



GMIS PORTAL TRAINING INFORMATION

WHAT GMIS PORTAL TRAINING WILL BE AVAILABLE IN PREPARATION FOR GMIS PORTAL GO-LIVE IN EARLY 2025?

The following six courses will be available for you to sign up for to learn how to work in Ohio Department of Health's new GMIS Portal. Training on these six courses is expected to be completed prior to accessing the new GMIS Portal.

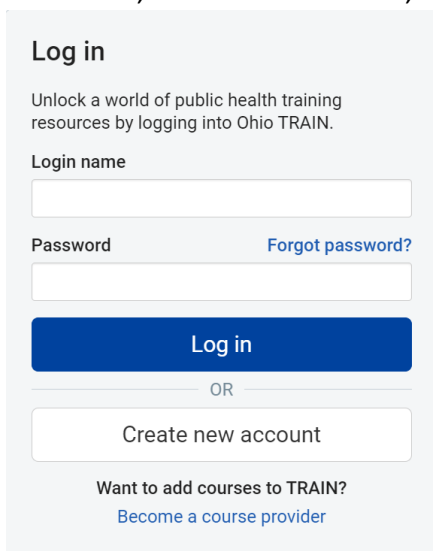
Available GMIS Portal Live Trainings

1. GMIS Portal 101 & Agency Registration Live Training
2. GMIS Portal Grant Application Submission Live Training
3. GMIS Portal Notice of Award Live Training
4. GMIS Portal Managing Your Award Live Training
5. GMIS Portal Close-Out Live Training
6. GMIS Portal Reporting Live Training

SIGNING UP FOR GMIS PORTAL TRAINING?

HOW DO I SIGN UP FOR A TRAIN ACCOUNT?

- Log onto <https://www.train.org/odh>. Click on the “Create New Account” button located underneath the login fields on the left-hand side of the screen. Fill out the required information. Then, review and accept the TRAIN Policies. Depending on your selected affiliate(s), you may have additional information to fill out. When you have finished, click the “Create Account” button. Note: Be sure to select the ‘opt-in’ email notification to receive our password reset emails, course notifications, etc.

A screenshot of the Ohio TRAIN login page. The page has a light gray background. At the top, it says "Log in" in bold. Below that, a subtitle reads "Unlock a world of public health training resources by logging into Ohio TRAIN." There are two input fields: "Login name" and "Password". To the right of the password field is a blue link that says "Forgot password?". Below the input fields is a large blue button with the text "Log in" in white. Underneath the button is the word "OR" in a small, light gray font. Below "OR" is a white button with the text "Create new account" in gray. At the bottom, there is a link that says "Want to add courses to TRAIN? Become a course provider" in blue.

WHAT IF I FORGET MY TRAIN ACCOUNT PASSWORD?

- If your account has been inactive for 90 days, follow [this link](#) to reset your password. You will receive an email with a link to reset your password. If you do not receive the email after a few minutes, check your spam folder. Note: your password will expire after 90 days of account inactivity.
- If you no longer have access to the associated email, you will need to contact the System Administrator by emailing chelsea.hudson@odh.ohio.gov.

HOW DO I FIND COURSES TO TAKE?

- Click the “Course Catalog” tab at the top of the homepage. Enter “GMIS” key word or the exact course name in the “Search TRAIN” box, apply any filters using the selections on the left, and sort your results using the dropdown menu. For additional filters, click the “Show Advanced Options” button located beneath the filters.

Search TRAIN

Q

Sort by relevance

Filters

Search By

< Any Search By Courses

Format

Subject

☐ Meets CDC Quality Training Standards

Course Rating

Common Filters

Competencies and Capabilities

Credit Type

Show Advanced Options

5,206 record(s) found.

Courses

"Can YOU Avoid Iatrogenic Harm? Understanding and Identifying Fibrodysplasia Ossificans Progressiva"

PeerView Institute for Medica...

★★★★★ (35)

Web-based Training - Self-study

#NYCHealthEquity - Advancing Racial and Social Justice

Region II Public Health Trainin...

