



First-Time User Instructions – Navy Medicine LMS

1. Log in

- Go to <http://navy.swankhealth.com>
- Under Site Code, select your **facility**
- Enter your **DoD ID Number** from the back of your CAC
- Enter the default password **gonavy** (all lowercase)
- Click the **Login** button

2. Privacy Policy Acknowledgement

- **Read the policy**
- **Check the box** to acknowledge the release of your information to FLTMPs and Health.edu, the Continuing Education provider
- Click the **Continue** link

3. Update Your Profile

- **Review your information under "Military Personnel"**

All personal information is pulled from DMHRSi. If the data is incorrect, contact your unit training representative and DMHRSi POC. If changes are made in DMHRSi by any Thursday morning, your profile in the Swank LMS will be updated the following Monday.

Update Your Profile (Continued)

- **Select a Discipline**

Non-licensed/credentialed staff only:

- Select the **discipline** that most closely pertains to your duties
- Proceed to the step of verifying the expiration date of your Resuscitative Medicine training

Licensed staff only:

The license information provided ensures that you access appropriate CE courses. For certain professions and states, completions may be also sent to the appropriate agencies.

- Select the **discipline** that most closely pertains to your duties.
- Under Discipline License Information at the bottom of the page, enter your **license details** in the appropriate field (state license, EMS/NREMT or Pharmacy)
- Resuscitative Medicine:
 - Scroll to the bottom of the page to verify that the expiration date of your Resuscitative Medicine training is accurate.
 - If the date is incorrect, please notify your Training Officer. You will receive three email notices prior to the expiration date (30, 60 and 90 days prior).

- **Verify Your Email Address**

Please check your email address. Changes to this field will **not** be affected by the DMHRSi feed.

- **Change Your Password**

Change your password and password reminder.

- Click on the **Continue** link at the bottom of the page.

You are now ready to browse for courses under the Courses tab or look for upcoming classroom training under Events. The My Assigned Training tab lists any courses currently assigned in the Swank LMS.

For assistance, please contact your Training Officer or Swank HealthCare at 1-800-950-4248.