

HID Self-Registration

To proceed with creating your HID, the user must first complete the ***LDH-External User Self-Registration Process*** and the ***required trainings***.

1. To begin the self-registration process, click the link provided in the email.
The link will take user to the LDH-External User Self-Registration page (see below).

IMPORTANT NOTICE #1

If user has already completed this process for SIMS, OPTS, or some other LDH application ***and*** have received an HID (H00####), user **DO NOT** need to proceed with the Self-Registration HID Request again.

2. Under *New User*, select **Click here to register**.



The screenshot shows the SAP SuccessFactors user registration interface. At the top left, the SAP SuccessFactors logo is visible. In the top right corner, it says "Currently Viewing Site: LDH EXT USERS |". Below the logo, there are two tabs: "Personal" (selected) and "Library". The main content area features the SAP SuccessFactors logo with a heart icon, a "Sign In" button, and a "New User" section. Under "New User", there is a question "Are you a new user?" followed by a button labeled "Click here to register." which is highlighted with a red box. To the right of the registration options is a large graphic of the state of Louisiana with the text "LaGov Learning" overlaid. At the bottom of the page, it reads "Louisiana Department of Health - External User Registration".

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3. Complete ALL fields with an asterisk (*)

Create New Account

This site requires approval for registration. Please complete the "Create New Account" form and click "Submit". Your user account request will be placed in a pending status until your registration is approved. Registration approval will be communicated via email so please ensure you have access to the email address provided below.

After your account is approved, you can browse the library, add items to your cart, and check out. Assigned and purchased items will display on the My Assignments tile on the home page.

* Required Fields.

Account Information

* User ID : H008862

Contact Information

* First Name :
* Last Name :
* Email Address :
* Confirm Email Address :
Telephone Number :

Employee Information

Work Parish :
* EXT-Contractor /Employer :
EXT-Contract End Date :
* EXT-Person Type :
EXT-Agency :

IMPORTANT NOTICE #2

Email Address	DO NOT use a shared or generic email address. Email address cannot have been previously used. Email address should be user's own personal email address.
EXT – Contractor/Employer	TYPE IN: LDH-SIMS USER
EXT-Person Type	SELECT: EXT-LMS ONLY/OTHER
EXT-Agency:	SELECT: LDH-OFFICE OF SECRETARY

4. Click **Submit**.

5. After the Self-Registration HID Request is approved, the user will receive **two** automated emails from:

ias@notifications.sap.com to activate your LMS account.

LAGOV-ERP-Support@la.gov will include the following:

- User's HID,
- Instructions on how to create an initial password, and
- URL to access LaGOV Learning LMS.

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IMPORTANT NOTICE #3

The HID is used as the username to log into the LMS.



Louisiana *Louisiana*

Sign In

LDH EXT USERS

Email or User Name

H0008862

Password

..... 

Keep me signed in [Forgot password?](#)

6. Once the user have successfully logged into the LMS, user must complete the following **two** trainings:
 - ✓ SCS CPTP Cybersecurity Awareness
 - ✓ OTS ISP End-User Agreement
7. Within **24 hours** of completing the trainings, the user will appear on a report that is being monitored by LDH.
Once the user appears on the report, OTS will proceed with creating the account and setting up access to SIMS.
8. User's credentials (to access SIMS) will be **emailed** to the email address provided in Monday.com.
Make sure email is correct.