★★★★★ (4265)

Webstream/Archived Webcast

(CE002) Cross-Cultural Communications, Cognition and Language | NDPHTN

NDPHTN

★★★★★ (2334)

Web-based Training - Self-study

(CE003) Behavioral Patterns of Cultural Distance - Non-Verbal Communications | NDPHTN

NDPHTN

★★★★★ (2280)

Web-based Training - Self-study

(CE004) Cultural Distance and Societal Factors | NDPHTN

NDPHTN

★★★★★ (268)

Web-based Training - Self-study

(CE005) Media Influences | NDPHTN

NDPHTN

★★★★★ (326)

Web-based Training - Self-study

(CE006) Motivational Factors and Decision Making | NDPHTN

NDPHTN

★★★★★ (286)

Web-based Training - Self-study

(CE007) Community Health Workers and Integration | NDPHTN

Web-based Training - Self-study

WHERE SHOULD I GO IF I HAVE QUESTIONS?

For additional information, questions and feedback please contact grant.support@odh.ohio.gov.

WHAT GMIS PORTAL TRAINING WILL BE AVAILABLE AFTER GO-LIVE?

All GMIS Portal on-demand training will be saved to the ODH Website. See below for the full list of training assets that will be available come go-live.

GMIS Portal	
Capability	Materials
GMIS Portal Foundations	GMIS Glossary Job Aid GMIS Portal 101 Video GMIS Portal Reporting Video GMIS System Access and Navigation Job Aid GMIS Reporting Job Aid
Agency Prole	GMIS Portal Agency Registration Video GMIS Portal Agency Registration Job Aid
Application	GMIS Portal Grant Application Submission Video GMIS Portal Grant Application Submission Job Aid
Notice of Award	GMIS Portal Notice of Award, Budget Revision and Workplan Revision Video GMIS Portal Notice of Award, Budget Revision and Workplan Revision Job Aid
Expenditure Reporting	GMIS Portal Expenditure Reporting Video GMIS Portal Expenditure Reporting Job Aid
Progress Reporting	GMIS Portal Progress Reporting, including Site Visits Video GMIS Portal Progress Reporting, including Site Visits Job Aid
Audit & Compliance	GMIS Portal Audit & Compliance Video GMIS Portal Audit & Compliance Job Aid
Close-Out	GMIS Portal Close-Out Video GMIS Portal Close-Out Job Aid

GMIS PORTAL TRAINING FAQ

WILL THERE BE MAKEUP SESSIONS?

No, there will not be live virtual make-up sessions, but you can view training videos and job aids on-demand online. These on-demand resources will be available closer to go-live.

WHAT TRAINING WILL BE AVAILABLE AFTER GO-LIVE?

After go-live, training videos and job aids will be available for you to learn the new GMIS Portal.

IS TRAINING MANDATORY?

Yes, upon logging into the GMIS Portal for the first time, you will need to check a box indicating you have received the appropriate training. You can attend the live training sessions, watch the videos, or review the job aids.

HOW WILL I ACCESS THE GMIS PORTAL COME GO-LIVE?

To access the GMIS Portal, you will log in to the OH|ID Portal using your OH|ID. There you will see My Apps. Click the GMIS Portal icon to login.

HOW DO I GET AN OH|ID TO ACCESS GMIS PORTAL?

A survey was sent out on October 11, 2024 from grant.support@odh.ohio.gov requesting information for OH|ID creation. If you did not respond to the survey, please contact grant.support@odh.ohio.gov by January 17, 2025 to indicate you will still need an OH|ID account to access the GMIS Portal. Any requests submitted after January 17, 2025 may not be completed prior to go-live of the GMIS Portal.

WHEN WILL I HEAR BACK ABOUT MY OH|ID CREATION?

ODH will be working over the next two months to register and distribute OH|ID information. If you completed the OH|ID survey that went out on October 11, 2024 from Grant.Support@odh.ohio.gov and do not receive an email by January 20, 2024, please contact grant.support@odh.ohio.gov and indicate you still need your OH|ID.