

Introduction to Absorb, TCP's LMS

Updated 6/30/2026

WHAT IS A LEARNING MANAGEMENT SYSTEM (LMS)?

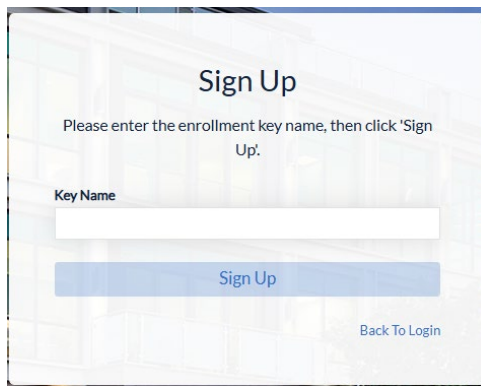
A digital platform for delivering, tracking and managing online trainings. This includes management of training registration, completion, and certificates.

HOW WILL USER ACCESS THE LMS?

User will navigate to <https://community-partnership.myabsorb.com/#/login>. All first-time users will need to Sign Up using the sign-up button

DO NOT USE THIS KEY IF YOU HAVE ALREADY CREATED AN ACCOUNT FOR HMIS TRAININGS. **If you have an HMIS account already, simply log-in to your existing account.*

The Key Name is **tcptraining**



For additional details about sign-up, review the “How to Sign Up for a New Account” document.

WHAT TRAININGS ARE AVAILABLE IN THE LMS

Currently, there are only a few on-demand courses in the LMS. Gradually, we'll transition most of the live and on-demand trainings to this system.

WHO SHOULD USE THE LMS?

As of June 2026, you only need to use the LMS if you need to complete a course which is only offered in the LMS. This will be noted in the training calendar. Eventually, all staff who need to take TCP trainings will use the LMS.

DO I HAVE TO REGISTER FOR A TRAINING ON THE LMS?

Currently, all trainings in the LMS are on-demand and require enrollment, but not advanced registration. When live trainings are added, you will need to register for those.

HOW LONG DOES IT TAKE TO COMPLETE A TRAINING?

Currently, all the trainings in the LMS are on-demand and self-paced. Users can complete trainings in the time frame that works best for them. The trainings will vary in length.

How to Sign Up for a New Account

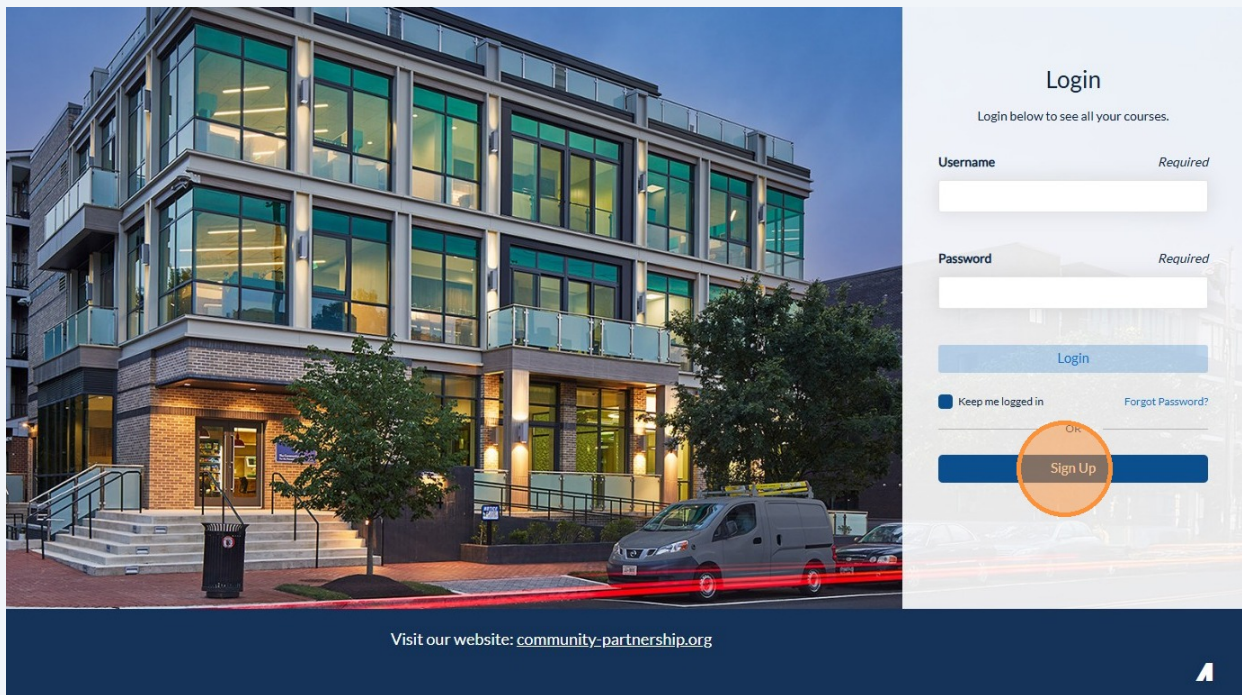
- 1 Navigate to <https://community-partnership.myabsorb.com>



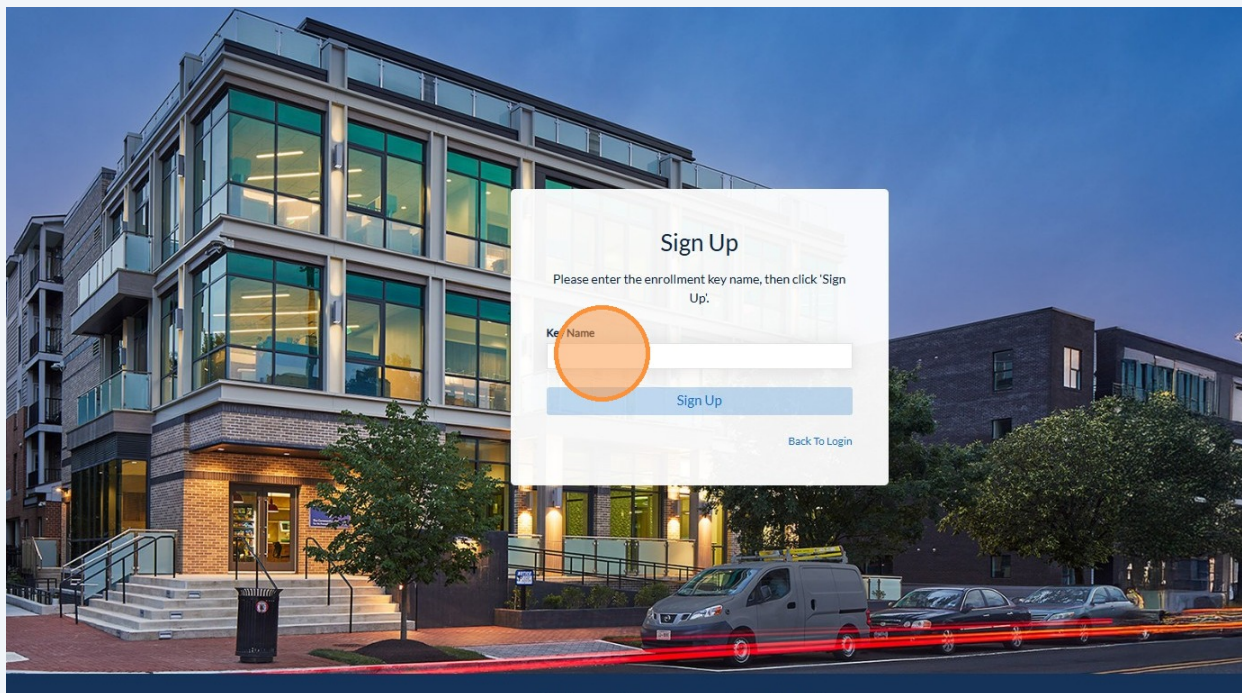
Alert! If you already created an account for HMIS trainings, do NOT create another account. Log-in with your existing account.

Please see the guide about updating your profile. That will give you access to the other trainings you need.

