Create an Account
On the HHS Learning Portal

1. Launch a browser and navigate to https://learningportal.hhs.texas.gov.

2. At the HHS Learning Portal login screen, select **Log in** and you will see the screen below.
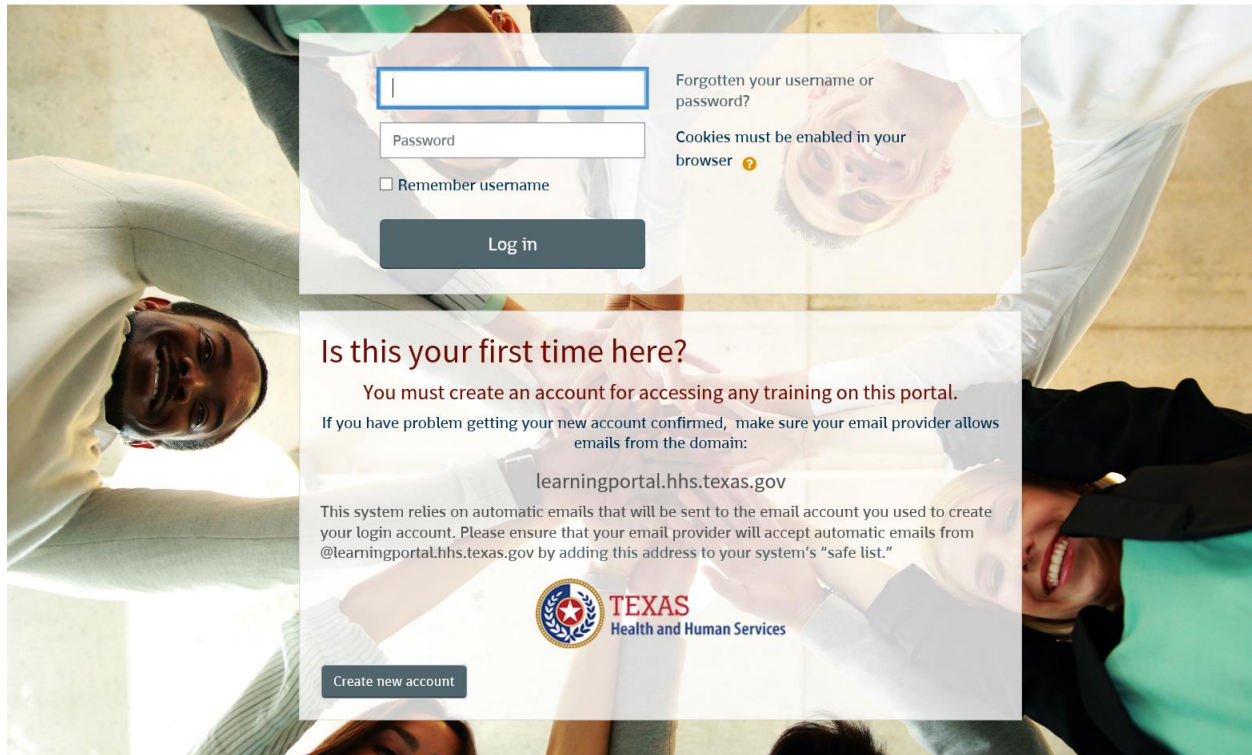
3. Select **Create new account**.

4. On the **New account** screen, enter the username and password for the site.

5. All fields with a red exclamation point (**!**) are required to create an account. Enter your Email address, confirm email, first name and last name. The City and Country fields are optional.

New account

▼ Choose your username and password

Username ❗ [| ⚠]
- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password ❗ [⚠]
- Missing password

▼ More details

Email address ❗ [⚠]
- Missing email address

Email (again) ❗ [ ]

First name ❗ [ ]

Last name ❗ [ ]

6. At the bottom of the screen, select **Create new account**.

7. A message displays telling you to check email in order to complete the account creation.

An email should have been sent to your address at k⬛⬛⬛@⬛⬛⬛⬛n

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

[Continue]

8. Click **Continue**.

9. Check your email inbox for the confirmation from **Admin User**. Click the link in the email message to confirm your new account.

10. Log into the HHS Learning Portal and you will be invited to take a virtual tour of the site. This only takes a few minutes and provides a helpful overview of the site features.

Add Your Empl ID
(to get credit for training)

