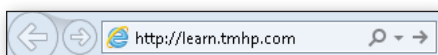

Learning Management System (LMS) Registration Job Aid

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 heading is "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" button highlighted with a red circle. 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 also present in the login section.

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](mailto:TMHP.Training.Support).

Account Login

Login

Password [Forgot your password?](#)

or [Sign up for a new account](#)

Note: If you are having issues, please send an email to TMHPTrainingSupport@tmhp.com to get your user name and password.

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.
- d) If you would liketo add an image to your profile, click the Choose File button and select a picture stored on your local computer.

The screenshot displays the ExceedLMS user registration interface. At the top, the ExceedLMS logo is on the left, and navigation links for 'Welcome', 'Catalog', 'My List', and 'History' are on the right. Below this is a grey header bar with 'User Registration' on the left and 'LOG IN', 'PASSWORD', and 'REGISTER' on the right. The main content area is titled 'NEW USER REGISTRATION' and is divided into an 'Account' section and a 'Profile Image' section. The 'Account' section contains three input fields: 'Username', 'Password', and 'Confirm Password'. The 'Profile Image' section features a circular icon with a person silhouette, a 'Choose File' button, and the text 'no file selected'.

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

General

First Name

Last Name

Timezone

Preferred language

Email

5) Complete all fields in the Contact Section. These fields are optional

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 / Region	<input type="text"/>
Zip / Postal Code	<input type="text"/>

6) 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**
 - **Managed Care Organization (MCO) — Includes organizations that bill as Managed Care**
 - **State Employee - Includes anyone who work for Texas Medicaid**
-

Note: If you do not have an NPI please enter “0000” instead.

The screenshot shows a form titled "Custom" with the following fields:

- User Type:** A dropdown menu with "None" selected.
- Role in Provider Office:** A dropdown menu with "None" selected.
- Business Name:** A text input field.
- Provider Type:** A dropdown menu with "None" selected.
- NPI Number:** A text input field.
- If 'Other' please specify:** A text input field.

7) Click **Register**.



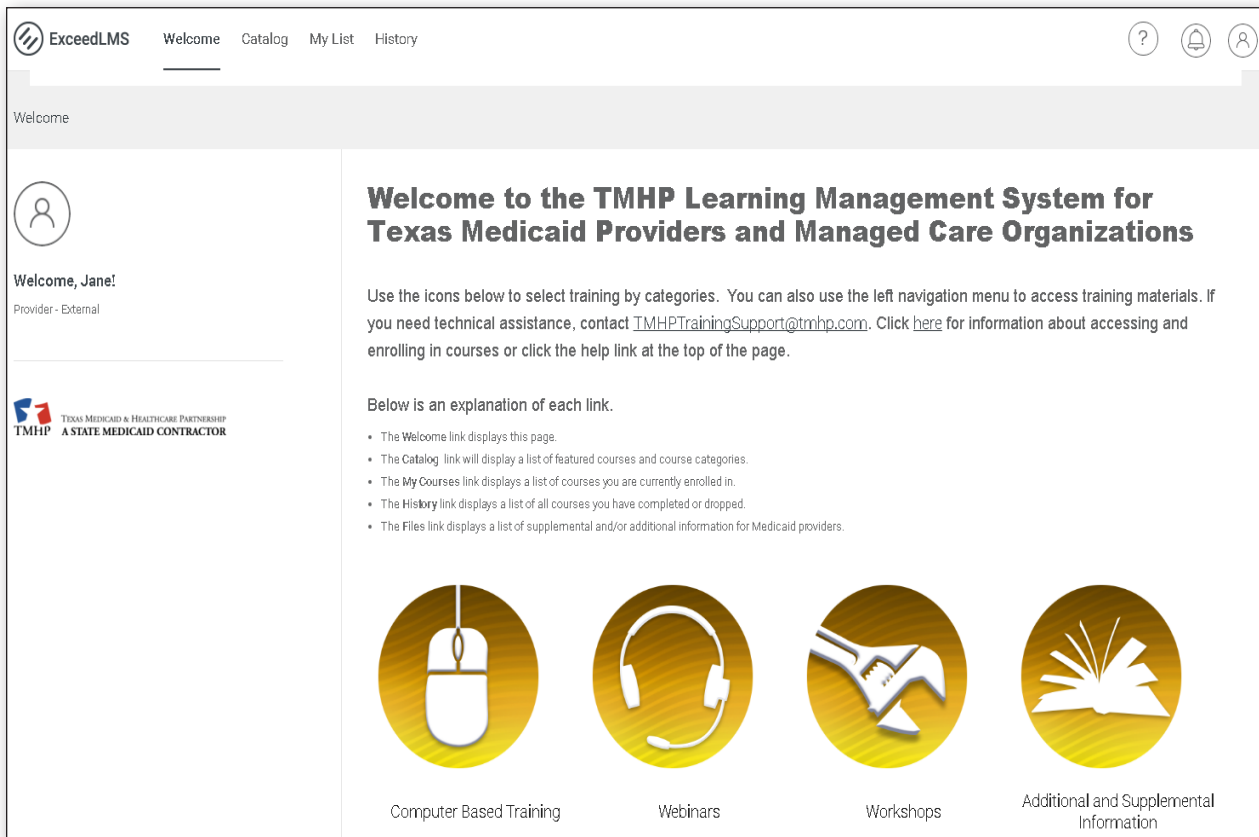
NPI Number

If 'Other' please specify

Register Cancel

8) The LMS opens the Welcome page. Click one of the icons to go to that training category.

Note: The number of icons available on the Welcome page will differ based on your user type.



ExceedLMS Welcome Catalog My List History

Welcome

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 Catalog link will display a list of featured courses and course categories.
- The My Courses link displays a list of courses you are currently enrolled in.
- The History link displays a list of all courses you have completed or dropped.
- The Files link displays a list of supplemental and/or additional information for Medicaid providers.

Computer Based Training **Webinars** **Workshops** **Additional and Supplemental Information**