

Instructional Steps for Assigning staff to the Sacramento Co BHS Cultural Humility Trainings

FY 2026-27

Link to log in to Learning Cart system: <https://training.cibhs.org/MyAccount.aspx>

- Go to the product page for your training:
<https://training.cibhs.org/products/2026-27-Sacramento-County-BHS-Cultural-Competency-Trainings.aspx?>

Please note: although you to have to “purchase” these trainings there is no cost or exchange of funds.

- The link will take you to your shopping cart.**

If you just selected, 1 “seat” you will have the option to register yourself or assign access later. **If NOT for you**, then be sure to select **Assign Access Later** from the drop-down arrow next to **Registering Myself**, or the seat will automatically be assigned to you and you will have to do the process over again.

Shopping Cart

Item Description	Quantity/Seats	Amount	Sub Total	Remove
2026 August 27: Advancing Inclusive Dialogue, Clinical Development, and Allyship - Cultural Competency Trainings 2026/27	1	\$0.00	\$0.00	<input type="checkbox"/>
	Registering Myself Registering Myself Assign Access Later			<input type="button" value="Update"/> <input type="button" value="Next"/>

For support, please contact supportcibhs@cibhs.org



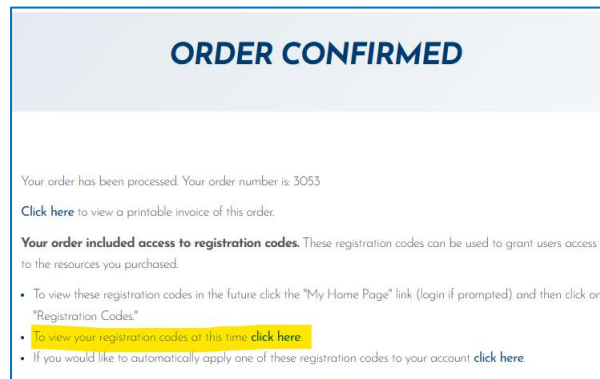
3. In your Shopping Cart, you will have the option to update the number of seats. If you change the number, click Update before hitting Next.

You may be asked to confirm your User Profile. Please do if asked, then hit **Submit**.



4. Your Order Confirmation will show with a link to access your codes.

Click the link highlighted in yellow in the image. The link will take you back to your dashboard



5. To access your codes for assignment. Click the code above or go to your Learning Cart Dashboard.

Your account buttons may be ordered differently but, if you have Registration Codes to assign, you will have a Registration Code button.



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6. After selecting the Registration Code button you will get to the page with all Registration Codes you have ordered. Be sure to select the correct assigned training.

Be sure you select the correct registration codes from your list of orders. The code should be for a Recording (highlighted yellow) or an upcoming training date (not shown in the example to the right).

Do not send codes for past live training dates or for last year. These codes have expired and will not provide access. (shown in orange highlight)

REGISTRATION CODES

Below are orders in which you have registration codes:


Pending Invites Completed Registrations

Order ID	Order Date	Products	Total Remaining Codes	Total Used Codes	
1491	9/8/2025	2025, July 24: Strategies for Advancing Equity Recording – 2025-26: Cultural Competency Training 1 Recording	10	0	Details
6653	7/10/2025	2025-2026: Strategies for Advancing Equity – Cultural Competency Trainings 2025/26	45	5	Details
2989	6/18/2025	2024-2025: Sacramento County BHS Cultural Competency Trainings – Cultural Competency Trainings 2024	5	5	Details
2800	3/26/2025	2023-2025: Sacramento County BHS Cultural Competency Trainings – Cultural Competency Trainings 2024	2	18	Details

7. Select the option you would like to assign your codes.


- **Create User Profiles and Assign Access**
- **Send email invites**
- **Import users** (instructions are in the email invite instructions)

See below for detailed instructions




Assign Access

Create users and assign access.



Email Invite

Send email invites for users to register on their own.



Import Users

Import users from a CSV file.

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Option 1 – Select Create Users Profiles:

- Enter the recipient’s email, First Name and Last Name. (see highlighted below in yellow)
- Keep password field blank, system will auto generate a random password for the new user.
- You can enter multiple learners by clicking the “+” below the area section to add name and email.
- When complete, click ‘Submit’.
- If you have assigned access before, those users will be listed in your existing users (highlighted green). There will be a checkbox next to the users name, click the checkbox next to the name of the user you would like to assign access and then click ‘Submit’.
- Your staff will receive an email with account login details and the assigned training information will be immediately available in their account.

Please note this creates an account for your user, if you try and add someone who already has an account, you will be redirected.

Assign Access

Please enter the email, first name, and last name of the user you would like to grant access to this training.

Email:	Password:	First Name:	Last Name:
<input type="text" value="klawrence@cibhs.org"/>	<input type="password" value="*****"/>	<input type="text" value=""/>	<input type="text" value=""/>
			<input type="button" value="+"/>
		<input type="button" value="Back"/>	<input type="button" value="Submit"/>

Below are existing users. Check any users you would like to assign access, and hit the submit button when done.

You do not have any existing users to assign registration codes.

Option 2 – Select Send Email Invites

- **Add email address of user** (highlighted below in yellow). This sends an email to your staff, allowing them to create an account themselves and access to the course training.
- **Add additional email text to the default email being sent** (highlighted below in yellow). For example, You have been assigned this training please create your account by [date].
- **If you would like to send multiple registration emails** click the “+” sign (highlighted green)
- **To import a list of email addresses**, click “Import from CSV” (also highlighted green)

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- a. **Upload a CSV file.** Be sure to download the template and add your names and emails as noted in the template. You will be able to add text to the template email (always a good idea).
- b. Once recipients receive the email, **new users will need to click the invitation link** and set up their account before the registration code is marked as complete. After they have set up their account, or logged in, the assigned training will show in the learner's account and the registration code will be considered completed.

Email Invite

[Import from CSV](#)

The following email will be sent to this address.

Email Address:

[+](#)

Default Email Text:

kelly Lawrence would like to allow you to access files/training. To gain access visit <http://training.cibhs.org/AccountLogin.aspx?r=XXXXX> and login or create a new account.

Additional Email Text:

[Back](#) [Send Email](#)

REGISTRATION CODES

Below are orders in which you have registration codes.

[Pending Invites](#)

[Completed Registrations](#)

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You can **review status of your codes, resend, or reassign codes** in the Registration Code tab on your dashboard:

From the Pending section you can:

1. Copy the invite link and send directly from your email if new user isn't receiving the link via email.
2. Assign the code to someone else.
3. Resend the registration email from the Learning Cart system.

From the Completed section you can:

1. Resend the confirmation email.
2. Remove the user. If you have staff changes, you can remove the user and that code becomes available again.

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