11. In the top right corner of the HHS Learning Portal, you will see your name. Click the down arrow to the right of your name and select **Preferences**.
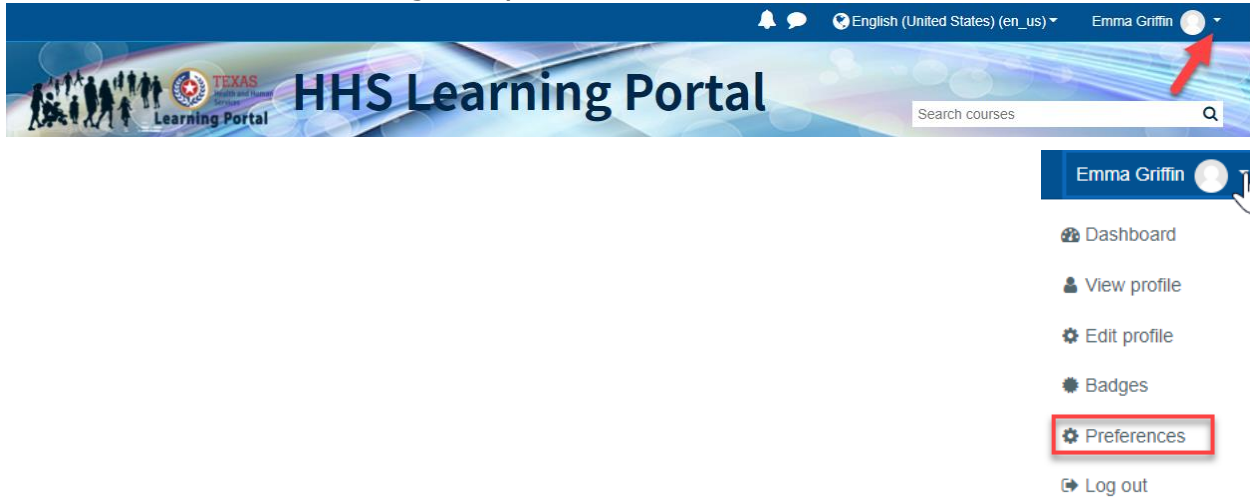
12. On the Preferences menu, select **Edit Profile**.
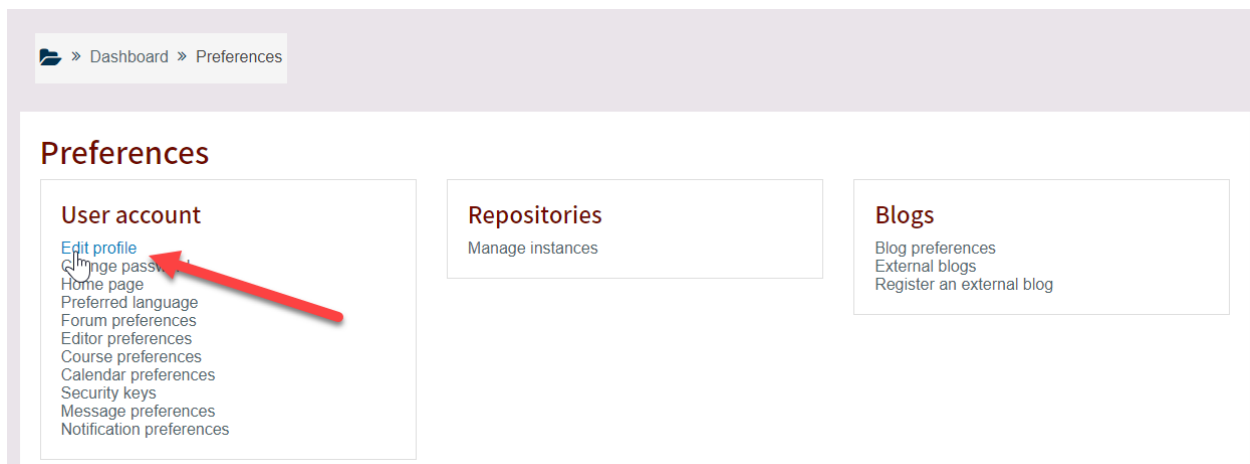
13. Scroll down to **Optional** and click to open the list of optional fields.

14. Find the field labeled **ID number** and enter your 11-digit CAPPS Empl ID.
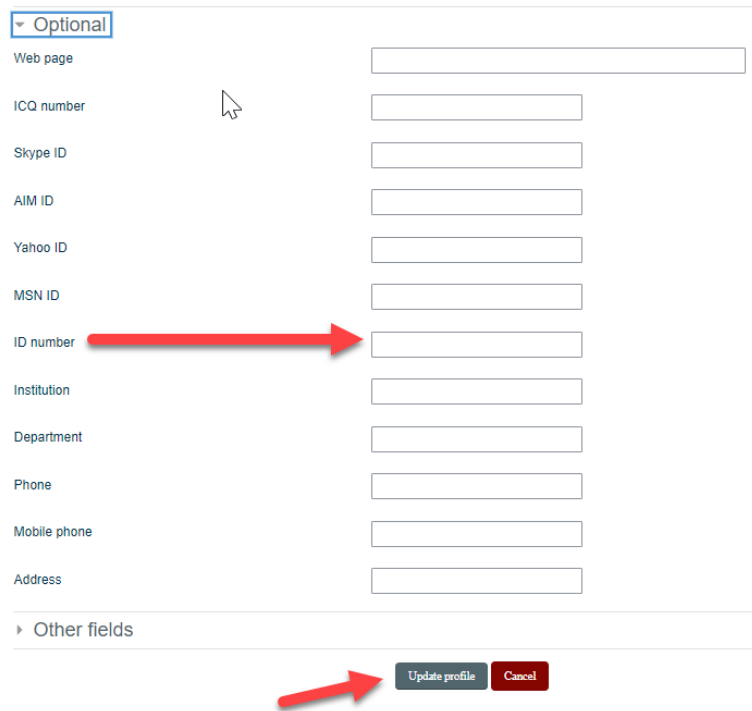

15. Select **Update profile**, at the bottom of the screen, to save your ID.