Learning on Demand: LTC Online Portal Interactive Computer-Based Training Now Available

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Long Term Care (LTC) providers and other LTC users or staff can access the LTC Online Portal Basics computer-based training (CBT) via the TMHP Learning Management System (LMS). This interactive CBT, uses simulations and demonstrations to facilitate learning. This CBT also provides an overview of the portal features including the navigation and form actions tools.

After completing this CBT, providers should be able to:

- Follow the requirements for obtaining and using a National Provider Identifier (NPI) or Atypical Provider Identifier (API);
- Log in to the LTC Online Portal;
- Create an administrator account on the LTC Online Portal;
- Use the features of the blue navigational bar;
- Use the features of the yellow Form Actions bar; and
- Understand general information for the LTC Online Portal, including:
  - Required fields;
  - Unlocking forms;
  - Entering dates;
  - History trail;
  - Error messages; and
  - Time-out.

*Updates to the LMS have changed the process for accessing this CBT.*

To access the LTC Online Portal Basics CBT:

2. Log in to the LMS with the ID and Password established in the previous account creation step.
3. Click the “Computer based training” icon.
4. Locate and click the “Long Term Care (LTC) Online Portal Basics” CBT from the list (descending alphabetical order).

5. Click the “Enroll” button to start the CBT.

6. Click the “Go to enrollment” button.

7. Click the module you would like to view.

8. Click the “Play” button.