To help HHSC track your completion of the *County Jail Reporting Training,* please create an account on the **HHS Learning Portal.**

1. Launch a browser and navigate to https://learningportal.dfps.state.tx.us/login/index.php.

2. At the HHS Learning Portal login screen, select the button labeled **Create new account**.



3. On the **New account** screen, enter your choice of username and password for the site. If you need to see the password as you enter it, put a checkmark in the box *Unmask*.

4. All fields with a red asterisk (**\***) are required to create an account. Enter your email address, confirm email, first name and last name. Although the city field is not marked with a red asterisk, it should be entered to create an account for the *County Jail Reporting Training*. The Country field is optional.



5. Below the Country field, in the Security question field, two CAPTCHAs may display. Enter the word in each CAPTCHA into the open field with a space in between the two words. If you cannot read one of the CAPTCHAs, you can select the link below the open field to display a different set of CAPTCHAs. You can also select the link to hear an audio CAPTCHA, if needed or preferred. If the CAPTCHA field does not display, just click **Create my new account.**
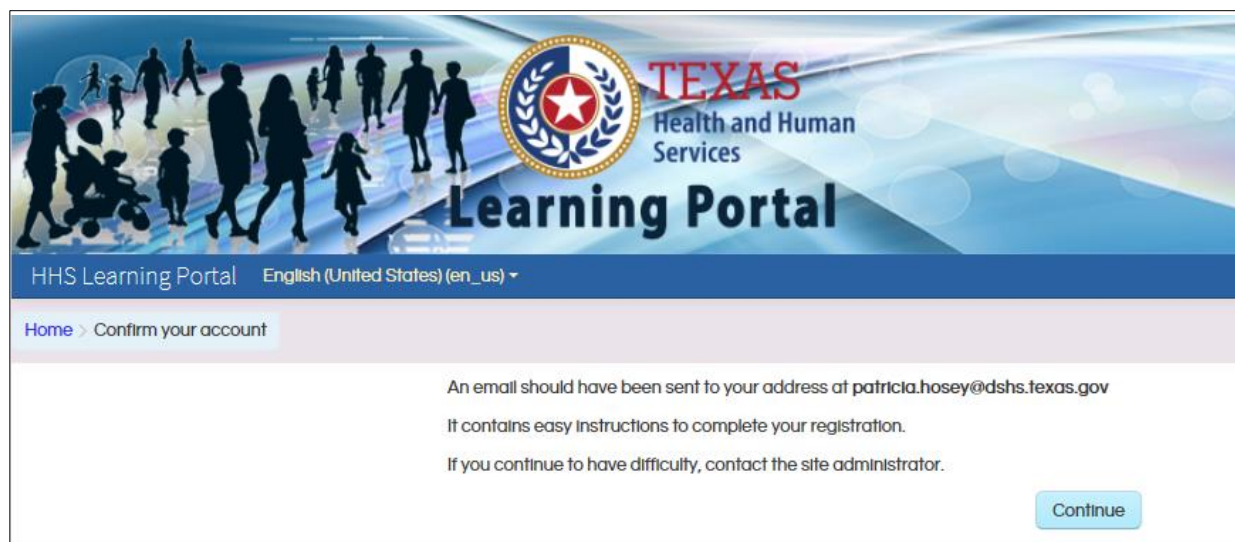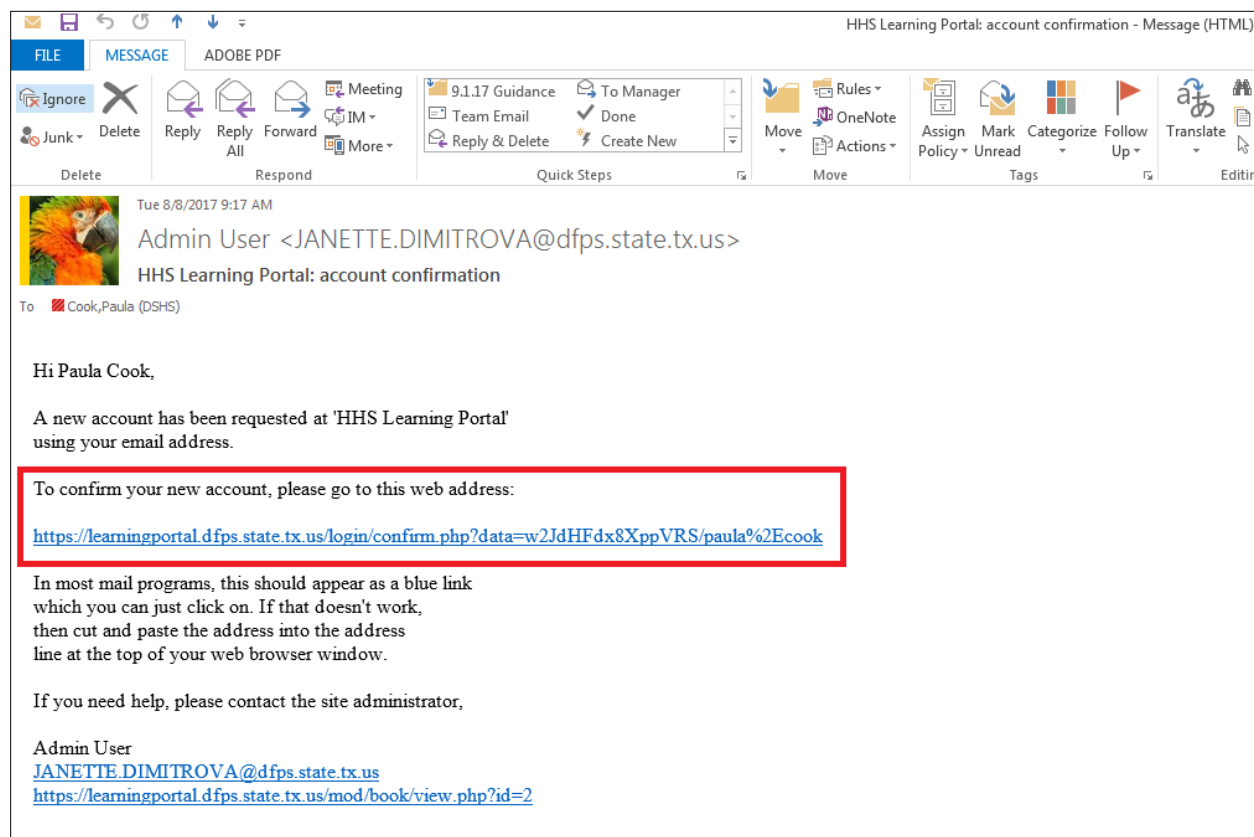


