

Steps to Register for FLccSC as a new User

1.) Paste the following link into your browser:

- ❖ California FLccSC LMS User/Student URL link: <http://cas.fcctlms.med.miami.edu>

The following screen will appear:

In order to register for FLccSC as a New User, click on the “New Users – Register Here” button on the bottom right of the home screen:
Additionally, an established FLccSC user may reset their password from this screen if they forget their password. Click ‘Forget your password’ and an email will be sent to your email with instructions how to reset your password.

2.) The following Registration screen will appear- complete your profile information

Complete your profile *continued*

Enter your name, address, phone, and email:

The screenshot shows a web form titled "Student Registration". It includes fields for First Name, Middle Name, Last Name, Address (Line 1 and Line 2), City, State (a dropdown menu currently showing "Alabama"), Zip, Phone, and Email. There are also password fields with a note: "Please enter the same password as above:". On the right side, there is a section titled "How do you categorize yourself?" with a list of roles: Abstractor/Data Collector CTR, Abstractor/Data Collector non-CTR, CA Central Registry Staff, CA Regional Registry Staff, Epidemiologist, FUDC Site Administrator, Other, Researcher, Site Administrator, and Statistician. Below this is a section for "Organization" and "Type of Organization" with radio button options: State/Central Registry, Facility-Based Registry, Physician Office, Student, CDC, NCI, and Other. At the bottom, there is a "Primary Job" section with radio button options: Abstractor, Quality Control, Administrator, Statistician/GIS, and Epidemiologist. At the very bottom of the form are "Cancel" and "Submit your Registration" buttons.

- Create your **Password** – Important don't forget this password!
 - Enter Password again to confirm
- **Categorize Yourself** – this becomes your User Group. How you categorize yourself will determine which courses are available to you for enrollment. Some courses are developed only for specific usergroups.
- **Organization:**
 - Name of CA hospital or other facility for whom you collect cancer data. Name of CA Regional Registry, or name of Registry Software company, etc.
 - If you are enrolled in a CTR program, but not yet working, include the program name in "organization".
- **Type of Organization**
- **Primary Job**

NOTE: The Administrators don't have access to your password. However, if you forget your password use the "Forgot Password" link seen on the previous page.

Once you've completed filling out all the necessary profile information, click "Submit your Registration" and then "Click here to continue" and the LMS Administrator will be notified of a new registration, and will review your request and either Activate or Reject your registration.

