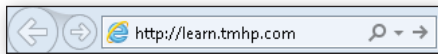


Learning Management System (LMS) Registration Job Aid for Providers

To register in the new LMS:

- 1) Go to <http://learn.tmhp.com>.



- 2) Click **Sign up for a new account**.

A screenshot of the TMHP Learning Management System (LMS) home page. The page features a blue header with a computer mouse on the left and a stack of books on the right. The main text reads "Learning Management System". Below this, there is a "Welcome to the TMHP LMS" section with a list of user benefits and a "Sign up for a new account" link. To the right is an "Account Login" section with input fields for "Login" and "Password", a "Forgot your password?" link, and a "Login" button. The "Sign up for a new account" link is highlighted with a red box.

Welcome to the TMHP LMS

This is the home page for the education opportunities that are offered by Texas Medicaid Healthcare Partnership (TMHP). Registered users can:

- Run computer-based training modules.
- Listen to or read transcripts of past webinars.
- Access written workshop materials.

If this is your first visit, click **Sign up for a new account** to create a user account. If you need help, please email [TMHP Training Support](#).

Account Login

Login

Password [Forgot your password?](#)

or [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.

The screenshot shows the top portion of the registration page. At the top left is the logo for TMHP (Texas Medicaid & Healthcare Partnership), a State Medicaid Contractor. Below the logo is the heading "User Registration". On the left side, there is a "NAVIGATION" menu with links for "Login", "Password", and "Register" (which is highlighted in blue). The main content area is titled "NEW USER REGISTRATION" and contains a sub-section labeled "ACCOUNT". Under "ACCOUNT", there are three input fields: "Login", "Password", and "Confirm password".

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

The screenshot shows the "GENERAL" section of the registration form. It includes the following fields: "First Name" (text input), "Last Name" (text input), "Timezone" (dropdown menu), "Preferred language" (dropdown menu with "English" selected), and "Email" (text input).

- 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


The screenshot shows the "CUSTOM" section of the registration form. It includes the following fields: "User Type" (dropdown menu with "None" selected), "Role in Provider Office" (dropdown menu with "None" selected), "Business Name" (text input), "Provider Type" (dropdown menu with "None" selected), and "NPI Number" (text input).

6) Complete all of the fields in Contact Information section, and then click **Register**.

CONTACT	Work Phone	<input type="text"/>
	Mobile Phone	<input type="text"/>
	Fax	<input type="text"/>
	Home Phone	<input type="text"/>
	Address One	<input type="text"/>
	Address Two	<input type="text"/>
	City	<input type="text"/>
	State / Province / Reg...	<input type="text"/>
	Zip / Postal Code	<input type="text"/>

or

7) The LMS opens the Welcome page.



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

Help Jane Doe ▾

Welcome Page

STUDENT

[Welcome](#)

[Enrollments](#)

[Catalog](#)

[Files](#)

Welcome to the TMHP Learning Management System for Texas Medicaid Providers and Managed Care Organizations


Use the icons below to select training by categories. You can also use the left navigation menu to access training materials. If you need technical assistance, contact TMHPTrainingSupport@tmhp.com. Click [here](#) for information about accessing and enrolling in courses or click the help link at the top of the page.

Below is an explanation of each link.

- The **Welcome** link displays this page.
- The **Enrollments** link displays a list of courses you are currently enrolled in.
- The **Catalog** link will display a list of all available courses whether you are enrolled or not.
- The **Files** link displays a list of supplemental and/or additional information for Medicaid providers.


To enroll in a course:

- Click one of the icons below or click **Catalog**.
- Select the course you would like to take by clicking on the course name.
- Click the **Enroll** button located in the upper right corner of the screen.
- Once you have enrolled, click Go to enrollment.
- Click the play button.




Computer based training

Computer-Based Training (CBT) is a format that provides on-demand educational materials to users through a browser. CBTs are interactive modules that allow users to proceed at their own pace. Most CBTs have links to a variety of resources, including printable participant's guides, forms, and links to external websites. TMHP CBTs are available 24 hours a day, 7 days a week to users who have Internet access.



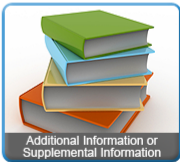
Webinars

A webinar, which is short for *Web-based seminar*, is a prerecorded presentation, lecture, workshop, or seminar that is available to users through a browser. Providers can watch webinars and read transcripts of the question and answer sessions that followed. Webinars are available 24 hours a day, 7 days a week to users who have Internet access.



Workshops for providers

Workshop materials are printable Portable Document Format (PDF) files that can be used in conjunction with workshops and webinars. Workshop materials often include details that are not are not covered in the live workshop or webinar.



Additional Information or Supplemental Information

Additional and Supplemental information are printable Portable Document Format (PDF) files that can be used in conjunction with other training. Additional materials often include details that are not are not covered in a CBT, Classroom, or Webinar.