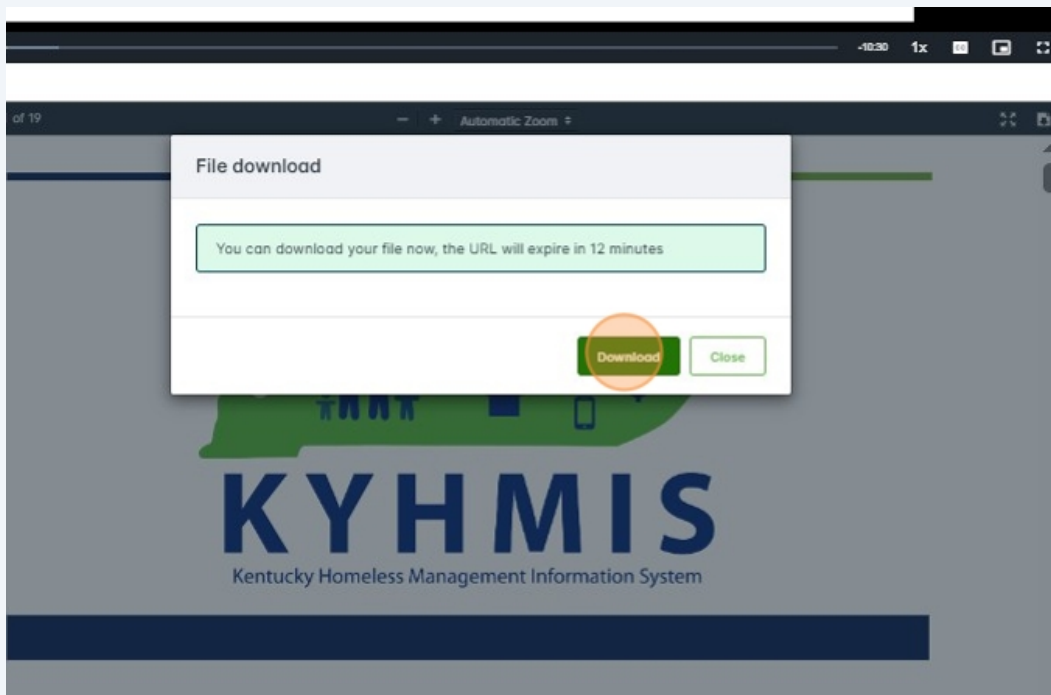


- 7 Once you have finished watching the Training Video, below you will find copies of the PowerPoint and other Course resources.