6. At the bottom of the screen, select **Create my new account**.

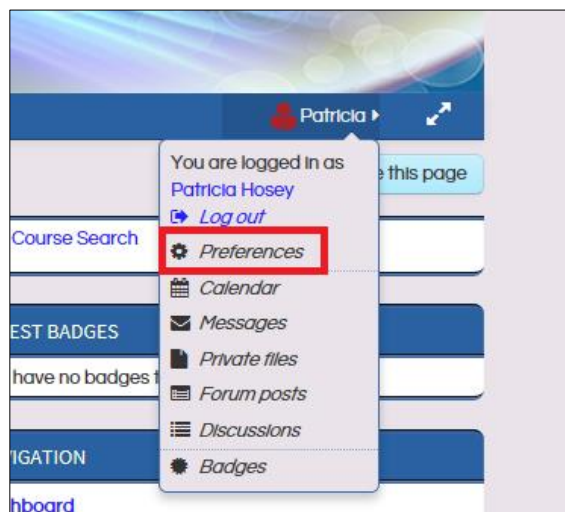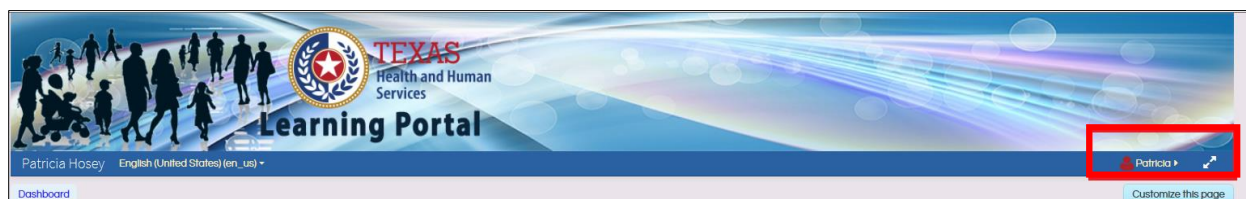7. A message displays telling you to check your email in order to complete the account creation.



