

## LMS: Creating an Account & Updating Your Profile

1. To create your initial account, visit <https://learning.coloradocwts.com/login/index.php> and select **Create new account**.

**IMPORTANT: NEVER CREATE MORE THAN ONE ACCOUNT** (even if you change positions, agencies, or move counties). Creating multiple accounts will affect the integrity of your training record and may prevent necessary annual updates to your certification/recertification status. Contact the help desk at [support@coloradocwts.com](mailto:support@coloradocwts.com) if you need to make changes to your account, reactivate a previous account, or if you have forgotten your login credentials.

Welcome to the CWTS learning management system (LMS)



Before creating an account, please choose the appropriate tile below.

**I'm a Mandatory Reporter**  
I need to take a training

- Mandatory Reporter
- Substance Exposed Newborns
- Sexting
- RGAP

**I Can't Access My Account**  
I created an LMS account in the past but I can't access it and need to recover my username and/or password.

**I'm a New User**  
I have never created an LMS account and I am one of the following:

- Foster, kinship, or adoptive caregiver
- Caseworker or Supervisor

Create new account

2. Complete **ALL** fields when entering profile information and be sure to scroll all the way down. If you are a caseworker, enter your supervisor's name and email address under the **County Child Welfare Staff** category.

▼ **County Child Welfare Staff**

My primary job function is

My primary responsibility/specialty area is

Supervisor First Name

Supervisor Last Name

Supervisor Email

Date I started my career in Colorado child welfare     Enable

Date I started my current role     Enable

▶ Other child/family service provider

3. Click **Create my new account** at the bottom of the page. You will receive an email to confirm your account. (Please check your spam folder. If you don't find the email, contact the help desk at [support@coloradocwts.com](mailto:support@coloradocwts.com).)
4. To update your profile page, click on your username in the top-right corner of the window and select **Profile** from the dropdown menu. Then, under **User details** click **Edit profile**. Update the needed fields, scroll down to the bottom of the page, and click **Update profile**.

LMS Home CWTS Home Record of Learning Reports Find Learning Calendar Future Sessions LMS Help

Home / Profile / Kari Phillipps (STUDENT) / View profile

Kari Phillipps (STUDENT)

User details [Edit profile](#)

Course details [Course profiles](#)

Profile

Grades

Messages

Preferences

English - United States (en\_us)

English (en)

Español - Internacional (es)

5. If you have a Trails ID number, enter it under “Optional” in the “ID number” box.

Optional	
Web page	<input type="text"/>
ICQ number	<input type="text"/>
Skype ID	<input type="text"/>
AIM ID	<input type="text"/>
Yahoo ID	<input type="text"/>
MSN ID	<input type="text"/>
ID number	<input type="text"/>
Institution	<input type="text"/>
Department	<input type="text"/>
Phone	<input type="text"/>
Mobile phone	<input type="text"/>
Address	<input type="text"/>

6. For changes to supervisor/supervisee within the CWTS LMS, [use the LMS Supervisor/Supervisee Updates form](#).
7. If you have trouble accessing your account, [visit the CWTS Help Desk](https://coloradocwts.com/needhelp/) at <https://coloradocwts.com/needhelp/>.