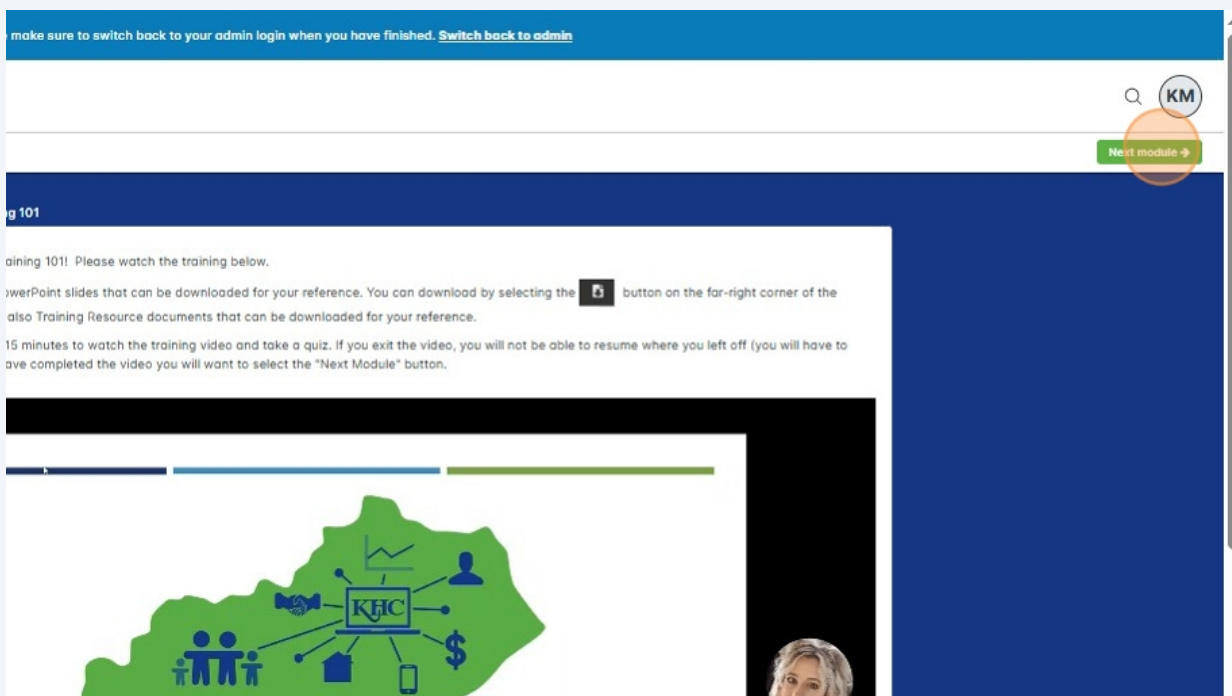
You can click this "Download" icon to save the information.



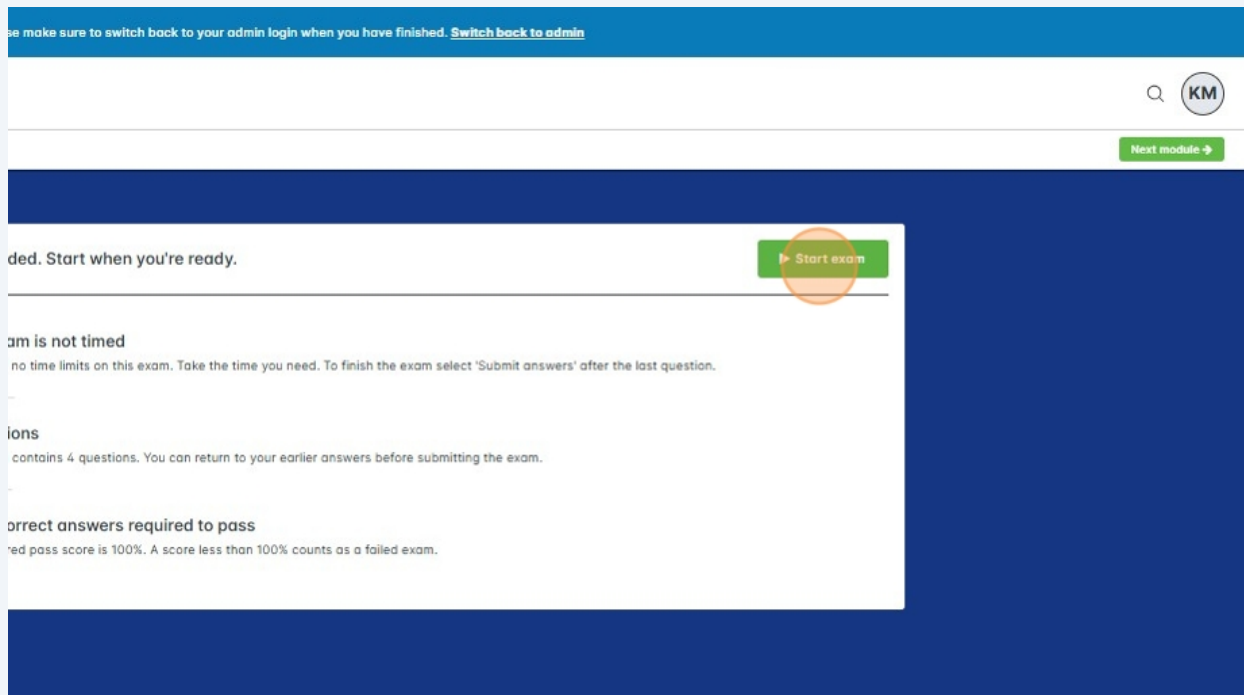
8 You will see this pop-up: click "Download".