8. The email message will contain a link to confirm your email address. Select the link to see a confirmation indicating your account was created successfully.

9. Once account is confirmed, you will be invited to take a virtual tour of the site. This only takes a few minutes and provides a helpful overview of the site features.
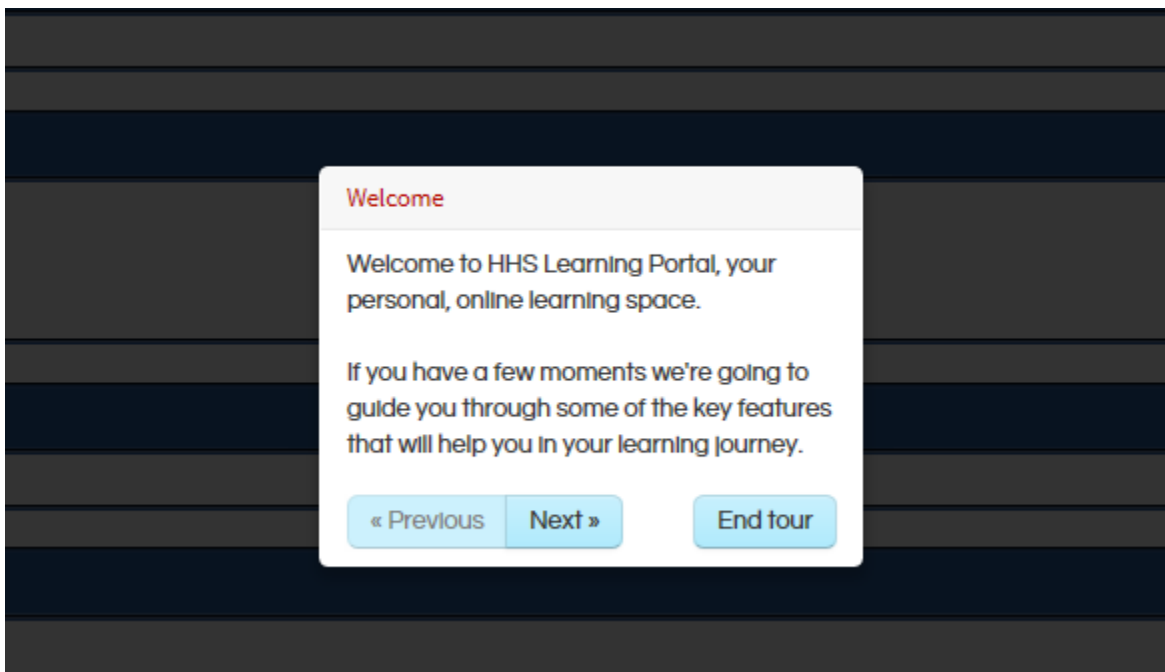


10. In the top right corner of the HHS Learning Portal, you will see your first name, with an arrow to the right. Select the arrow to see a list of options, then select *Preferences*.

11. On the Preferences menu, select *Edit Profile*.



12. Scroll down near the bottom of the screen and select **Optional** to open the list of optional fields.

Enter your facility's name, in the *Institution* field. Enter your county's name in the *Department* field.



If you are an HHSC employee, enter your Employee ID in the ID number box.

13. Select **Update profile**, at the bottom of the screen, to save this information.