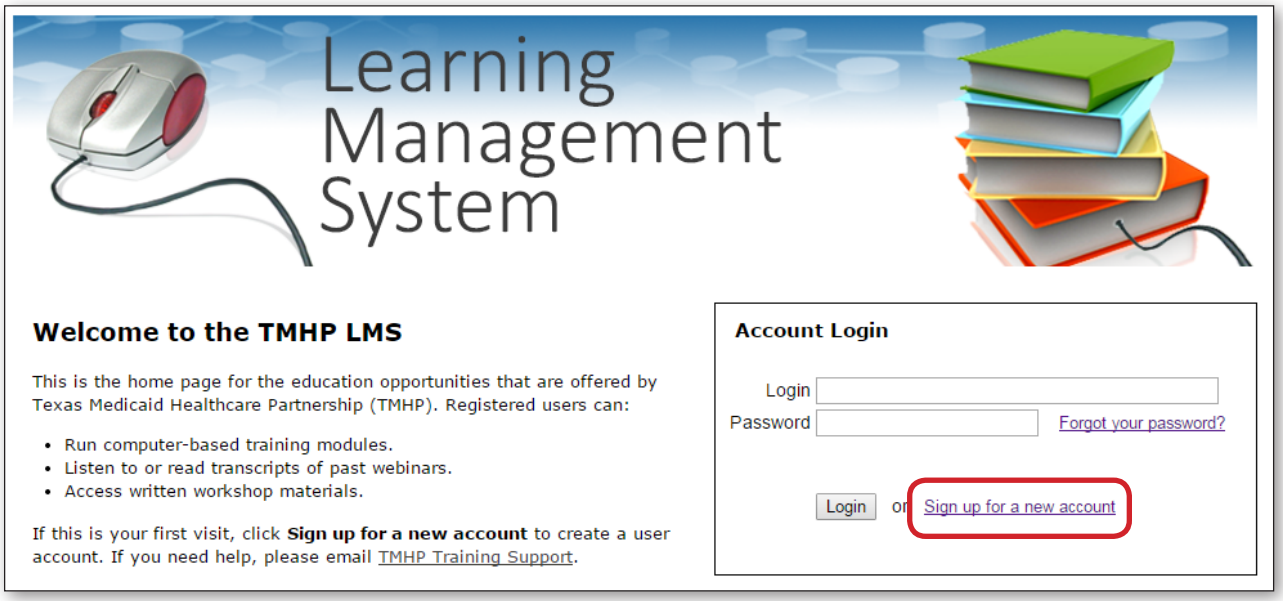
Learning Management System (LMS) Registration Job Aid

To register in the new LMS:

1) Go to ***http://learn.tmhp.com***.

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



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

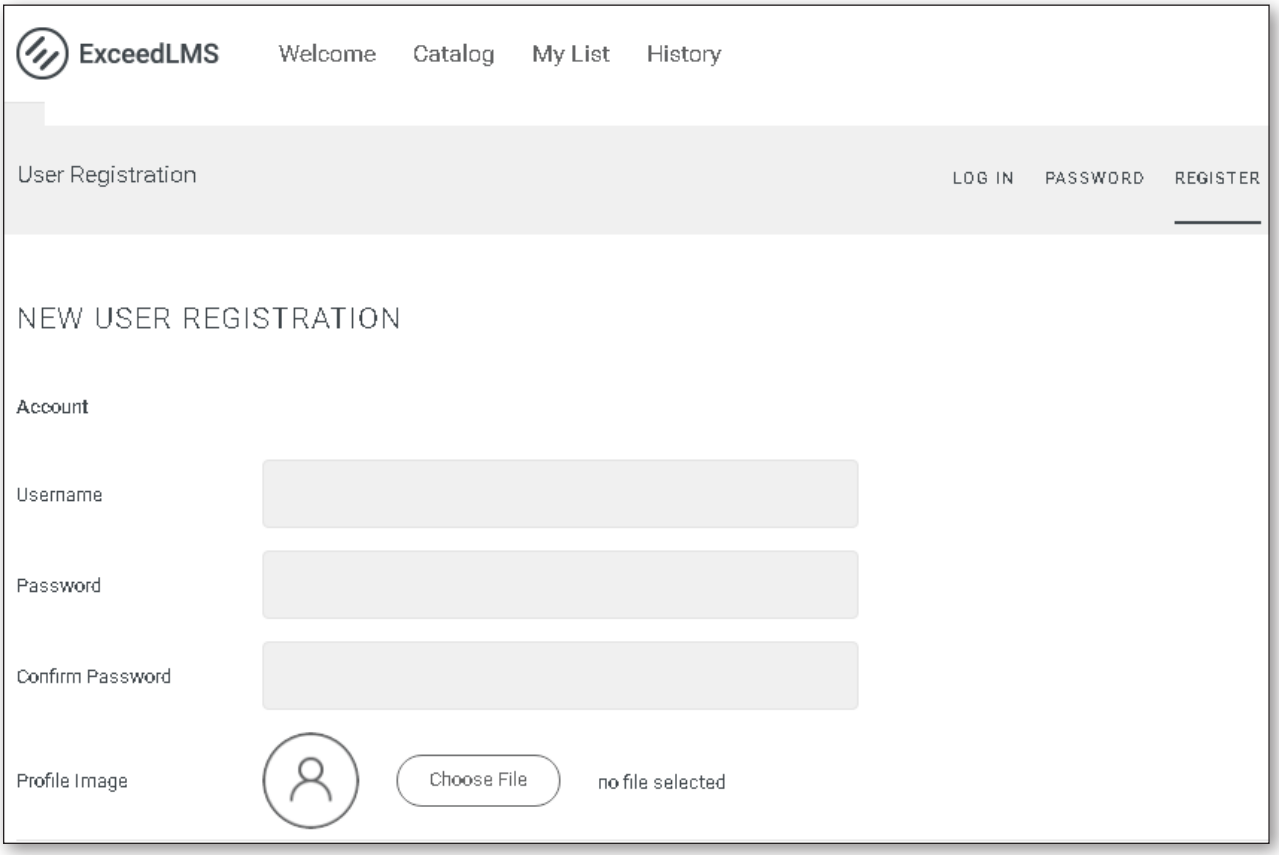
3) Enter your account information.