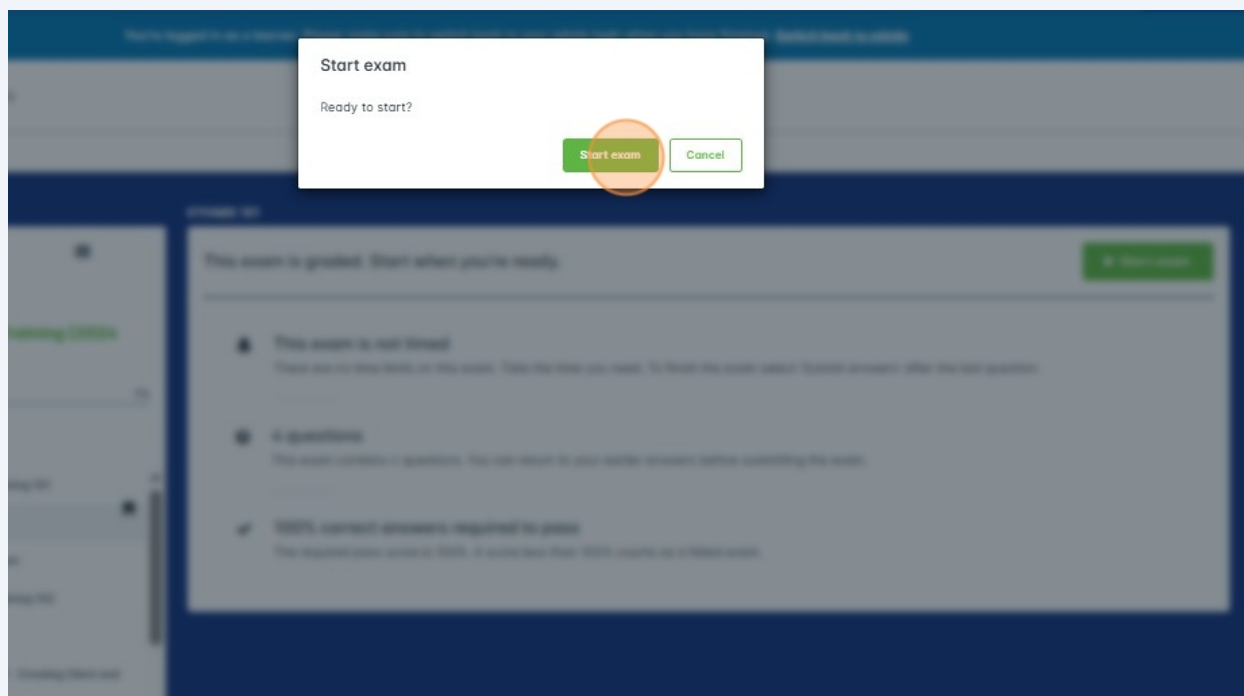
9 When you are ready to proceed, click "Next module" in the top right corner of the screen.