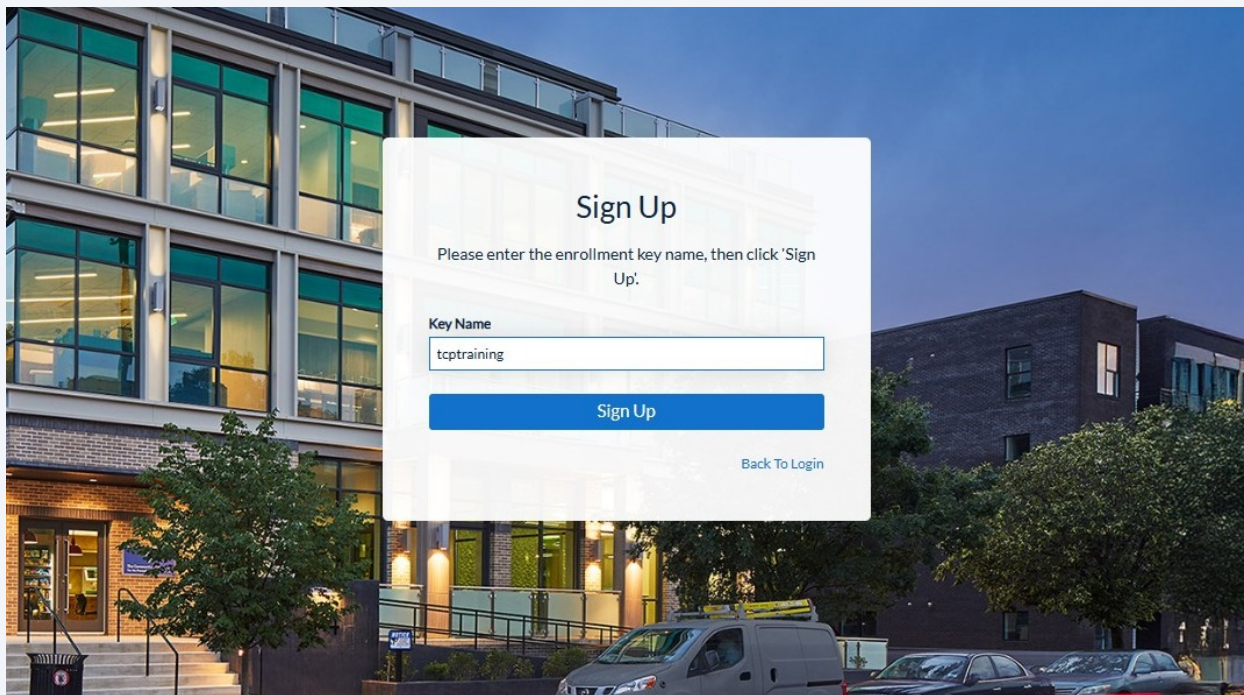
2 Click "Sign Up"



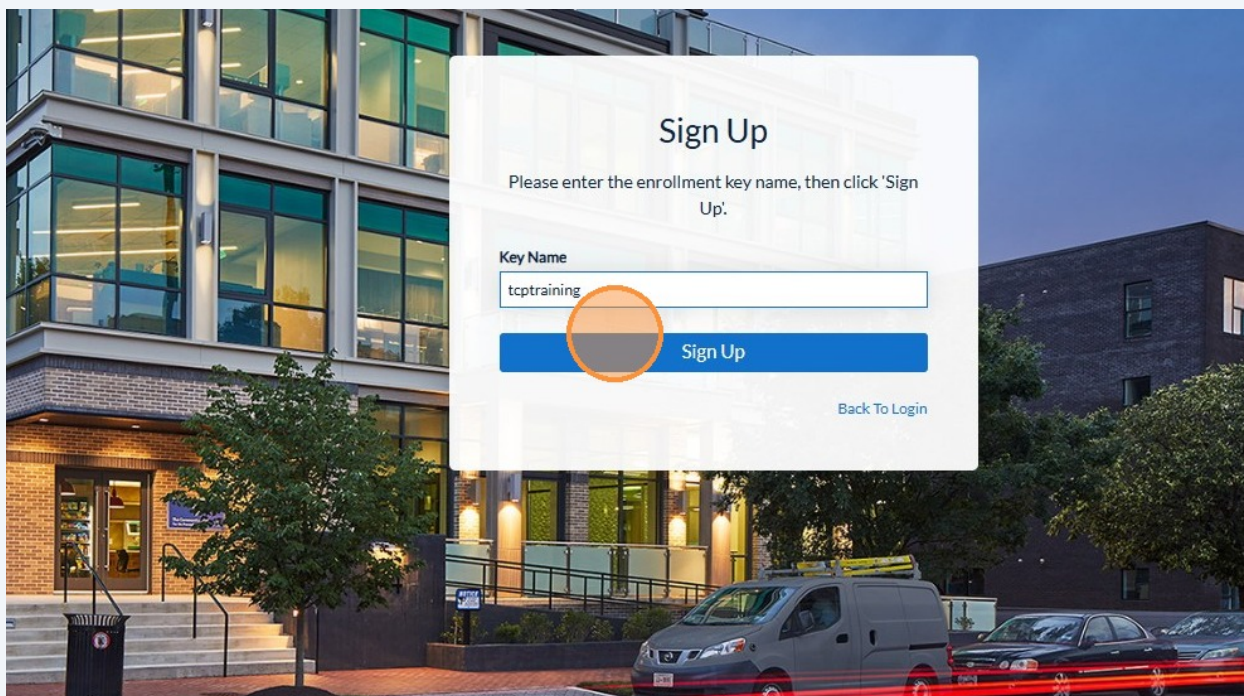
3 Click the "Key Name" field.



4 Type "tcptraining"



5 Click the "Sign Up" button.



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On the top part of the form, where prompted, enter your first name, last name, and WORK email.

community Partnership
Prevention of Homelessness

Search Login

Sign Up

To use the key tcptraining, please sign up for a new account or login to an existing one.

First Name *Required*

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Position Description *Required*

Client-Facing Staff *Required*

Active License in DC *Required*



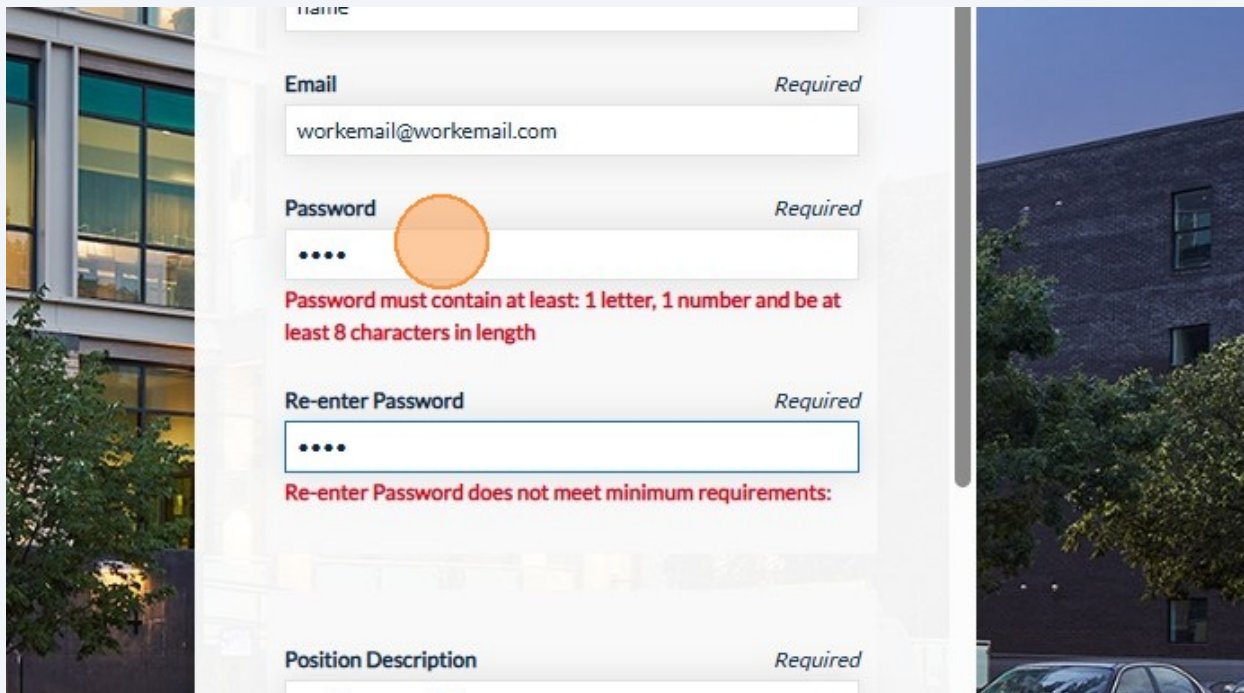
Alert!

Be sure to use the name you want printed on your training certificates.

Make sure to use your work email. If you have multiple work emails, contact the Training Team (training@community-partnership.org)

7

Click the "Password" field. Enter the password you want to use. It needs to be at least 8 characters with at least 1 letter and 1 number.