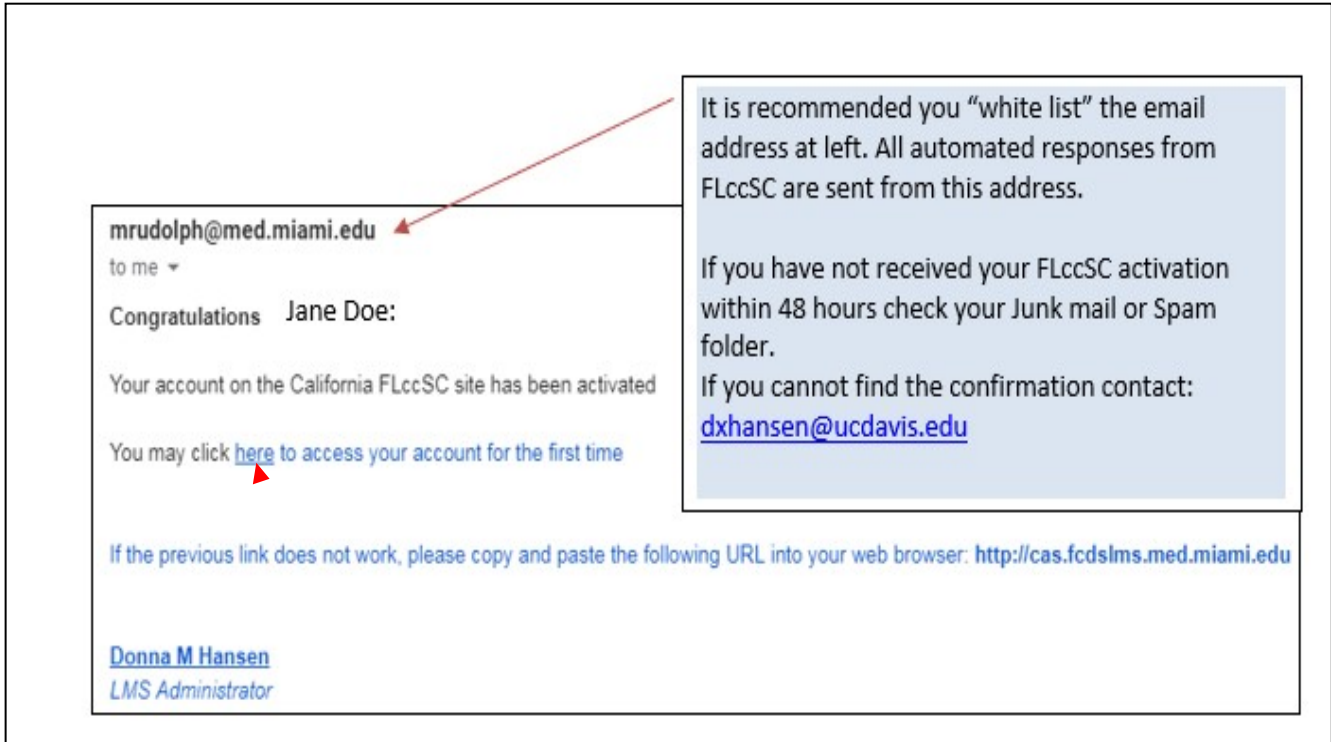
Congratulations

Your Registration has been sent successfully!

You should receive an email within the next 48 hours to notify you that your account has been activated.

[Click here to continue...](#)

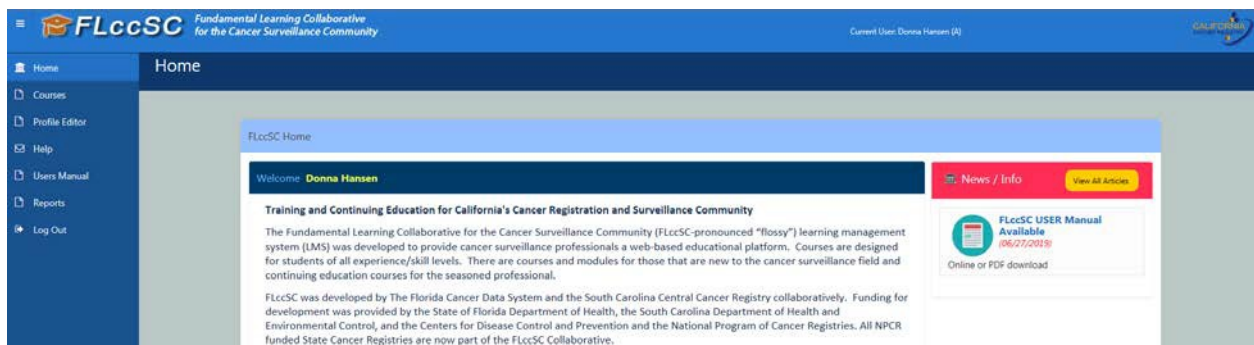
Once you've clicked "Click here to continue" you'll be redirected back to the main login page. Once your registration attempt has been Activated, you'll receive the following email:



Click the hyperlinked "here" and you'll automatically be redirected back to the FLccSC login page. Enter your email and password.

