

Process Manual

Accessing the Training & Policy Index

Overview

This document provides a step-by-step process for accessing the Training and Policy Index document. The links in this document will take the user directly to where the actual form is located.

Process

- 1) Log on to the My CDHS Portal.
- 2) Click on the Training tab.
- 3) On the left hand side under Learning Materials, click on the CBMS link.
- 4) Click on the link in the Document section titled *CBMS Training and Policy Index pdf*.

The screenshot displays the My CDHS portal interface. At the top, the logo for the Colorado Department of Human Services is visible. Below the logo, there is a navigation bar with several tabs: User, Food Assistance, My CDHS, OIT, SDC, Training, APS, CBMS, CCCAP, EBD, and Employment First. The 'Training' tab is highlighted with a yellow callout box labeled '2'. Below the navigation bar, there is a row of icons for Mail, Help, My-CDHS Desktop Link, colorado.gov, and Directory. A banner image shows various people. On the left side, there are two main sections: 'Registration' and 'Learning Materials'. Under 'Registration', there are links for CBMS Training, Instructor-Led Training, and Web-Based Training. Under 'Learning Materials', there are links for CBMS, CHATS, OIT, and Trails. The 'CBMS' link is highlighted with a yellow callout box labeled '3'. On the right side, there is a 'Files' section. Under 'Files', there is a 'Folders' section with a 'Home' button. Below that, there is a 'CBMS' section with a search bar and buttons for 'Search Folders' and 'Advanced Search'. Below that, there is a 'Folder' section with a 'Documents' button. Below that, there is a 'Document' section with a search bar and buttons for 'Search Folder' and 'Advanced Search'. A document titled 'Filename: CBMS Training and Policy Index.pdf' is listed in the 'Document' section and is highlighted with a yellow callout box labeled '4'.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us