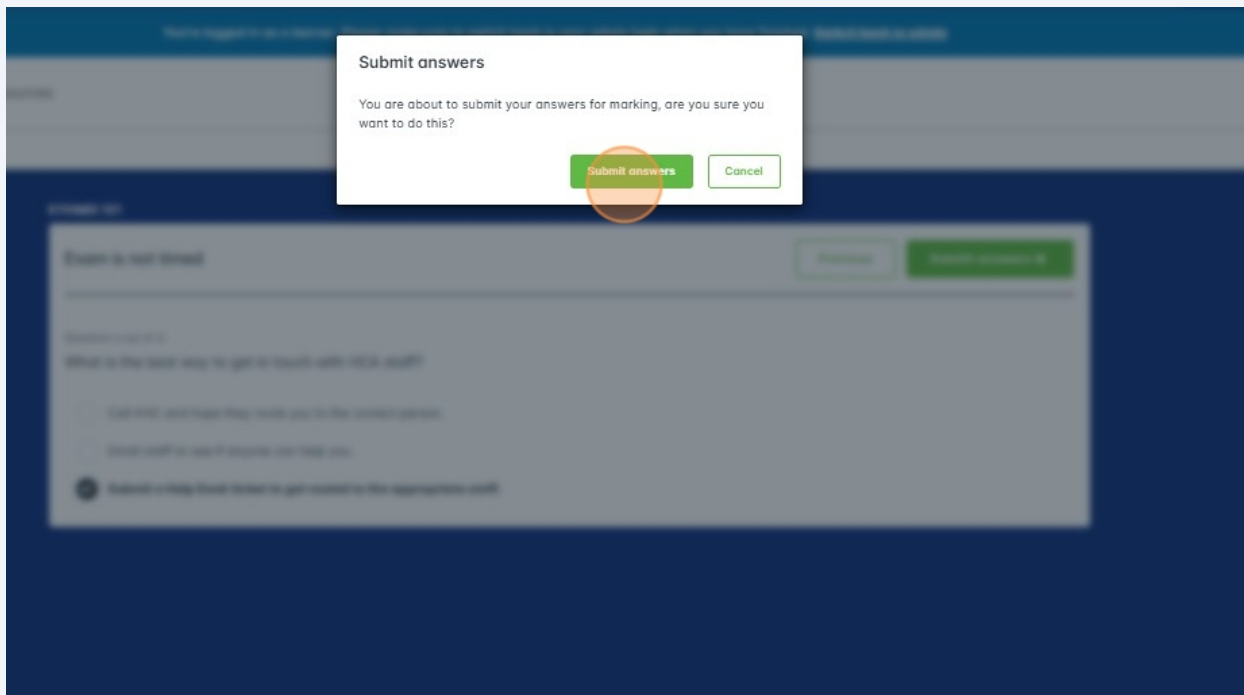
- 10 If there is an Exam or Quiz, click "Start exam" to begin.



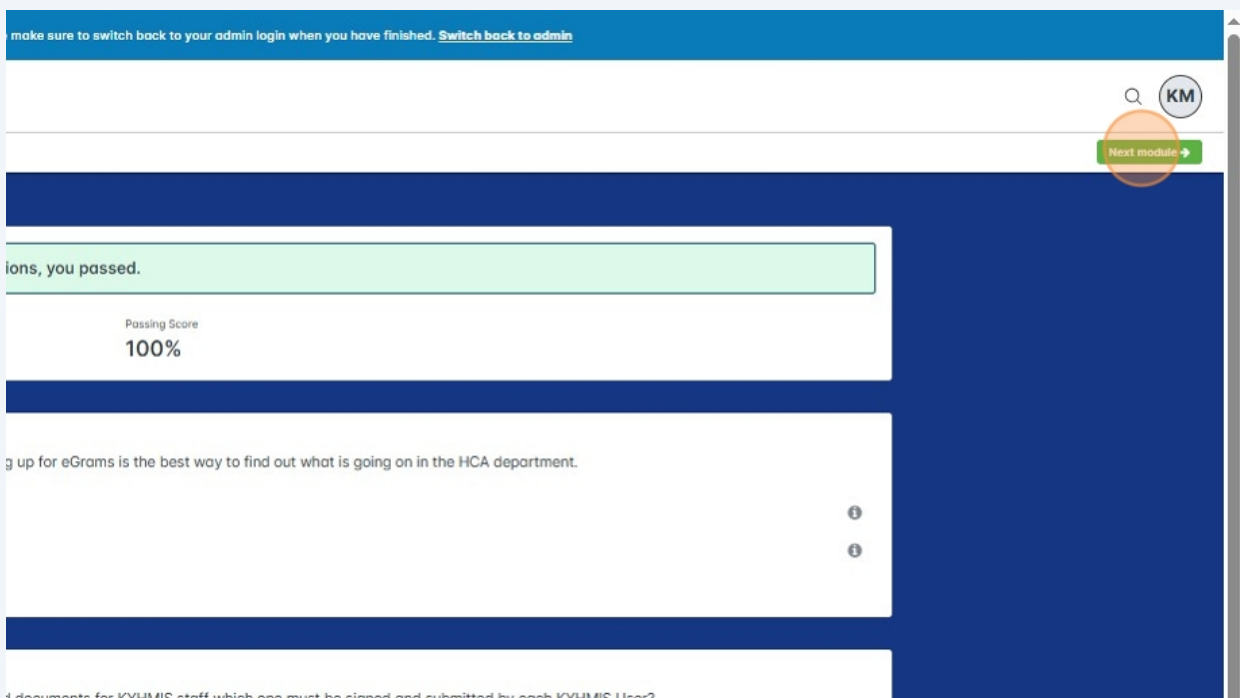
- 11 Click "Start exam", and then answer questions as prompted.