The screenshot shows a registration form with the following fields and labels:

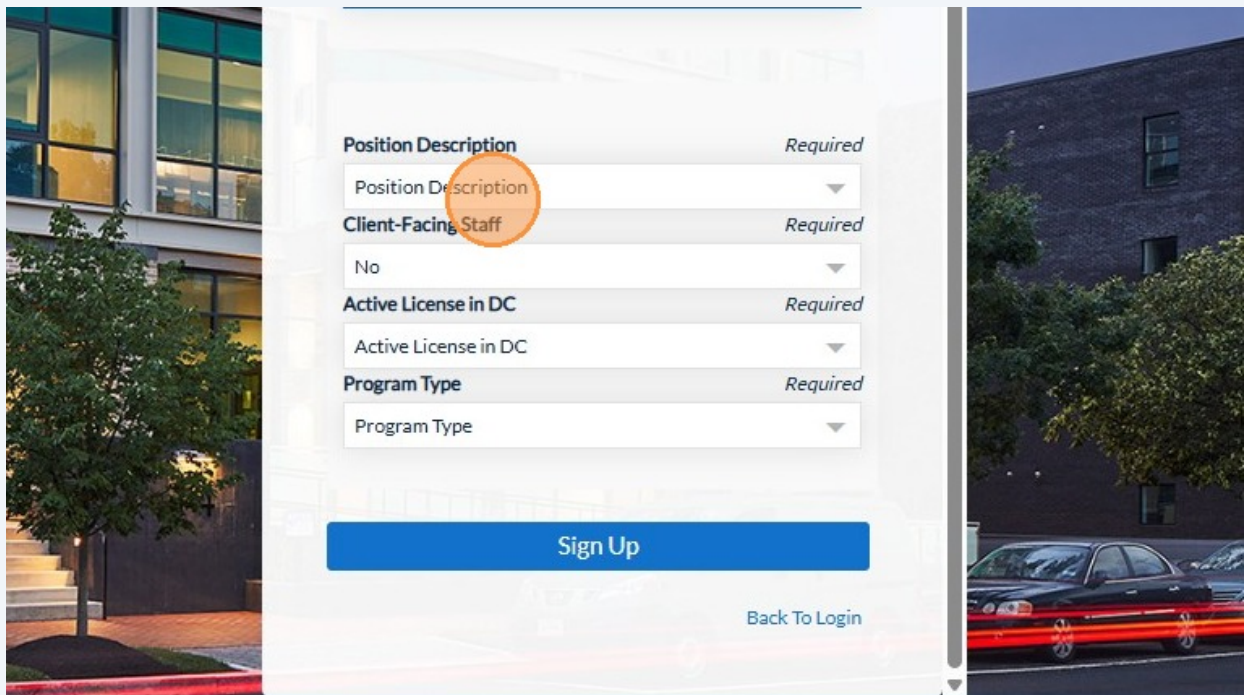
- Name** (Required)
- Email** (Required): workemail@workemail.com
- Password** (Required): This field is highlighted with an orange circle. Below it, a red error message states: "Password must contain at least: 1 letter, 1 number and be at least 8 characters in length".
- Re-enter Password** (Required): This field contains four dots. Below it, a red error message states: "Re-enter Password does not meet minimum requirements:".
- Position Description** (Required)



Tip! Write your password down or save it to your browser. You will need this every time you need to register for a course, take a course, see your certificates, etc.

8

Select the position description that best describes your work. This will determine the trainings you have to complete.



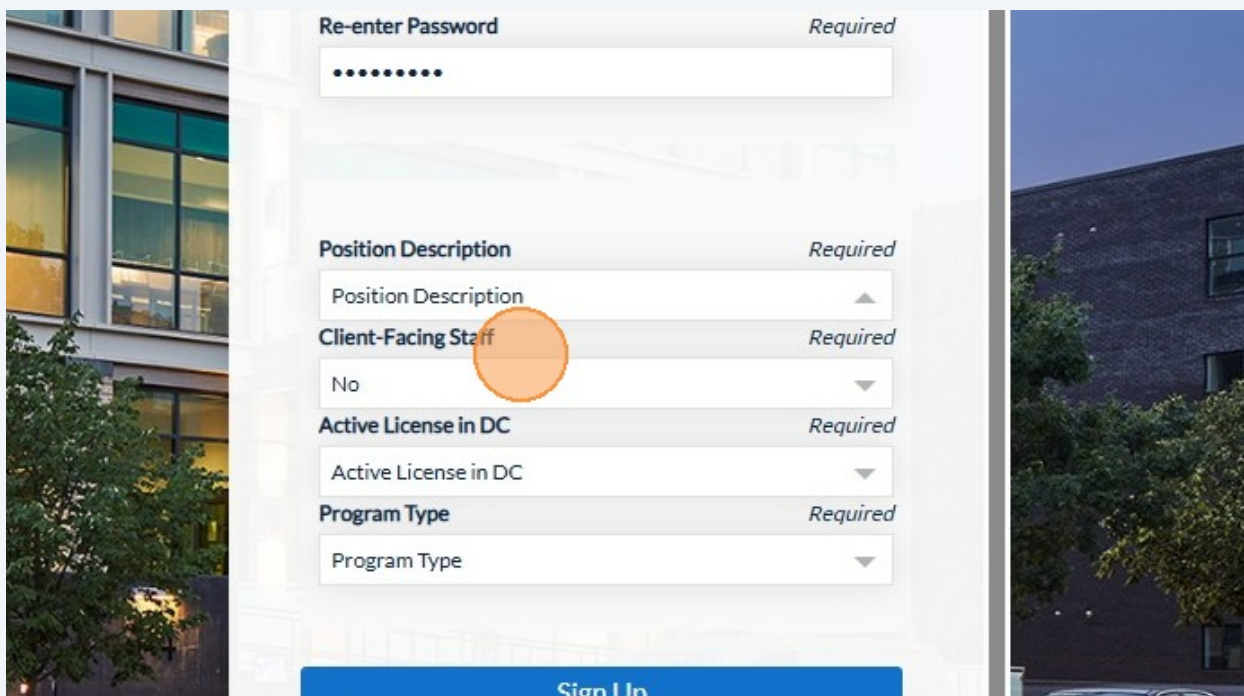
The screenshot shows a registration form with the following fields:

- Position Description** (Required): A dropdown menu with "Position Description" selected. An orange circle highlights this field.
- Client-Facing Staff** (Required): A dropdown menu with "No" selected.
- Active License in DC** (Required): A dropdown menu with "Active License in DC" selected.
- Program Type** (Required): A dropdown menu with "Program Type" selected.

At the bottom of the form are two buttons: "Sign Up" (blue) and "Back To Login" (light blue).

9

Click "Client-Facing Staff." If your position requires you to interact with clients, select "yes."



The screenshot shows a registration form with the following fields:

- Re-enter Password** (Required): A text input field with masked characters (dots).
- Position Description** (Required): A dropdown menu with "Position Description" selected.
- Client-Facing Staff** (Required): A dropdown menu with "No" selected. An orange circle highlights this field.
- Active License in DC** (Required): A dropdown menu with "Active License in DC" selected.
- Program Type** (Required): A dropdown menu with "Program Type" selected.

At the bottom of the form is a blue button labeled "Sign Up".

10

Click "Active Licenses in DC." Review the licenses listed and select the one that you have.

If you do not have a listed license, select "not applicable." If you have multiple listed licenses, select "multiple of these options."

Position Description *Required*

Position Description

Client-Facing Staff *Required*

No

Active License in DC *Required*

Active License in DC

Program Type *Required*

Program Type

Sign Up

[Back To Login](#)

11

Click the "Program Type" button and select the program type that best describes the program you work for.

