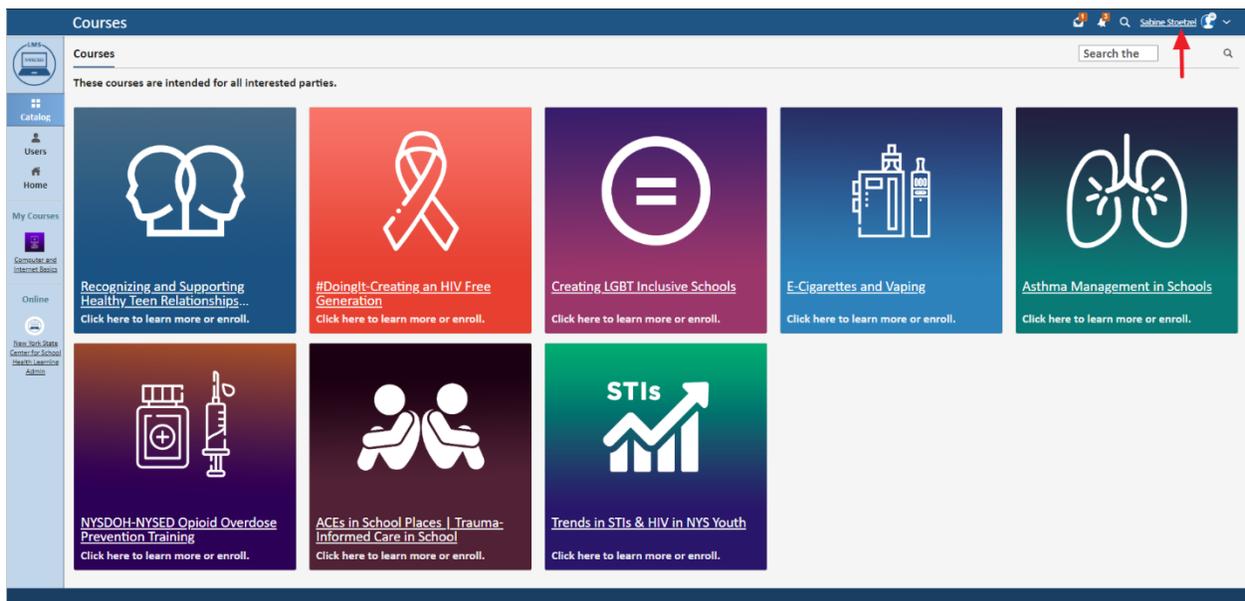




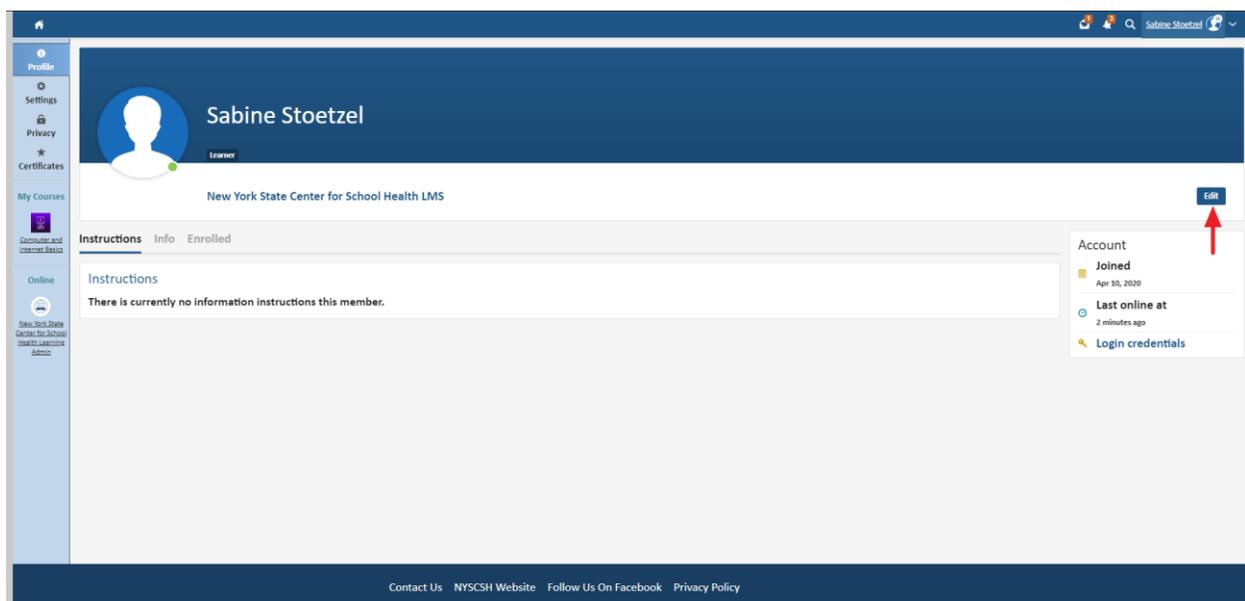
## Instructions to Update Your NYSCSH LMS Profile

