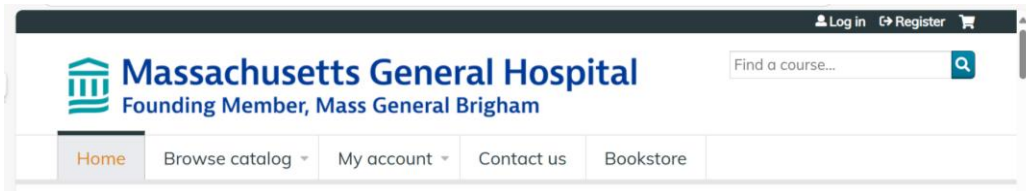


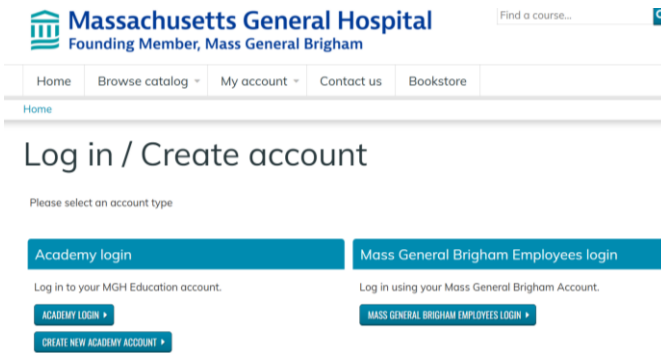
Create A New Non-Mass General Brigham Account

Registering an account with the system creates credentials for the learner, allows them to enroll in courses, track earned credits, and interact with the site.

1. Navigate to the home page <https://lms.mghcme.org/>
2. Click on the "Register" link in the upper-right corner of the screen.



3. At the Log In / Create Account page, select "Create New Psychiatry Academy Account" under the MGH Academy Login heading

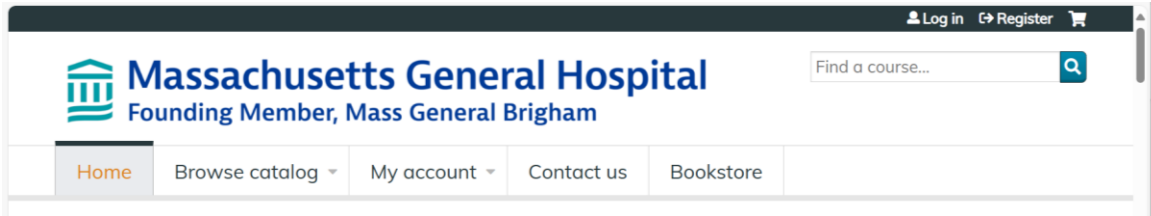


4. Enter the required information into the form.
5. "Create new account" button.

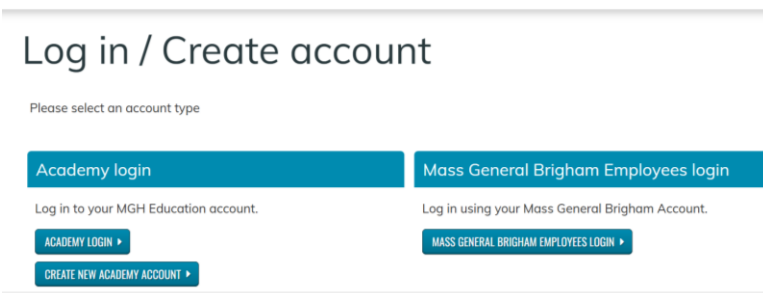
Logging In

Logging into the system allows the learner to enroll in courses, track earned credits, and interact with the site.

1. Navigate to the home page lms.mghcme.org
2. Click on the "Log in" link in the upper-right corner of the screen.



3. On the left side of the screen, select the Academy Login button



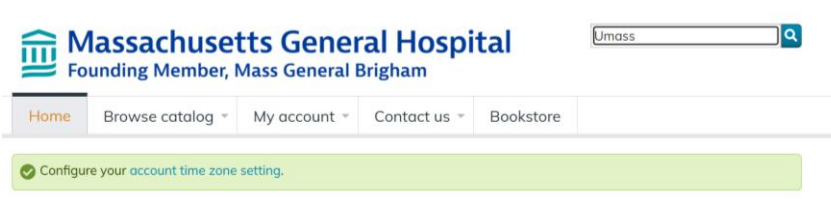
4. Enter your username and password into the text fields.