Position Description *Required*

Position Description

Client-Facing Staff *Required*

No

Active License in DC *Required*

Active License in DC

Program Type *Required*

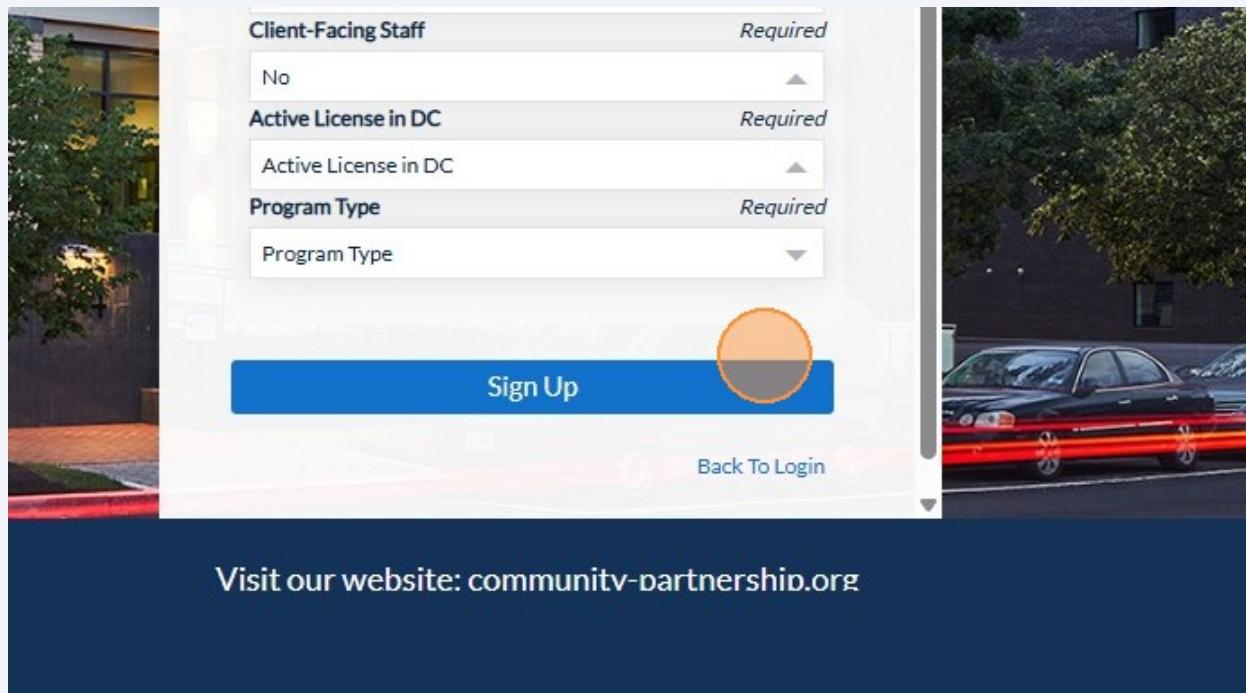
Program Type

Sign Up

[Back To Login](#)

Visit our website: community-partnership.org

12 Click "Sign Up"



The screenshot shows a sign-up form overlaid on a background image of a street scene with trees and a car. The form contains three required dropdown menus: "Client-Facing Staff" (set to "No"), "Active License in DC" (set to "Active License in DC"), and "Program Type" (set to "Program Type"). Below these is a blue "Sign Up" button, which is highlighted with an orange circle. To the right of the button is a "Back To Login" link. At the bottom of the form is a dark blue banner with the text "Visit our website: community-partnership.org".

Client-Facing Staff *Required*

No ▲

Active License in DC *Required*

Active License in DC ▲

Program Type *Required*

Program Type ▼

Sign Up

Back To Login

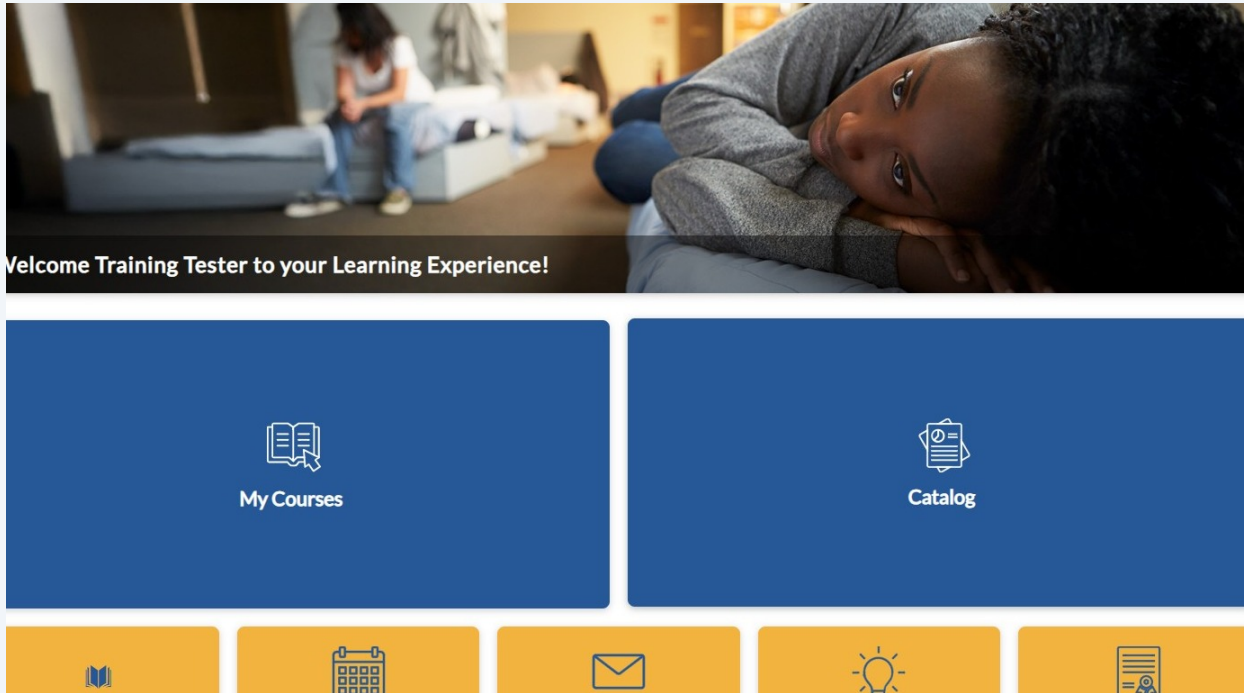
Visit our website: community-partnership.org