   a) Login: We suggest using your email address.

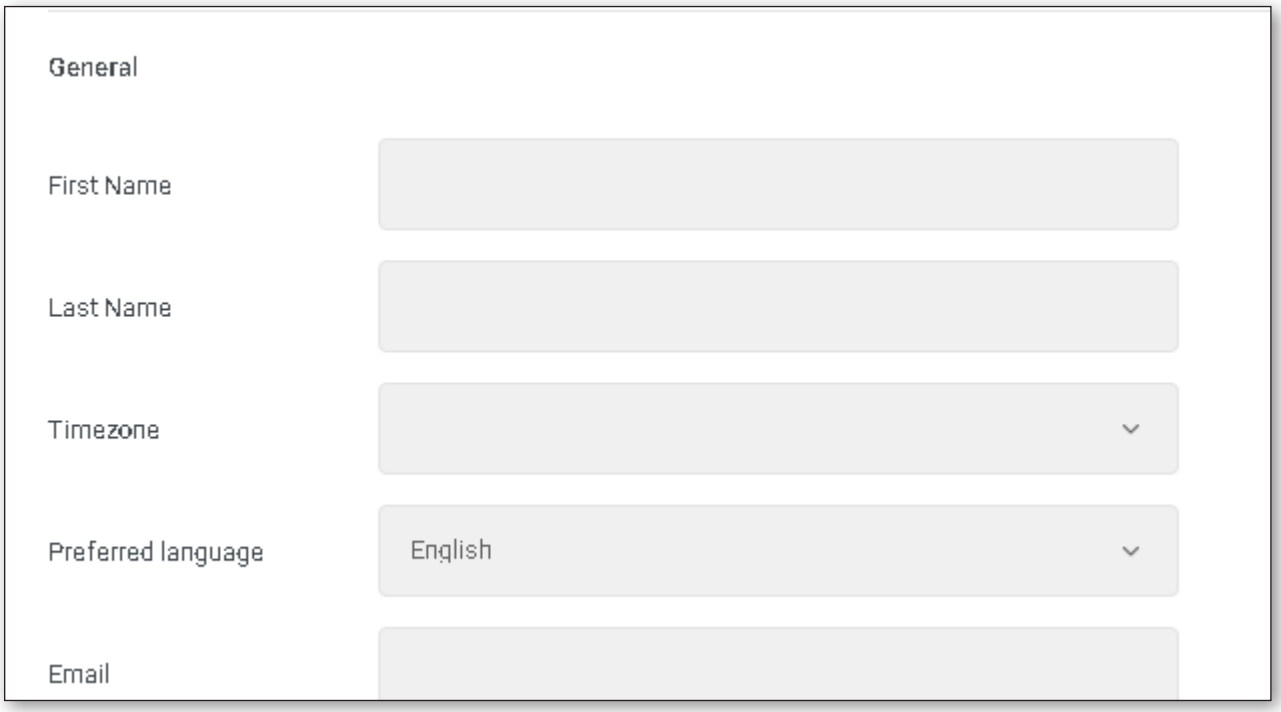
   b) Password. We suggest using a password that is at least 7 characters, contains at least one special character (put the characters here), one letter, and one number.

   c) Confirm password : Re-enter your password.

