Learning Management System (LMS) Registration Job Aid for Providers

To register in the new LMS:


2) Click Sign up for a new account.
3) Enter your account information.
   a) Login: We suggest using your email address.
   b) Password. We suggest using a password that is at least 7 characters, contains at least one special character (put the characters here), one letter, and one number.
   c) Confirm password: Re-enter your password.

4) Complete all of the fields in the General section. All of the fields are required.

5) Complete all of the fields in the Custom Section. All of the fields are required.

**Important:** Select one of the following for User Type:
- Provider — Medicaid provider
- Other — Includes office staff, billing agents, and others who are not a provider
- State Employee — Texas State Employees
6) Complete all of the fields in the Contact Information section, and then click **Register**.

7) The LMS opens the Welcome page.