

CMH of Ottawa County LOGIN GUIDE for NETSMART UNIVERSITY

What is NETSMART (NTSTU) and what does it do?

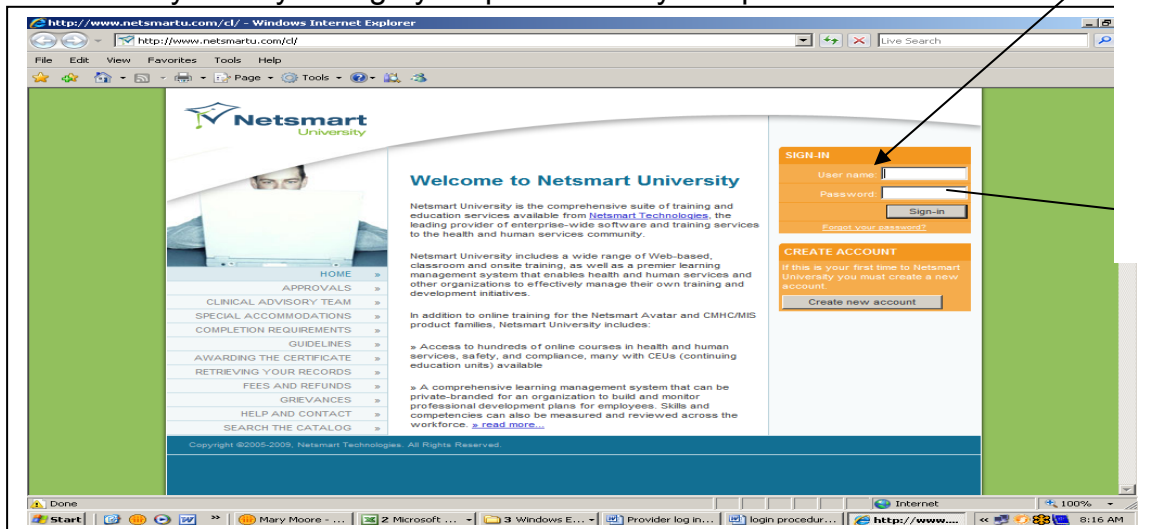
Netsmart University (NTSTU) provides a wide range of Web-based, classroom training plus a premier learning management system that enables CMH of Ottawa County and its contract agencies to effectively manage their own training and development initiatives. NTSTU offers the ability to:

- View and print training records
- Select from a vast library of available online courses to take from home or your work site
- Request online courses from your supervisor
- Be assigned courses by your supervisor when he/she wishes you to enroll in something
- Be reminded electronically of courses you need to renew or update

What is NETSMART
and what does it do?

How do I access Netsmart University?

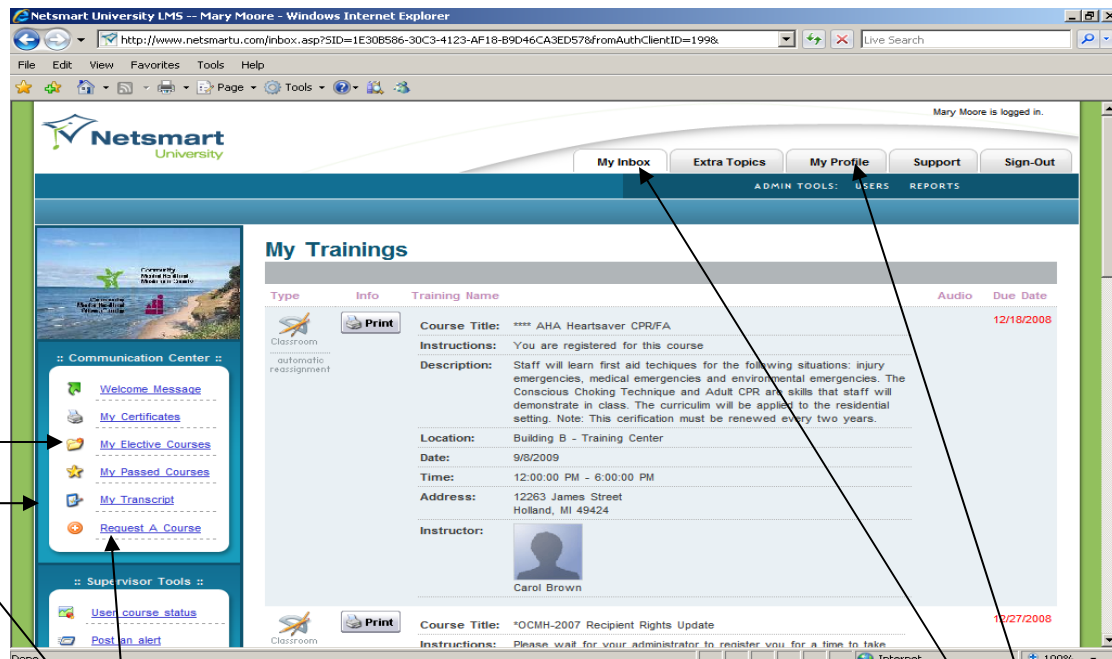
- Log onto the internet
- Go to www.netsmartuniversity.com
- Sign in with your user name & password – these will have been issued to you from the Training Center – you will need to use the ones issued the first time; thereafter you may change your password if you'd prefer.



How do I access
Netsmart University?

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- Use the section that assists with what you want to do:
 - Communication Center” (located on the left-hand side)
 - You may print your own transcript using “My Transcript”



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- “My Inbox” – Shows required trainings due and those scheduled
- “My Profile” – change password at this location
- “My Electives” – locate and begin optional courses you have asked to take
- “Request a Course” – use to see what courses are available in the library and to ask permission of your supervisor to enroll in one or more.