5. Click the "Log in" button and you will be brought to the home screen

Register For A Course

1. Once you are logged in, you can register for courses. To find the course you're looking for, hover your mouse over the "Browse Catalog" button

2. Click on Search window at the top right and enter Umass



4. Once you've found your course, click the title of the course highlighted in **blue text** (2025 Psychopharmacology, 2026 Substance Use Disorder or 2026 Child Psychopharmacology) and Click on the blue Register button

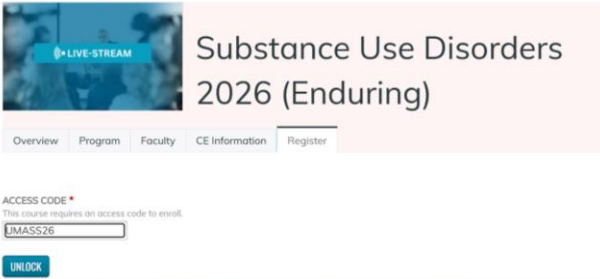
MGH Conference Videos 2026 sponsored by the Behavioral Health Workforce Training Clearinghouse

Overview Program Faculty Register

Title	Price	Status
MGH Conference Videos 2026 sponsored by the Behavioral Health Workforce Training Clearinghouse	\$0.00	In progress
Psychopharmacology Conference 2025 (Enduring)	\$0.00	In progress
Substance Use Disorders 2026 (Enduring)	\$0.00	In progress
Child & Adolescent Psychopharmacology 2026 (Enduring)	\$0.00	Available

ENROLL

4. Enter the code UMASS26 to unlock your access to the course.



Substance Use Disorders 2026 (Enduring)

Overview Program Faculty CE Information Register

ACCESS CODE *
This course requires an access code to enroll.

UMASS26

UNLOCK

5. You will see any courses you register for in the Pending Activities of your account and can access them whenever you want.