How to (Re)Enroll in an On-Demand Course

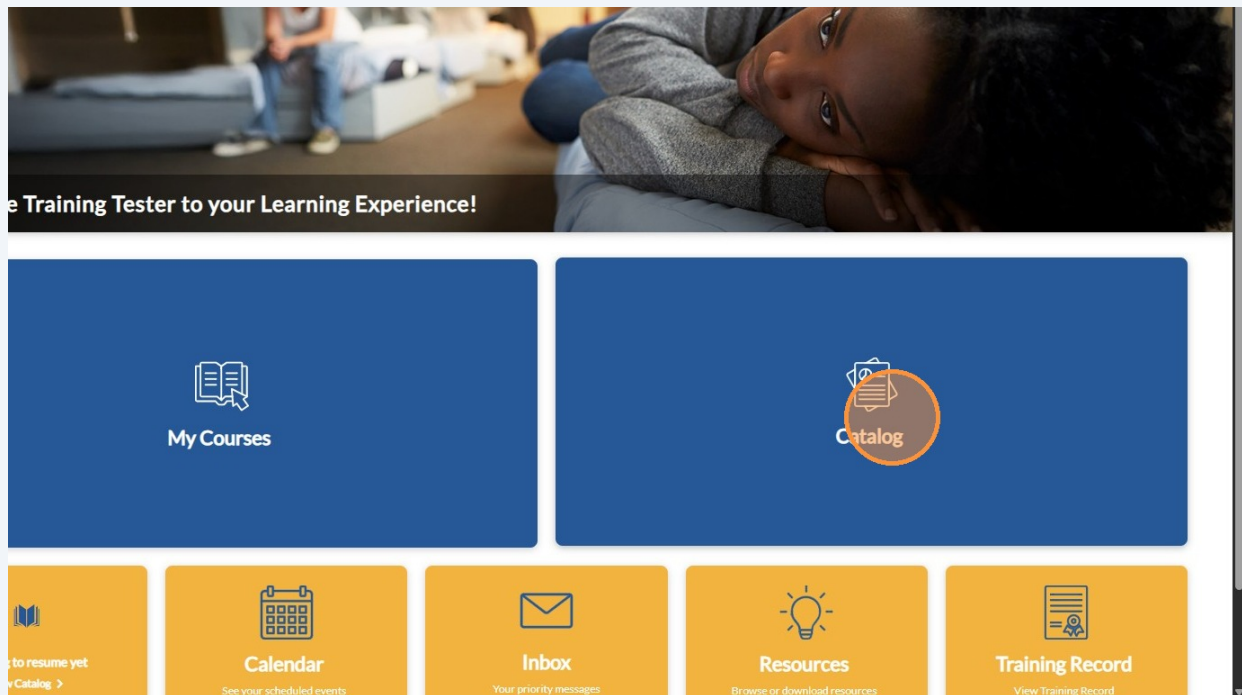
1

Navigate to your LMS

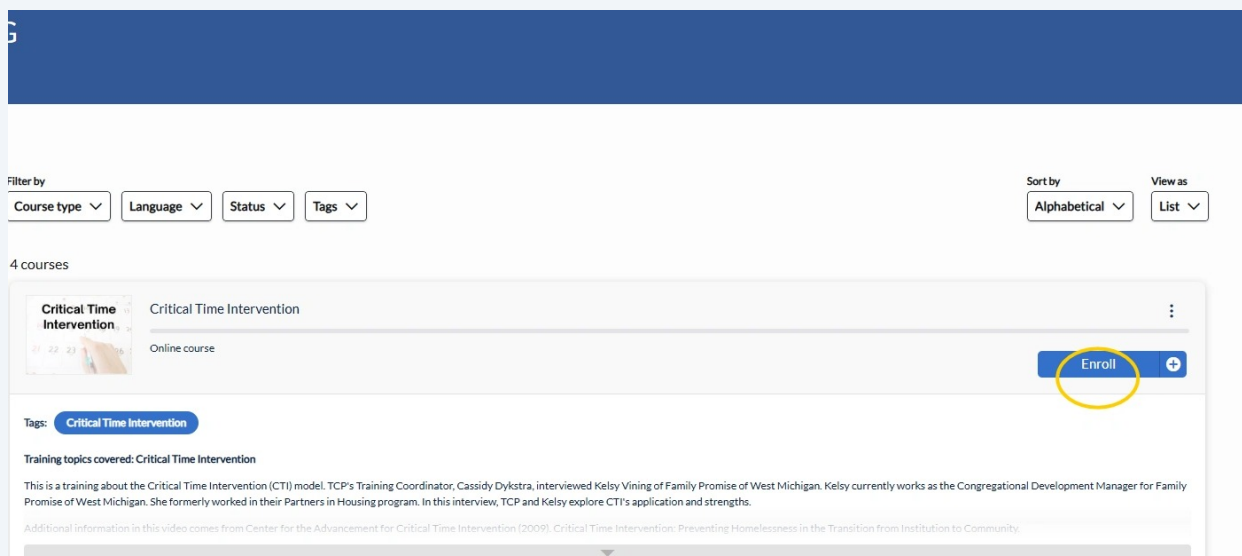
Dashboard <https://community-partnership.myabsorb.com/#/dashboard>



2 Click "Catalog"



3 If it's your first time taking the training, click "enroll." If you've already taken this course and need to retake it, click "Re-enroll."



4 To begin the course, click "Start"

Filter by

Course type ▾

Language ▾

Status ▾

Tags ▾

Sort by

undefined ▾

View as

List ▾

1 courses



Language Access

Online Course

Start

Tags: Language Access

The DC Language Access Act of 2004 is a local piece of legislation that was enacted on April 21, 2004. The law requires District agencies make interpretation services available to all LEP/NEP customers seeking services. Training participants will discuss concepts of culture, identity and Language; discover the District's Foreign-born & LEP/NEP Communities; review Laws Governing "Language Access;" and receive resources in working with LEP/NEP populations. This course outlines how to use Language Line to connect LEP/NEP customers to services.

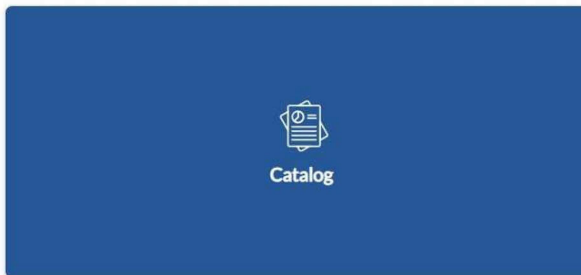
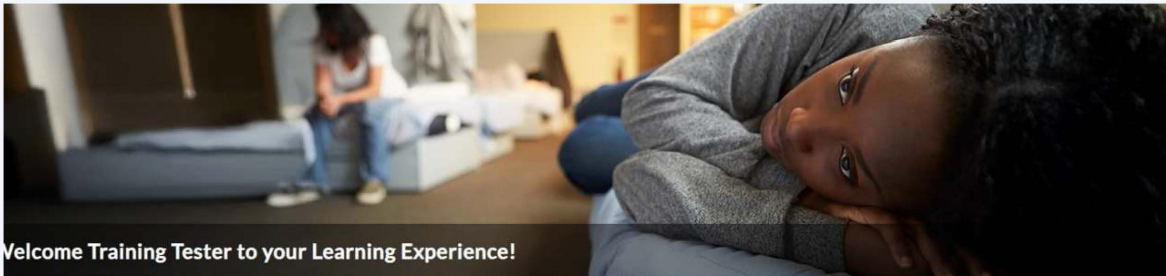
Unenroll From An On-Demand Course



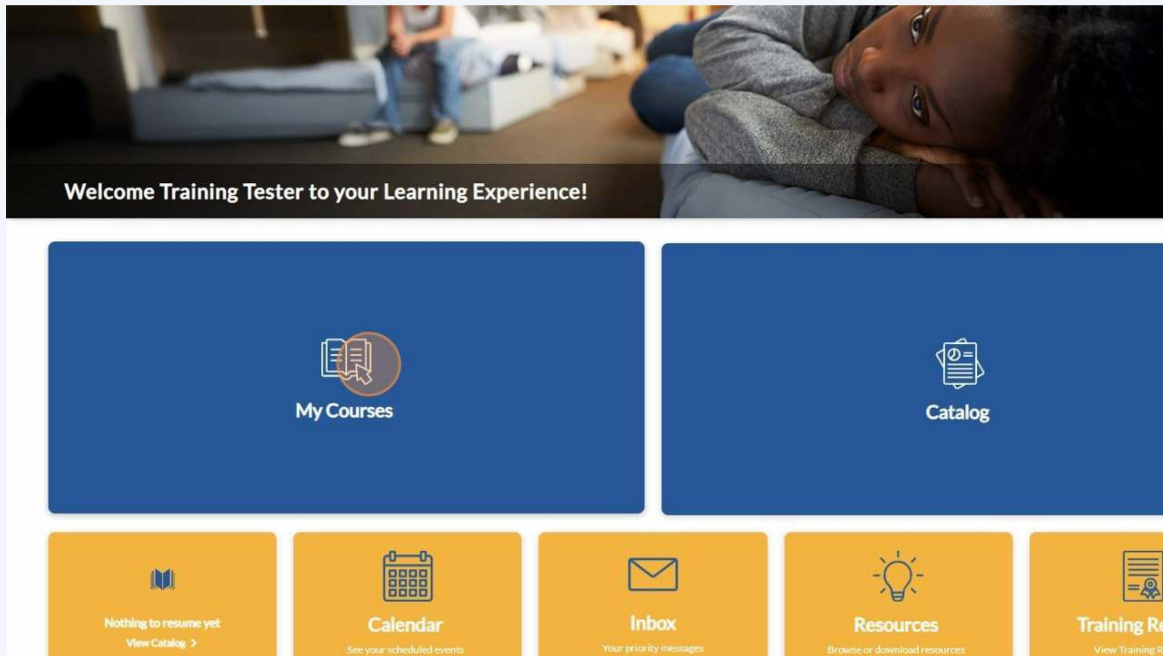
1

Navigate to your dashboard:

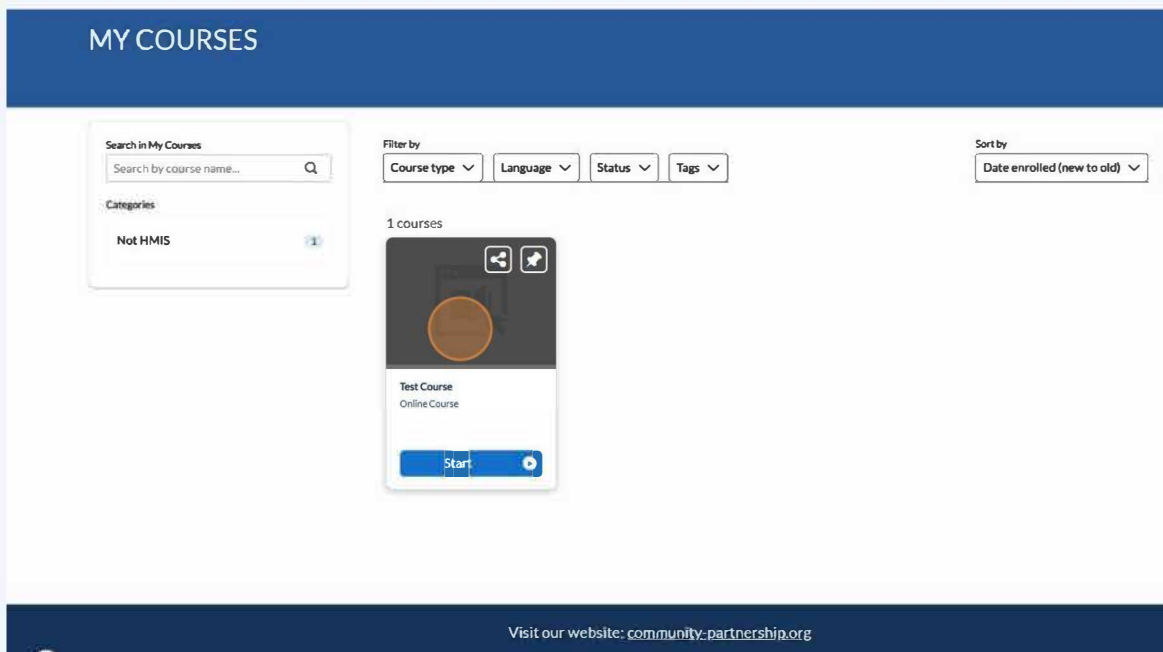
<https://community-partnership.myabsorb.com/#/dashboard>



