

# How to Complete Courses

Assigned courses can be found by logging into the Portal and selecting **View Your Courses** in the My Learning widget or by selecting the **My Learning** tab from the menu.

# Welcome Carlos Medina



<p>Take Action</p> <p><b>ACTION REQUIRED: Correct Shift</b> COMHAB shift for Owen Ellis <b>Rejection Reasons:</b> Wrong Date</p>	<p>🕒 OPEN ETIME</p>	<p>Today's Time</p> <p><b>Current Shift</b> Start: 12/30/2021 7:21 PM</p> <p><a href="#">View Shifts</a></p> <p><a href="#">End Shift</a></p>
<p>Paid Holidays <span>ⓘ</span></p> <p><b>Independence Day</b> Jul 04</p> <p><b>Christmas Day</b> Dec 25</p> <p><b>New Year's Day</b> Jan 01</p>	<p>Expenses</p> <p>Upload your latest expenses and receipts for review and approval.</p> <p><a href="#">Submit Now »</a></p>	<p>My Learning</p> <p>You have 1 course available.</p> <p><a href="#">View Your Courses »</a></p>
	<p>UKG</p> <p>Sign in to UKG to see your pay stubs and tax forms, check PTO, and verify your contact information.</p> <p><a href="#">Sign in »</a></p>	<p>My Info</p> <p><b>Address</b> N/A</p> <p><b>Email</b> democarlos@issny.org</p> <p><b>Phone</b> N/A</p> <p><a href="#">Profile »</a></p>

Carlos Medina



My Home



My Learning



My Employers



My Work



My Payment History



My Profile

Find the courses that have been assigned to you by selecting the **Active** tab and then click a course to drill down into the lessons.

**i** The included screenshots serve as examples only. You will see the actual courses assigned specifically to you.

Select Status:

Active



**New Hires Training Series  
2022- Independent Support  
Services**

Progress	Due
0% complete	Dec 31, 2022

This series consists of 5 videos and 2 PowerPoints, all of which are required by New York State as a condition of your continued employment as a Direct Support Professional. At the end of the PowerPoints there will be a quiz, both of which have a required 80% passing grade

To begin a lesson, click the desired lesson widget and it will begin. The Learning Management System will remember progress that has been made on each lesson and will resume where left off.

## New Hires Training Series 2022- Independent Support Services

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0% Complete



1



### Informed Decision Making

Please watch this video to assist with ensuring your decision making skills are knowledgeable & educated

[Start session »](#)

2



### ISS & NYS Sexual Harassment Prevention Training

This is a mandated sexual harassment training that must be completed yearly. It is required for Administrative Staff, Support Staff, Brokers, and Participant/Family designees (those in a Supervisory role for Support Staff at Independent Support Services).

[Start session »](#)

3



### Demonstrating Professionalism

Watch the video to learn how to properly exhibit the expected skills of your role as a Support Staff

[Start session »](#)

Complete the assignments to finish the lesson. Once all assignments have been completed, click the **Go To Next Lesson** button at the bottom of the page. Please note that quiz assignments are pass/fail and can be retaken as many times as needed.

**i** While watching videos, your progress is saved every two minutes. In the event that you have to re-log in because of a session timeout, closing a window, or other disconnection from the server, you can resume the video at the last saved spot.

**i** Finishing video playback will unlock the video control bar.

## Online Training

[View all Lessons](#) [My Courses \(Logout\)](#)

### Informed Decision Making

*New Hires Training Series 2022- Independent Support Services*


Please watch this video to assist with ensuring your decision making skills are knowledgeable & educated



 To save and return later pause the video here.

[RESUME](#) [REWIND](#)


### Assignments

 Watch Video

Status:  
**Completed**

### What's Next

*Finished your session and wondering where to go now?*

 Questions or comments  Go to next lesson  View All Lessons

## Completion Certificates

After completing a Course, if desired, you will have the option to download a certificate.

To do so, click the "View All Lessons" button to open up the course that was just completed. Your green status bar will show 100% completion, with a blue button below stating "Download Certificate".

Online Training

[My Courses](#) (Logout)


### 2025 ISS Annual Training Series

At your earliest convenience, please take the required lessons to complete the ISS 2024 Annual Training Series.

When completing the training, you may clock in to be paid for your time. Select the participant you work the most weekly hours with, ComHab as the job and "Non-Face to Face" as the method. Let the timer run while completing the training, and after clocking out, select "Training" as the Staff Activity. If you are not actively working with a participant, you are not required to complete this training.

If you have any questions, please reach out to [Training@issny.org](mailto:Training@issny.org) for assistance.

100% Complete

 DOWNLOAD CERTIFICATE



Clicking the button will open a new window containing your certificate of completion.



# Certificate OF COMPLETION



has completed the requirements for

2025 ISS Annual Training Series

Presented by



**Please be aware that certificates of completion are given at the end of the entire course, not after each individual lesson.**

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Updated 12/24/25.

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🔄Revision #12

★Created 6 January 2022 17:59:02

✎Updated 17 June 2026 09:42:35 by Elizabeth Lukan