

Instructions to Update Your NYSCSH LMS Profile

To update your NYSCSH LMS profile, log onto the LMS @ <u>https://nyscsh.matrixlms.com/</u>. Enter your school or organizations email address and your password.



Then click on your name in the top=right of your screen.

Then click the edit button to access the profile editing panel

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Select info from the choices shown in the pop-up window.

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Scroll down on your profile page to the birthdate and last four of social security number section, and add the required information.

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	School/Organization Zip Code			
	14450			
	Required only for Continuing Teacher and Leader Education (CTLE)			
	Last Four Digits of Social Security Number			
	Birthdate			
	Location	_		
	Address line 1			
	Address line 2			
	City			
	Rochester			
	State			
	New York			
	Zip/Postal code			
	Country			
	United States			
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Your information has been saved. Certificates that you earn in the future will have the information required by the NYS Education Departments guidelines for CTLE credit. Certificates that you have previously earn on the NYSCSH LMS are still valid and there are no further actions to take at this time.

Thank you for learning with the NYSCSH LMS.