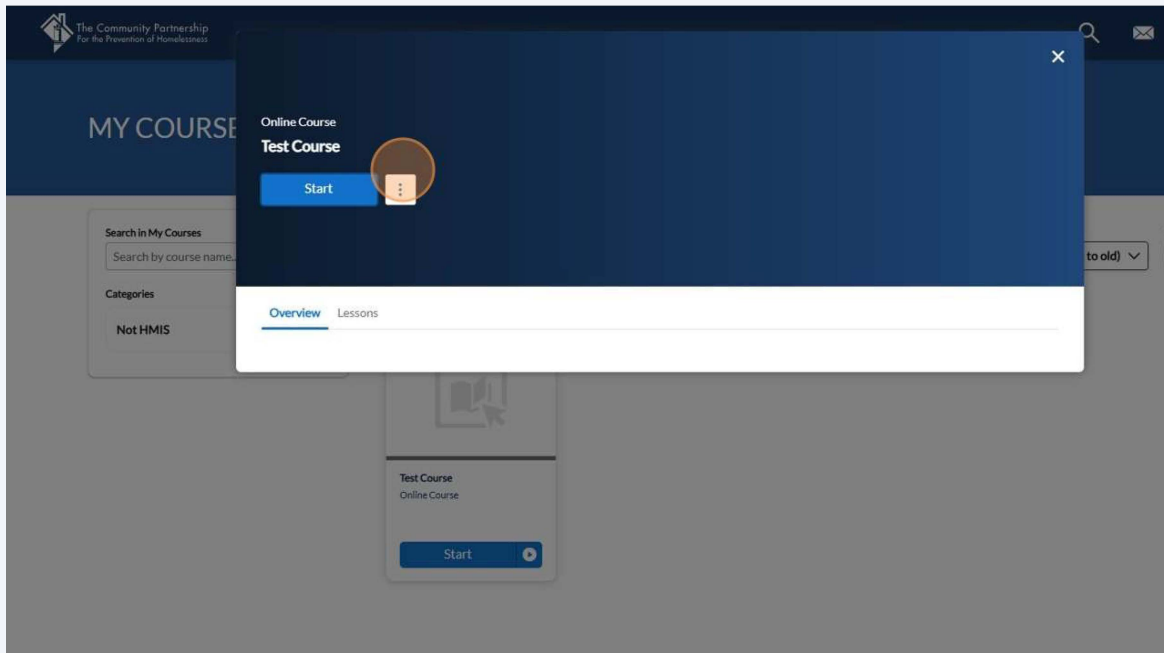
2 Click "My Courses"



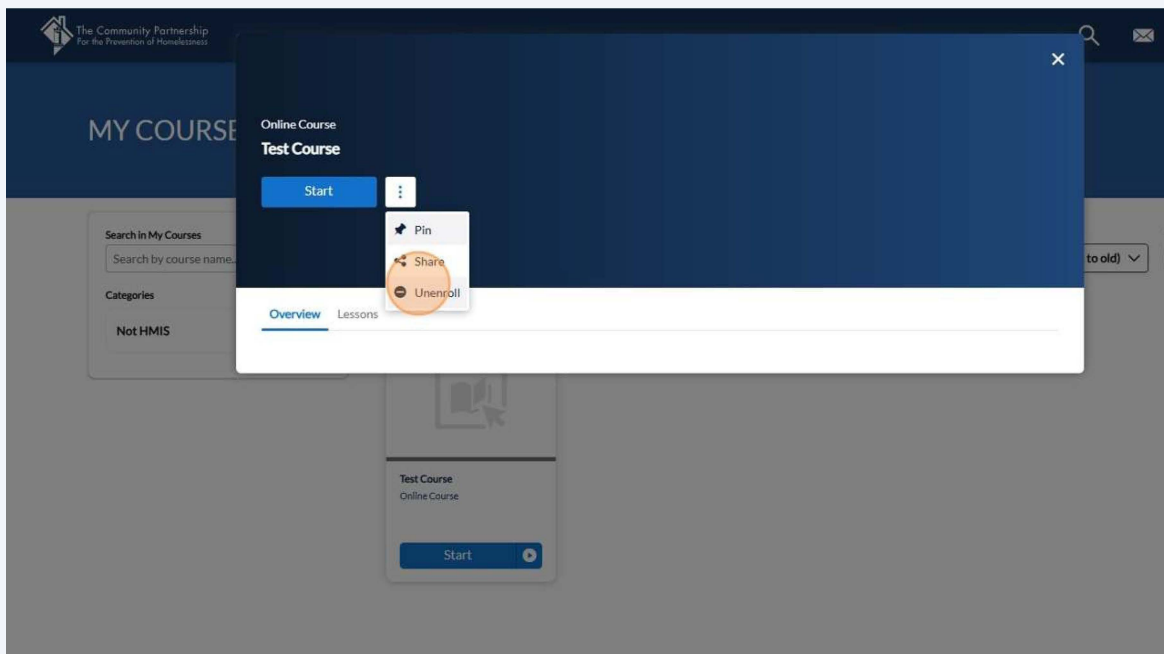
3 Click the picture of the course. Do NOT click the blue button on the course card that says "Start" or "Resume"



- 4 The course card will pop up. Click the three dots button.



- 5 Click "Unenroll"





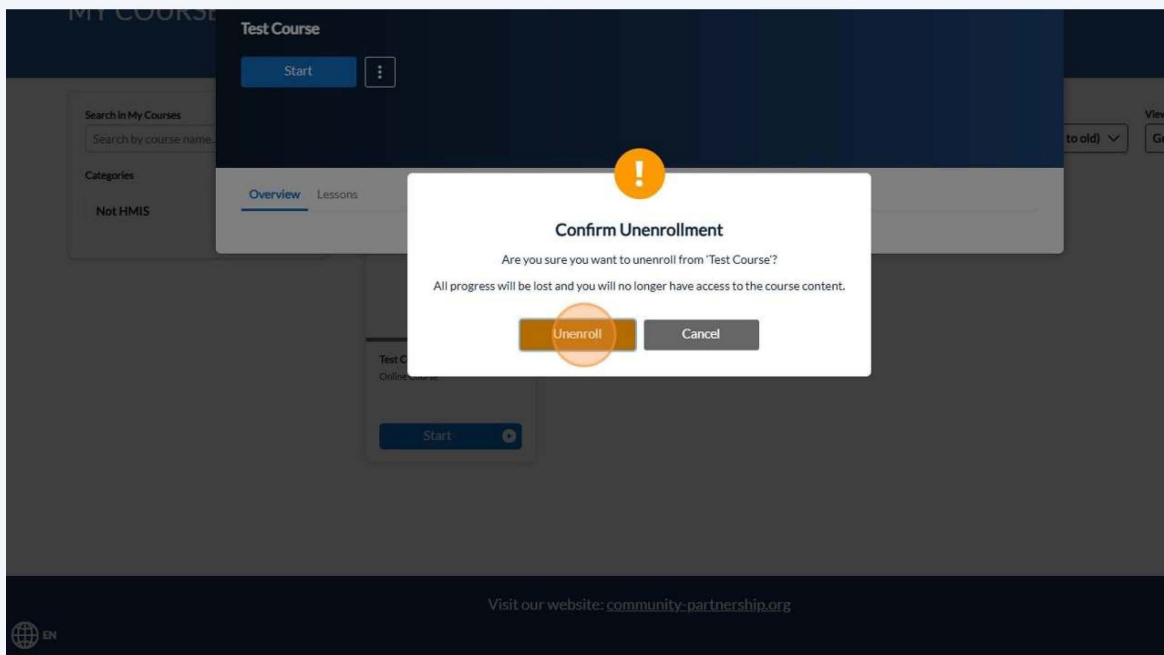
Note: You will not see the "unenroll" option if