Pending Activities

View Edit Assign credits Bookmarks Course credit log Deleted credit

My activities Orders Roles Revisions Coupons Reported credit

Completed activities Pending activities External credits

TITLE _____ SERIES _____

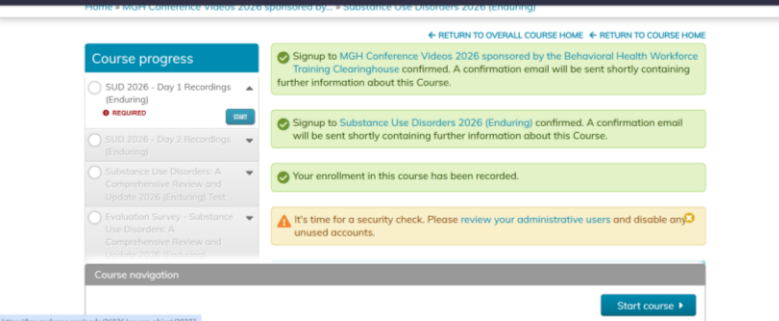
ENROLLED DATE _____

START DATE
E.g., 08/27/2025

APPLY

END DATE _____

6. Click Start Course to view videos.



RETURN TO OVERALL COURSE HOME RETURN TO COURSE HOME

Course progress

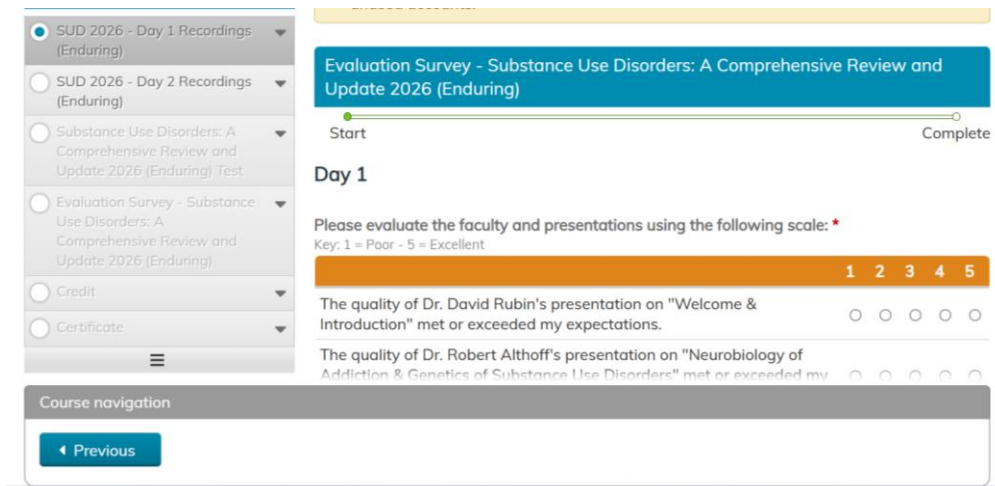
- SUD 2026 - Day 1 Recordings (Enduring) (REQUIRED)
- SUD 2026 - Day 2 Recordings (Enduring)
- Substance Use Disorders: A Comprehensive Review and Update 2026 (Enduring) Test
- Evaluation Survey - Substance Use Disorders A Comprehensive Review and Update 2026 (Enduring)

Course navigation

Start course

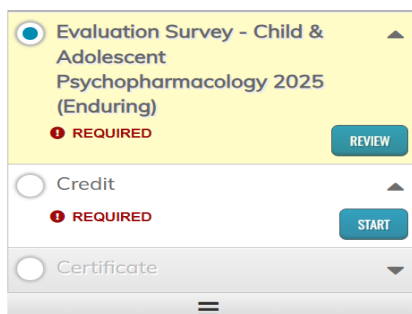
It's time for a security check. Please review your administrative users and disable any unused accounts.

7. Once you have viewed all of the videos and completed the course post-test and evaluation, you can claim your CE.



How To Claim Credit

1. Once you've completed your course and the evaluation, you can claim credit. Click the "Start" button on the Credit course tab as indicated in the screenshot below.



2. You will see the list of available credit types. Select the one(s) applicable to you by clicking the check box and then click the "Submit" button and Download and Print your certificate.



4. All of your completed courses will appear in your LMS account under Completed Activities/Transcript.

Home Browse catalog ▾ My account ▾ Contact us ▾ Bookstore

Completed Activities

View Edit Assign credits

Revisions Coupons Reported

Transcript
Courses
Orders & receipts
Faculty forms
Activity applications

Deleted credit My activities Orders

Completed activities Pending activities External credits

Additional Instructions

Editing Your Account

Please view the user guide at the youtube link below:

<https://www.youtube.com/watch?v=VrDcf0n8jag>

Editing Account Details

After logging in, you can edit your account details.

1. Navigate to the home page.
2. Log in to the site.
3. Click on the "My account" link at the top right corner of the page.
4. Click on the "Edit" tab" at the top of the page. The following may be edited:
5. Edit the email address.
6. Enter a new password for the learner.
7. Check or uncheck the "Personal contact form" checkbox.
8. Click the "Save" button

Editing Profile

After a learner has logged in, they can edit their profile to update personal information.

1. Log in to the site.
2. Click on the "My account" link at the top right corner of the page.

3. Click on the "Edit" tab.
4. Click on the "Profile" subtab.
5. Edit the desired information.
6. Click "Save."

Resetting Lost Password

If the learner is unable to remember their password, they must reset it.

1. Click the "Log in" link in the upper-right corner of the screen.
2. Click on the "REQUEST NEW PASSWORD" tab.
3. Enter the learner's username or e-mail address.
4. Click the "E-mail new password" button.
5. Click the link in the email sent to the learner.
6. Enter a new password in the form that appears.
7. Click the "Submit" button.