12 Once finished with Exam/Quiz, click "Submit answers".



13 Click "Next module" when ready to proceed with the Course.



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When you get to an Assignment, click "Assignment Details" to review the instructions for the assignment.

The screenshot shows the KYHMIS 101 Assignment page. On the left, the 'Course contents' sidebar lists various modules, with '3. KYHMIS 101 Assignment' highlighted. The main content area is titled 'KYHMIS 101 Assignment' and features a green button labeled 'Assignment Details' and a white button labeled 'Your Response/Notes'. Below these buttons, the '1. Instructions' section begins with the text: 'Explore the [HCA Partner Agency Portal](#) and sign up for eGrams on the [KHC website](#). Submit your Assignment for review by selecting the "Your Response/Notes" button letting me know that you have done this. Make sure to save and submit the response. Your response will then be in "Pending Review" status and you **cannot** proceed to the next module without response & approval from the System Admin.'

15

Some Courses, like the KYHMIS New User Training, may ask you to navigate to other websites to complete tasks.

The screenshot shows the 'Exercise Assignment 1 - Creating Client and Household' page. On the left, the 'Course contents' sidebar lists various modules, with '6. Exercise Assignment 1 - Creating Client and Household' highlighted. The main content area is titled 'Exercise Assignment 1 - Creating Client and Household' and features a green button labeled 'Assignment Details' and a white button labeled 'Your Response/Notes'. Below these buttons, the '1. Instructions' section begins with the text: 'Prior to entering data, set the Enter Data As (EDA) option to [Provider #2234 - Kentucky Housing Corporation-Dummy Project Eligibility](#). **Objective:** This exercise is designed for the student to use the information they learned from the training videos and put it in action with a realistic scenario. You will need to use your imagination for some of the client information not provided (i.e. Client name, DOB, SSN, etc.) to complete the exercise. This is your choice to be creative, while using what you learned and applying to these real-life events. Use this link to enter the [KYHMIS Training site](#); you will need a User Name and Password to enter. The **username** will be the **first initial of your first name and your last name** and your initial **password** is **12345678** (this was provided to you through the Help Desk), you will be prompted by the system to enter your new password **twice**. If you have issue with getting in submit a [Portal ticket](#). **First assignment after watching KYHMIS 102 Training Video**

1. Client (you make up client's name and demographic information) enters the Project with

The '2. Download Your Reference Materials' section lists three items:

1. How to Submit Assignments in Learn Upon...
2. KYHMIS General Workflow.pdf
3. Prior Living Situation Guidance.pdf

16 Some Courses may have Reference Materials attached to the actual Assignment.

These are often Guides and Workflows specific to the training covered in that Module of the Course.