1. you were automatically enrolled in the course
2. someone else enrolled you in the course
3. if the course has been complete
4. the course is marked mandatory

Contact the training team if you have questions or need assistance
(training@community-partnership.org)

6

Click "Unenroll"



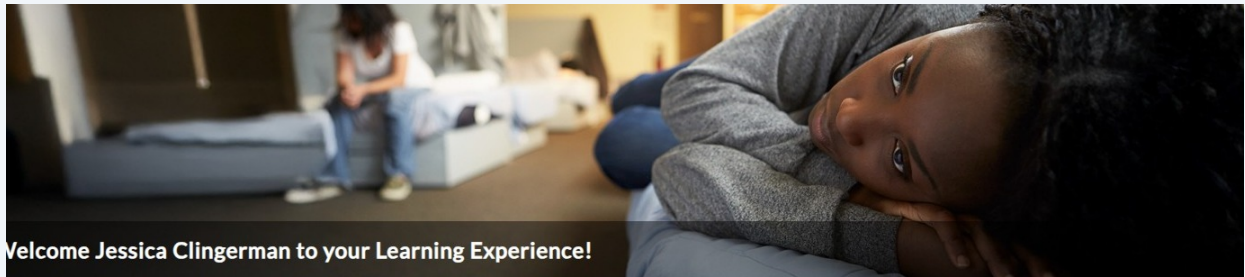
How to Update Your Profile Information



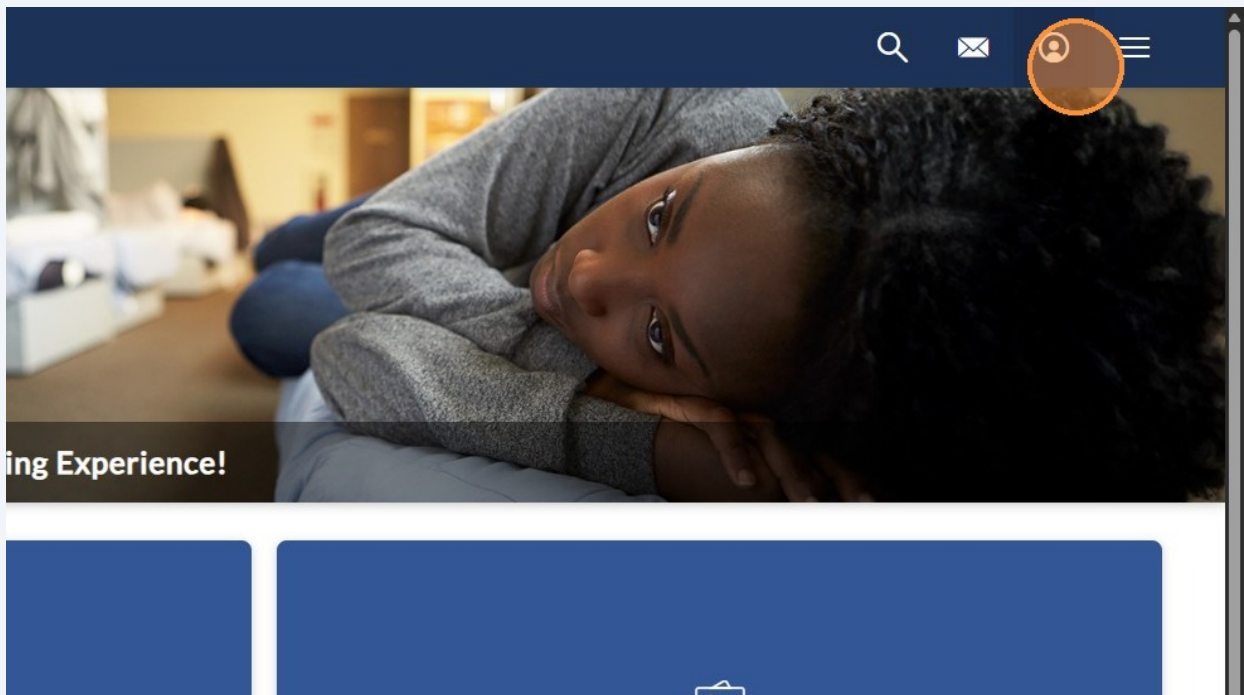
If you entered the system with the HMIS "workflow" key, you will need to update your profile to access the rest of your trainings.

1

Navigate to <https://community-partnership.myabsorb.com/#/dashboard>



2 Click on the profile icon.



3 Click "Edit Profile"

A screenshot of a user profile page. On the left is a sidebar with a profile picture placeholder, the name "Jessica Clinge...", and fields for Username (jclingerman), Email (jclingerman@community-par...), and Department (The Community Partnership). Below these are two buttons: "Edit Profile" (highlighted with an orange circle) and "Change Password". The main content area on the right contains a form with the following fields: First Name (Jessica), Last Name (Clingerman), Username (jclingerman), Email (jclingerman@community-partnership.org), Job Title (Training Coordinator), Location, Position Description, Client-Facing Staff, Active License in DC, and Program Type. A large grey rectangular area is on the far right of the page.

4 Update the "Job Title" field

The screenshot shows a user profile update form for Jessica Clingerman. On the left is a sidebar with the user's name, username (jclingerman), email (jclingerman@community-par...), and department (The Community Partnership), along with 'Edit Profile' and 'Change Password' buttons. The main form contains fields for First Name, Last Name, Username, and Email, all marked as 'Required'. Below these are fields for Job Title (containing 'Training Coordinator'), Location, Position Description (a dropdown menu), Client-Facing Staff (a dropdown menu), Active License in DC (a dropdown menu), and Program Type (a dropdown menu). The 'Job Title' field is highlighted with an orange circle. At the bottom are 'Save' and 'Cancel' buttons.

5 Update the "Position Description" field

This screenshot is identical to the one above, showing the user profile update form for Jessica Clingerman. In this view, the 'Position Description' dropdown menu is highlighted with an orange circle. The form includes fields for First Name, Last Name, Username, Email, Job Title, Location, Position Description, Client-Facing Staff, Active License in DC, and Program Type, with 'Save' and 'Cancel' buttons at the bottom.

6 Update the "client-facing staff" field

The screenshot shows a user profile update form. On the left is a sidebar with user information: Username (jclingergerman), Email (jclingergerman@community-par...), and Department (The Community Partnership). Below this are buttons for 'Edit Profile' and 'Change Password'. The main form area contains several input fields: First Name (Jessica), Last Name (Clingergerman), Username (jclingergerman), and Email (jclingergerman@community-partnership.org), all marked as 'Required'. Below these are Job Title (Training Coordinator), Location, and Position Description. The Position Description dropdown menu is open, showing options: Position Description, Client-Facing Staff (highlighted with an orange circle), Active License in DC, and Active License in DC. Below the dropdown are Program Type and Program Type fields. At the bottom are 'Save' and 'Cancel' buttons.

7 Update the "active licenses in DC" field

This screenshot is identical to the one above, showing the same user profile update form. The 'Active License in DC' option in the Position Description dropdown menu is now highlighted with an orange circle, indicating the next step in the process.

8 Update the "program type" field

The screenshot shows a user profile update interface. On the left is a dark sidebar with user information and two buttons: 'Edit Profile' and 'Change Password'. The main area contains a form with the following fields:

- First Name** (Required): Text input with 'Jessica'.
- Last Name** (Required): Text input with 'Clingerman'.
- Username** (Required): Text input with 'jclingerman'.
- Email** (Required): Text input with 'jclingerman@community-partnership.org'.
- Job Title**: Text input with 'Training Coordinator'.
- Location**: Empty text input.
- Position Description**: Dropdown menu with 'Position Description' selected.
- Client-Facing Staff**: Dropdown menu with 'Client-Facing Staff' selected.
- Active License in DC**: Dropdown menu with 'Active License in DC' selected.
- Program Type**: Dropdown menu with 'Program Type' selected. This field is highlighted with an orange circle.