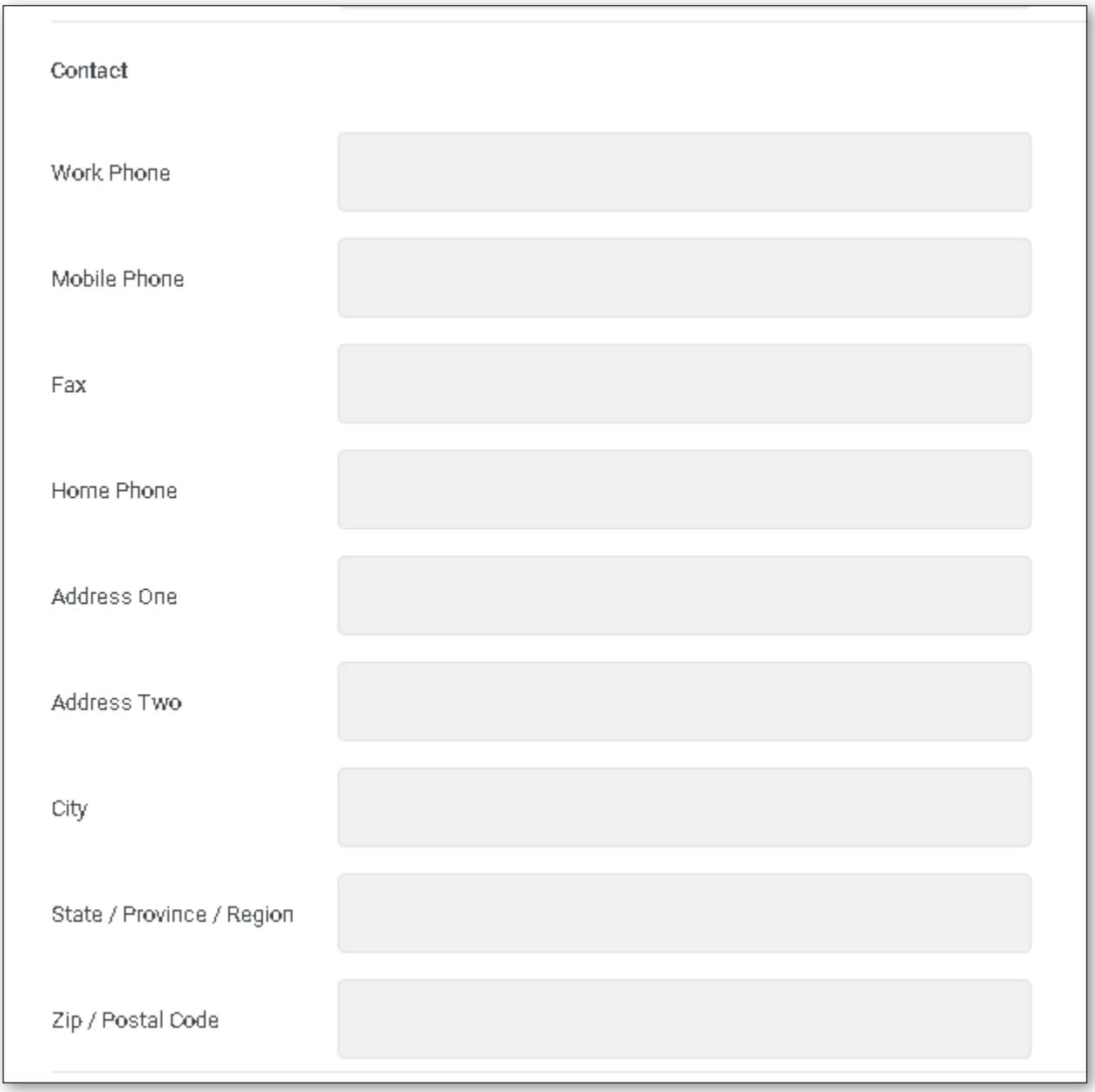
   d) If you would liketo add an image to your profile, click the Choose File button and select a picture stored on your local computer.