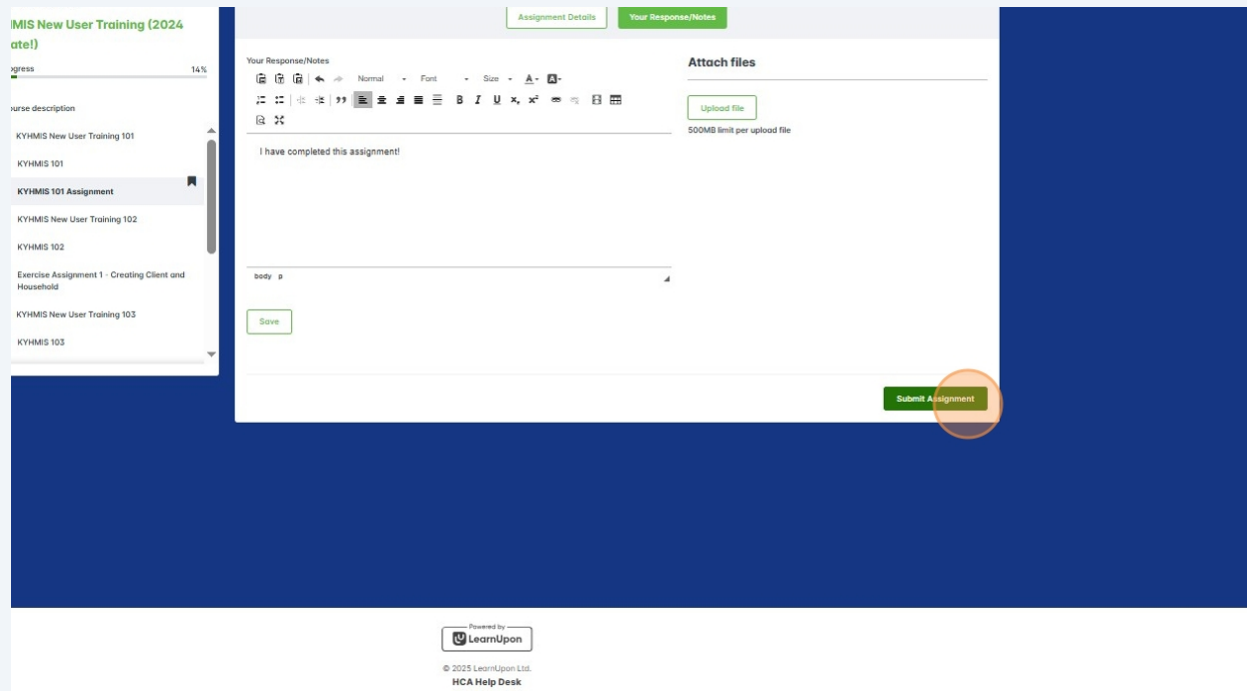
The screenshot shows the 'Assignment 1 - Creating Client and Household' page. At the top right, there is a search icon and a 'KM' logo. Below this is a 'Next module →' button. The main header area includes the assignment title and a 'Status In Progress' indicator. Two buttons are visible: 'Assignment Details' and 'Your Response/Notes'. The main content area is divided into two columns. The left column contains instructions, including a link to 'Provider #2234 - Kentucky - Dummy Project Eligibility' and a section titled '2. Download Your Reference Materials'. The right column lists three reference materials: 'How to Submit Assignments in Learn Upon...', 'KYHMIS General Workflow.pdf', and 'Prior Living Situation Guidance.pdf'. Each material has a download icon. An orange circle highlights the 'How to Submit Assignments in Learn Upon...' link.

17 Click "Your Response/Notes" to be taken to a text box where you can submit your work and leave notes/information for the Instructor.