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

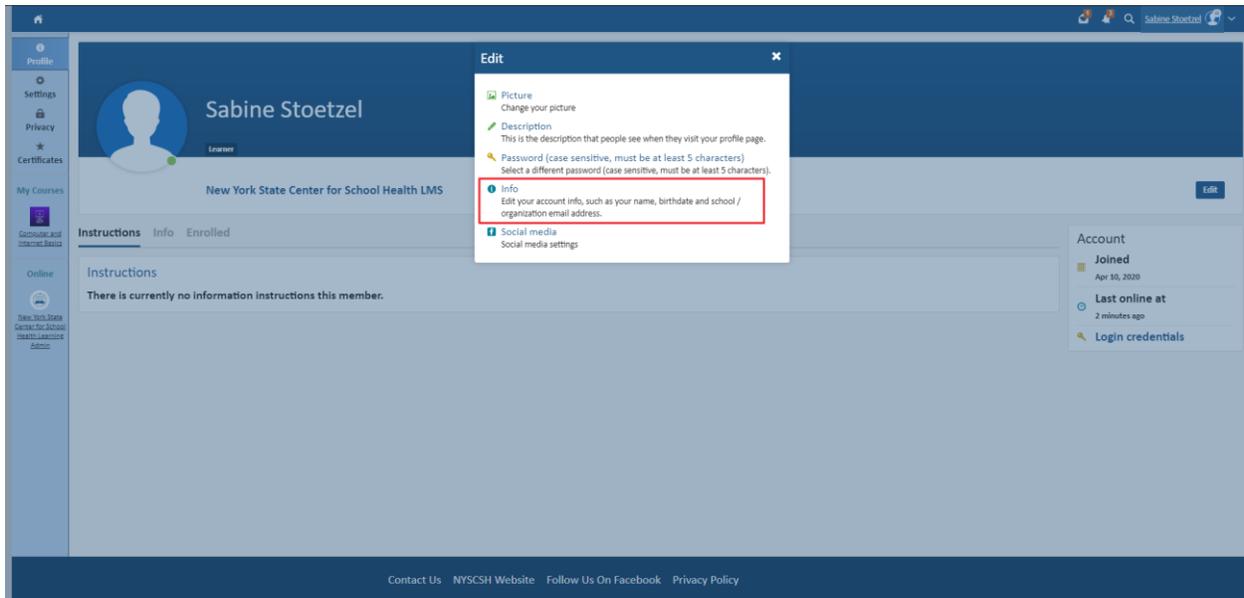
Then click on your name in the top=right of your screen.



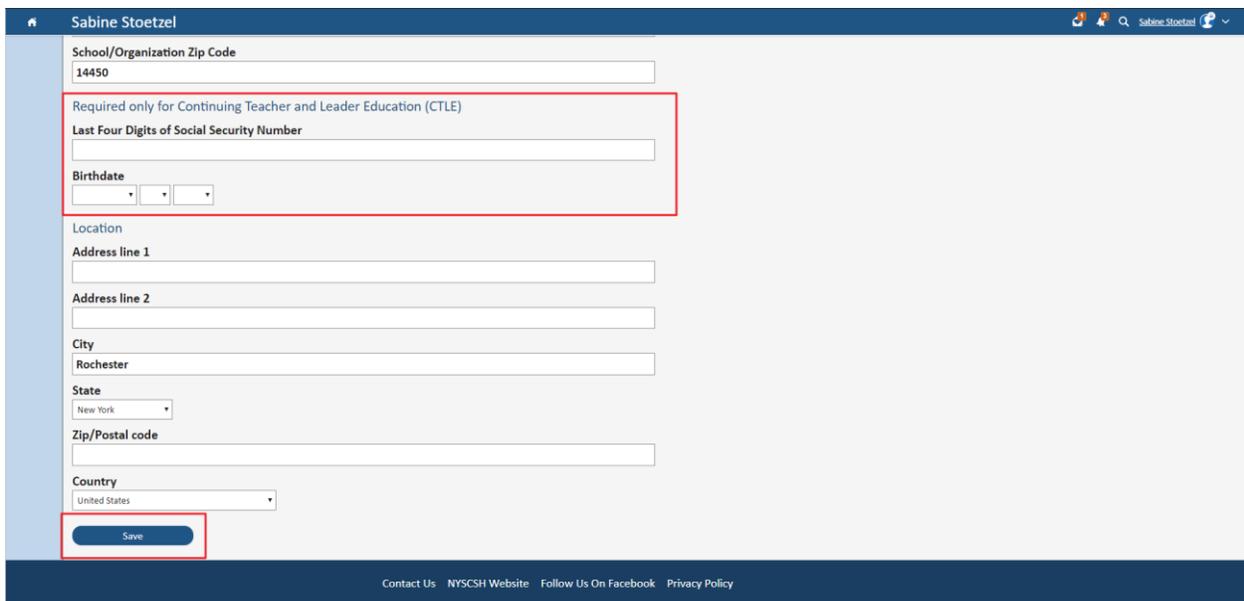
Then click the edit button to access the profile editing panel



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



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



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.