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



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

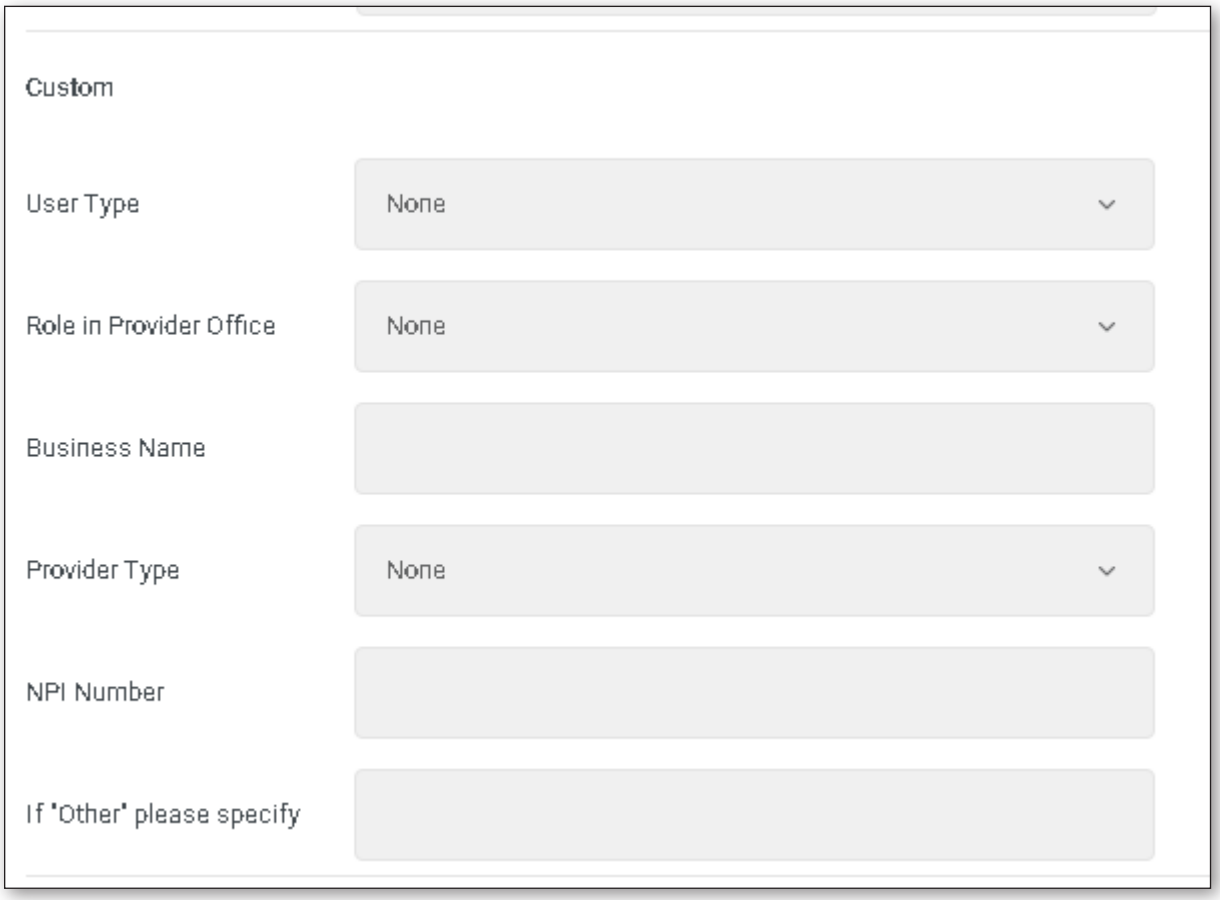


6) Complete all of the fields in the Custom Section. All of the fields are required.

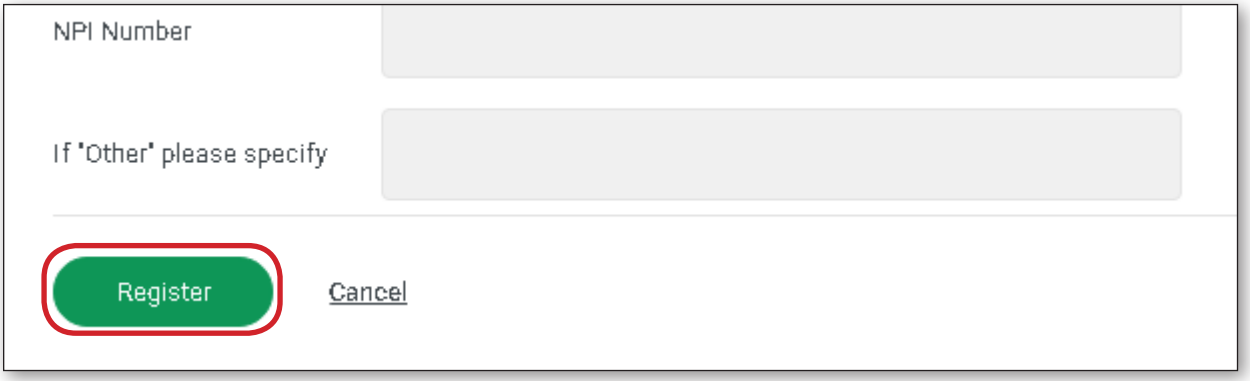
Important: Select one of the following for User Type:

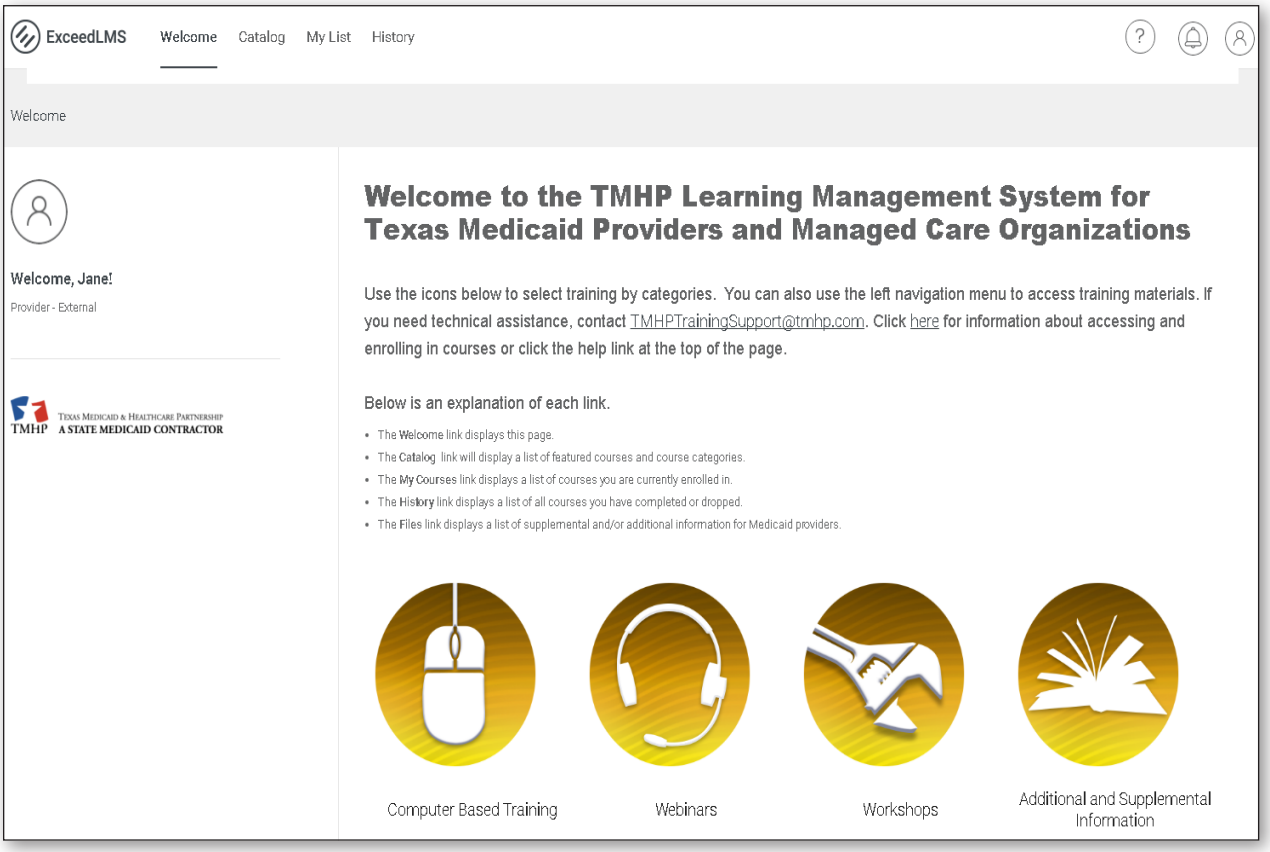
- **Provider — Medicaid provider**
- **Other — Includes office staff, billing agents, and others who are not a provider**
- **Managed Care Organization (MCO) — Includes organizations that bill as Managed Care**
- **State Employee - Includes anyone who work for Texas Medicaid**

Note: If you do not have an NPI please enter "**0000**" instead.



7) Click **Register**.



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

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