The screenshot shows the 'Assignment KYHMIS 101 Assignment' page. At the top, there is a blue banner with the text 'Logged in as a learner. Please make sure to switch back to your admin login when you have finished. Switch back to admin'. Below this is a white header area with the assignment title and a 'Status In Progress' indicator. Two buttons are visible: 'Assignment Details' and 'Your Response/Notes'. The main content area is divided into two columns. The left column contains instructions, including a link to 'HCA Partner Agency Portal' and a section titled '1. Instructions'. The right column is empty. An orange circle highlights the 'Your Response/Notes' button.

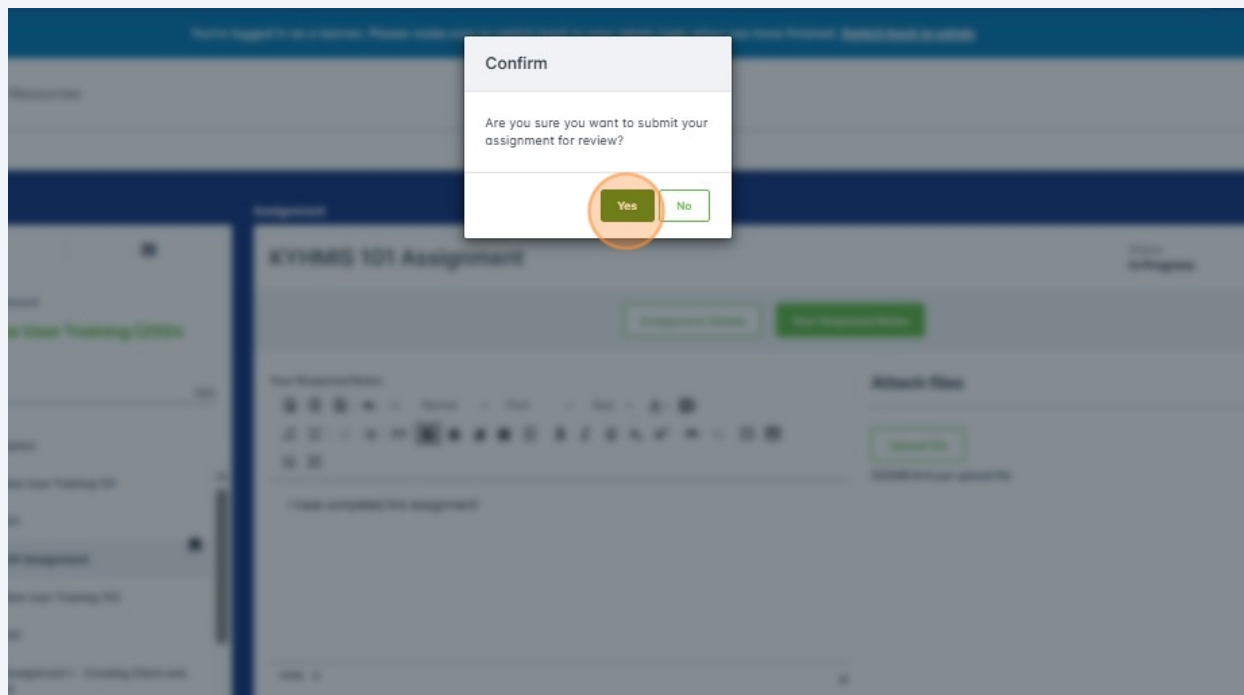
18

Click "Submit Assignment" in the bottom right hand corner of the screen when ready to send your work to the Instructor for approval/review.



19

You will see this prompt- click "Yes" when ready to submit.