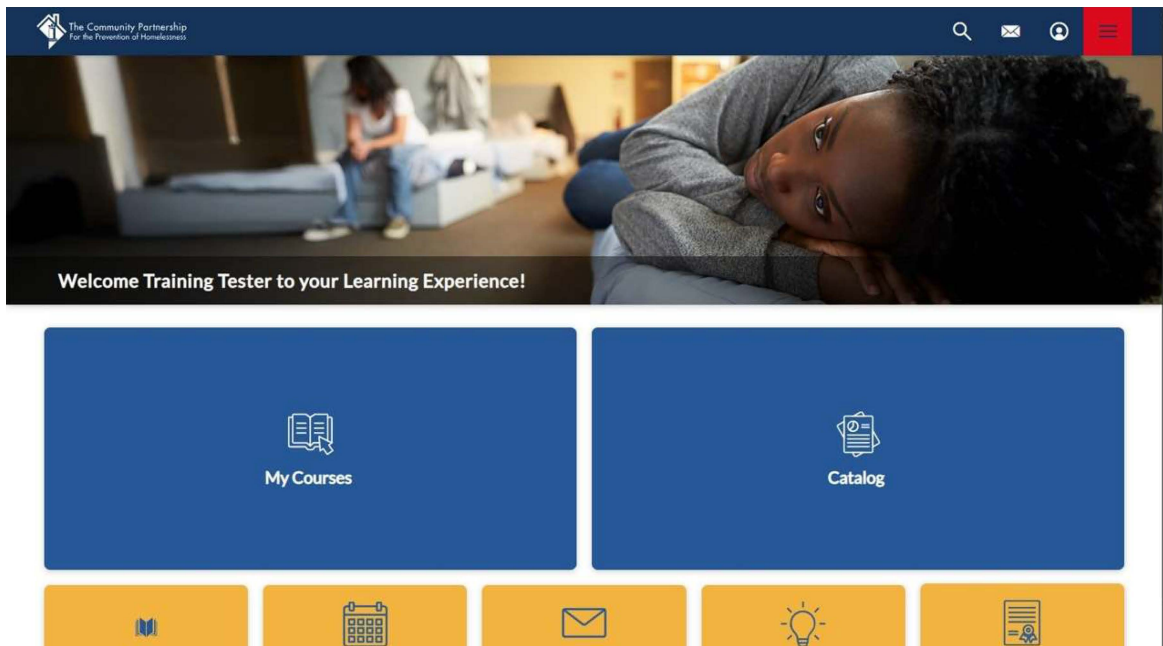
At the bottom of the form are two buttons: 'Save' (highlighted with an orange circle) and 'Cancel'.

9 Click "Save"

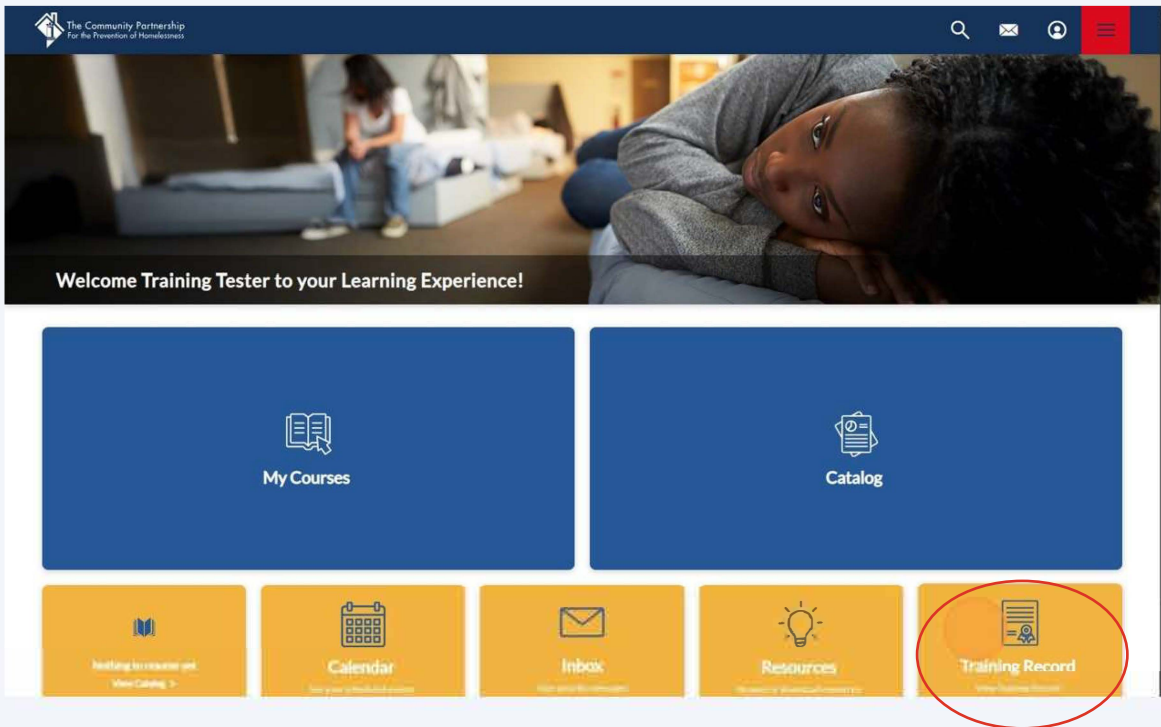
This screenshot is identical to the previous one, showing the same user profile update form. The 'Program Type' dropdown is still highlighted with an orange circle. In this step, the 'Save' button at the bottom is also highlighted with an orange circle, indicating the final action to be taken.

Download and Print Your Training Record and Certificates

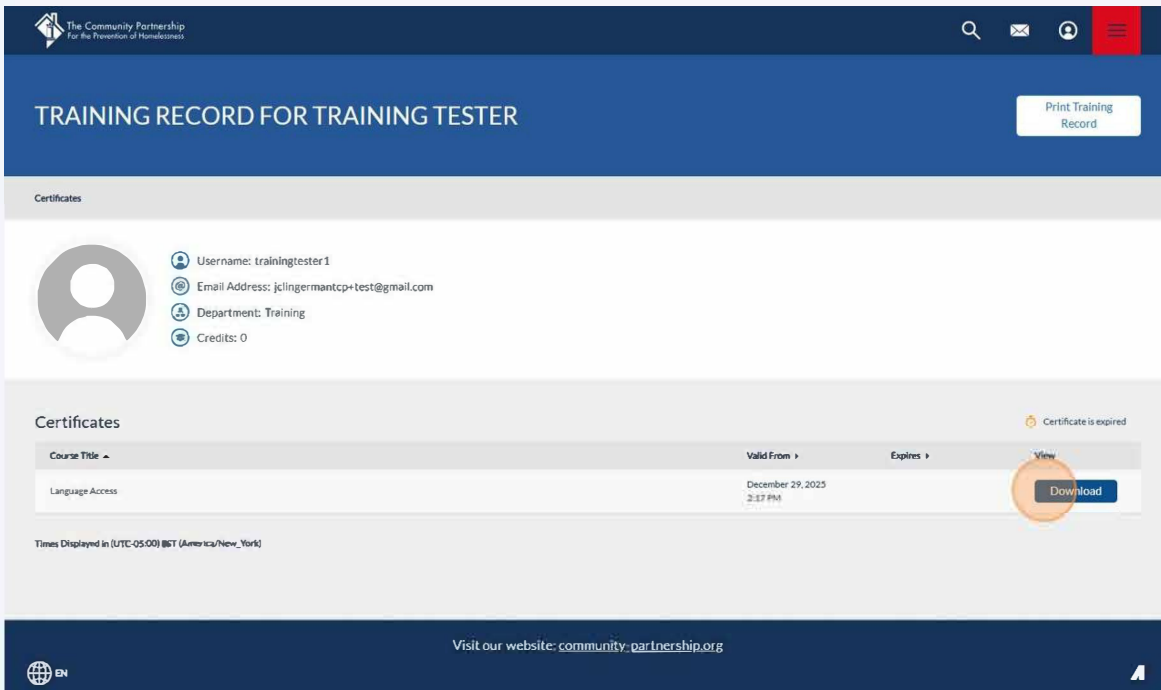
- 1 Navigate to your dashboard:
<https://community-partnership.myabsorb.com/#/dashboard>



2 Click "Training Record"



3 Click "Download" on the certificate you need.





Tip! If you need to see when you completed all your trainings and when they expire, you can download the "Training Record" rather than individual certificates.

4

To see a list of all your training completion and expiration dates, click "Print Training Record"

The screenshot shows a web application interface for a "Training Tester". At the top, there is a dark blue header with the text "Partnership of Homelessness" on the left and search, email, and user icons on the right. Below the header, a blue banner displays "TRAINING RECORD FOR TRAINING TESTER" and a "Print Training Record" button. The main content area shows user details: Username: trainingtester1, Email Address: jclingerantcp+test@gmail.com, Department: Training, and Credits: 0. Below this, a table lists training records. The first row shows a record that is expired, with a "Certificate is expired" warning icon. The table headers are "Valid From", "Expires", and "View". The first row's data shows "December 29, 2023 2:17 PM" under "Expires" and a "Download" button under "View". At the bottom left, the time zone is listed as "EST (America/New_York)".

Valid From	Expires	View
	December 29, 2023 2:17 PM	Download