

## How to Access the BTMS

Go to [www.health.state.pa.us/bdap](http://www.health.state.pa.us/bdap)

Depending on what you need to do here is where you would make a choice of what you would want to do.

To see “**Upcoming Trainings**” it is clearly indicated all one would need to do is click on the tag. You would get the information of the trainings that we currently have scheduled.

To access the “**Bureau of Drug and Alcohol Programs Training Management System (BTMS)**” you would need to go to the bottom of the page and click on the link entitled BTMS. To register as a user in the BTMS, follow the instructions below.

### Registering as a User

- 1) Course participants must be registered users of the BTMS in order to:
  - a) Receive a certificate for the course.
  - b) Maintain history of course attendance.
  - c) To enroll / be enrolled in courses.
  - d) To receive email notifications of course status, i.e. cancellations, registrations, etc.
- 2) Registration Procedures
  - a) Go to [www.bdap.health.state.pa.us/btms/logon.aspx](http://www.bdap.health.state.pa.us/btms/logon.aspx)
  - b) If you have not established a user profile, click on the link “Click Here”.
  - c) **DO NOT CREATE MORE THAN ONE ACCOUNT FOR AN INDIVIDUAL!!** This will result in lost data which means that you may not get credit for training that you attended. As we move to a more paperless system we will not retain copies of attendance sheets.
    - i) Enter your First Name and Last Name
    - ii) Enter your Birth Last Name, Birth date and the Last 4 digits of your Social Security Number. These items are used to create a unique id in the system to ensure that the proper credit is given to the right person. Be aware of the format for the date; i.e. 01/01/2007.
    - iii) Enter address information. This can be either your work or home address or both.
    - iv) Enter your primary telephone number. This can be work, home or cell phone number.
    - v) Enter an alternate phone number if necessary.
    - vi) Answer questions regarding you position and Agency
      - (1) Are you a Drug & Alcohol Professional: Yes/No
      - (2) Place of Employment = Facility or Agency where you work.
      - (3) Email Address = VERY IMPORTANT as this is how the system will communicate with you for registrations, cancellations, etc. Type email address in window and click on Add Email.
      - (4) Job Position = Select form Drop Down List of general classes of positions such as administrator or counselor. The blank window below this one is where you can be more specific if necessary

- (5) Job Category = Select from the Drop Down List of general categories such as government, drug & alcohol, education, etc.
  - vii) Answer questions regarding gender and race.
  - viii) If you need any special accommodations such as handicap access or dietary, select yes. The training facilitator will contact you regarding your special needs when you register for a course.
  - ix) Select highest level of education from the drop down list.
  - x) The Certifications field causes the most problems when registering as a user. Select your certification(s) from the drop down list and click on the Add Certifications Button. If you do not have any certifications select None from the drop down list and Click on the Add Certifications Button.
  - xi) Create a unique user name. This can be anything, but should be something you can easily remember.
  - xii) Create a password, again this should be something you can easily remember but something that is not easy to guess.
  - xiii) Username/Password *are* case sensitive.
  - xiv) Username can not be duplicated; if system does not allow you to save your profile, change your user name.
- d) After the system has accepted your profile, you will be taken to the Home page. It would be prudent to write down your username and password and store in a safe place.

### **How to Print Certificates:**

In order to print your certificate, you must first complete the online course evaluation. The open the Reports menu on the left side of the screen and select Attendance Reports, then select Print Course Certificate from the drop down menu. Select the course that you want to print and print it.

### **Troubleshoot:**

Please try downloading the latest version of Adobe which is Adobe 9 and that should clear up your issue. [www.Adobe.com](http://www.Adobe.com) Clear Internet Explorer Browser Cache also by pulling down on tools menu select internet options. You should see "Temporary Items" you'll find delete file button, select.

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