An additional address to "white list" is: jmackin@med.miami.edu

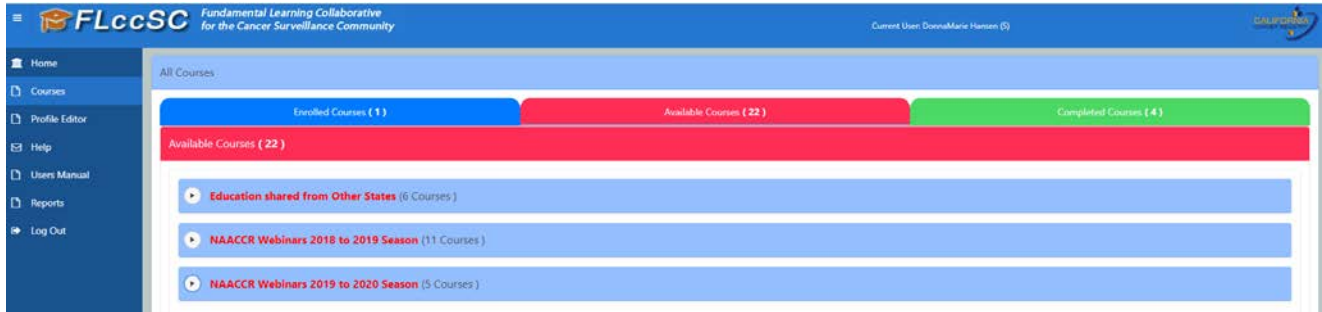
The FLccSC home page should now appear, where you can review available courses, and begin to enroll in courses!



Once you have accessed FLccSC you can download or review the complete CA User Manual at anytime.

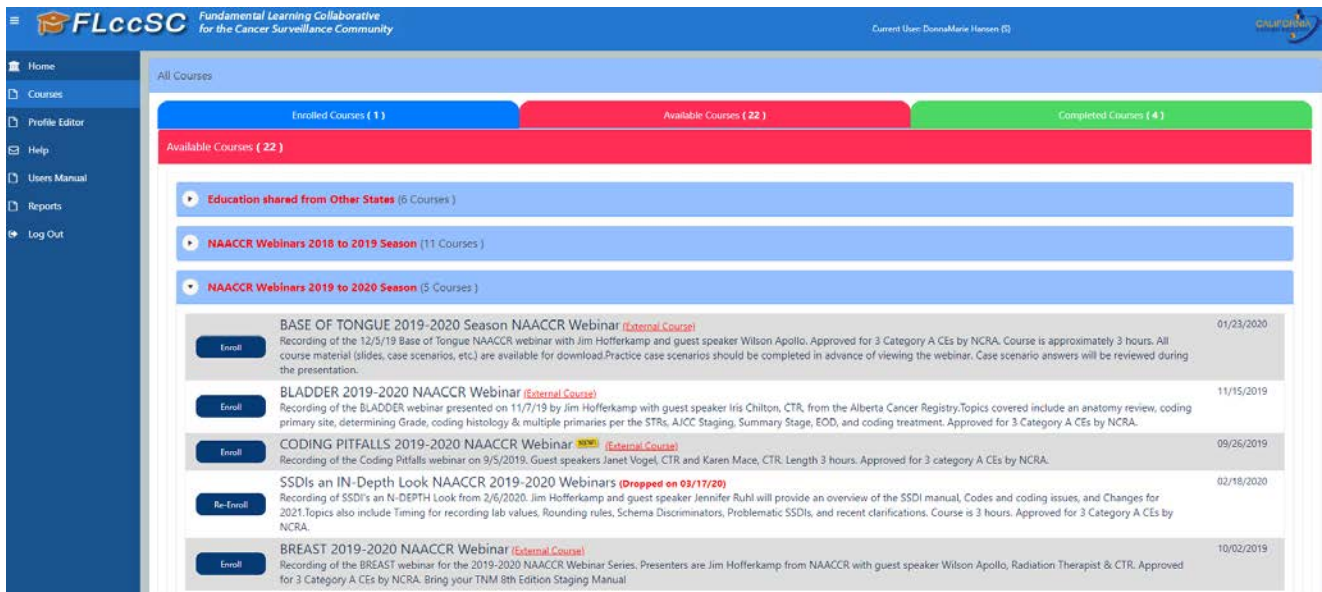
To view Courses

- Click on the Courses tab on the menu at left
- You will see tabs, for enrolled courses, available courses and completed courses.
 - Click on the **red Available Courses** tab which will show you the **Categories** available
 - Here we see Education shared from other States
 - NAACCR Webinars 2018-2019
 - NAACCR Webinars 2019-2020



When the CCR 2020 Education & Training course open for enrollment, a new category tab will be added to the above for you to open.

Click on the arrow next to the course category and it will open a drop down of courses available within that category.



See the FLccSC complete USER Manual for further details and explanation of other functions. There is a link on the left menu.