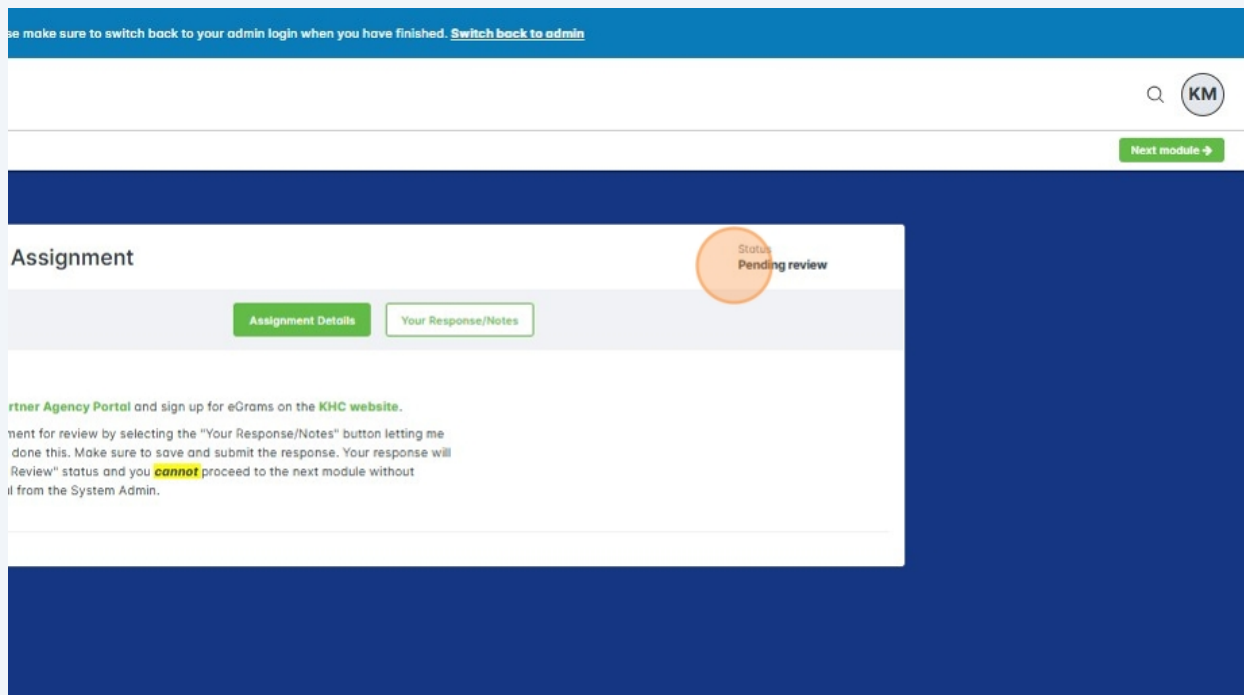


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Once you have submitted- you will see "Status Pending review" on your Assignment. This tells you it was sent to the Instructor for review.

Once reviewed, you will receive a message in LearnUpon (and an email notification), letting you know your Assignment was either Rejected or Approved/Completed.

If **Rejected**, you will see a button next to "Your Response/Notes" that says "Feedback"- click here to see what you need to do. **Keep Submitting your Assignment until you receive approval/completion.**



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You are also able to download any feedback/corrections from the Instructor by clicking "Download As PDF" under the Feedback section of the Assignment.

The screenshot shows the 'KYHMIS 101 Assignment' page. On the left, a 'Course contents' sidebar lists various training modules, with 'KYHMIS 101 Assignment' selected. The main area displays assignment details: Status 'Completed', Submitted '14 Jul 2025', Instructor 'Kristin Murley', Reviewed By 'Kristin Murley', and Review Date '14 Jul 2025'. Below this, the 'Instructor/Admin Feedback' section shows 'approved.' and a 'Download As PDF' button, which is highlighted with an orange circle.

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Once your Assignment has been Approved and shows "Completed"- click "Next module" in the top right corner of the screen to continue forward with the training.

This screenshot shows the same 'KYHMIS 101 Assignment' page, but with the 'Next module' button in the top right corner highlighted with an orange circle. The page layout is identical to the previous screenshot, showing the course contents sidebar and the assignment details section.