



# LMS REGISTRATION AND NAVIGATION JOB AID

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FOR STATE OF TEXAS EMPLOYEES



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP  
A STATE MEDICAID CONTRACTOR

v2025\_0114

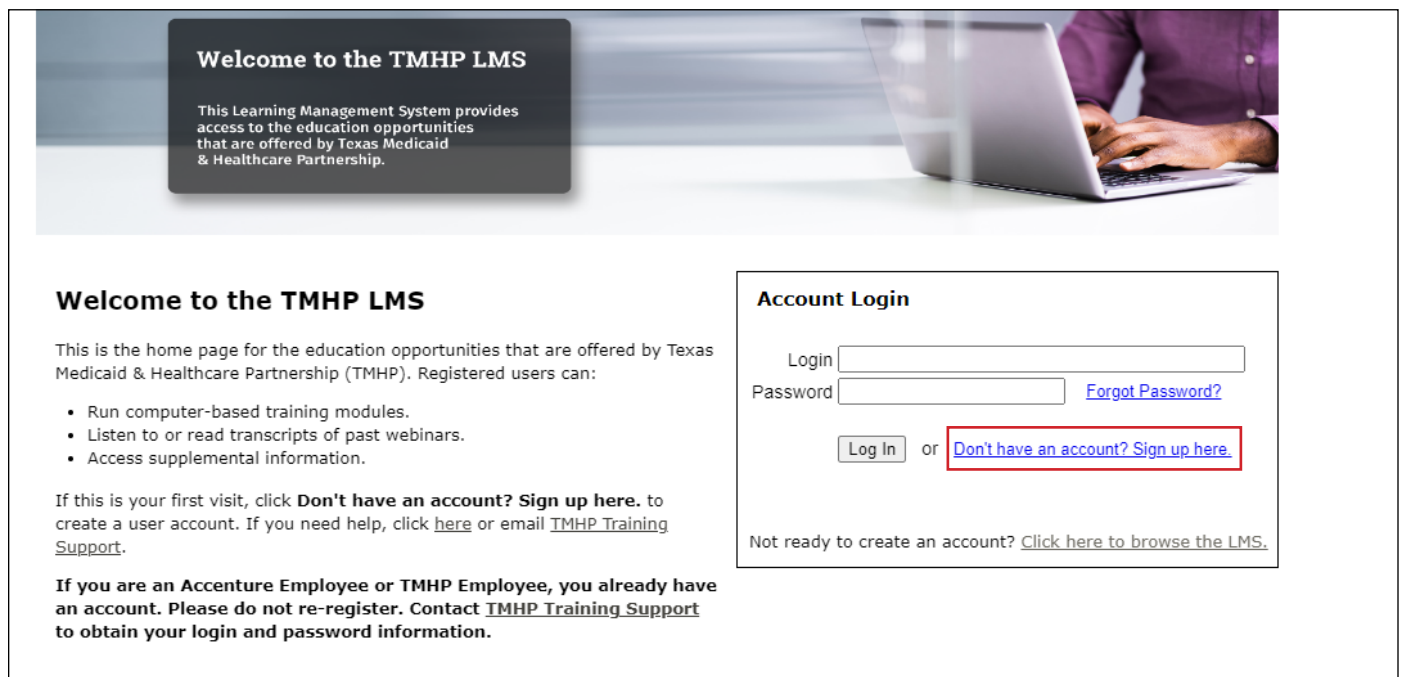
State of Texas employees can access the Texas Medicaid & Healthcare Partnership (TMHP) Learning Management System (LMS) to view state and provider educational materials such as computer-based trainings, user guides, job aids, videos, and much more.

## Creating an LMS Account

- 1) Go to [learn.tmhp.com](https://learn.tmhp.com).

**Note:** If you are using a Virtual Private Network (VPN) to access the LMS, you may need to disable it. Once connected to the LMS, you can reconnect to the VPN.

- 2) To create an account, click **Don't have an account? Sign up here**. A New User Registration window opens.



The screenshot shows the TMHP LMS home page. At the top is a banner with the text 'Welcome to the TMHP LMS' and a description of the system. Below the banner is a 'Welcome to the TMHP LMS' section with a list of features and a 'Log In' button. To the right is an 'Account Login' section with fields for 'Login' and 'Password', a 'Forgot Password?' link, and a 'Log In' button. A red box highlights the link 'Don't have an account? Sign up here' next to the 'Log In' button. At the bottom of the 'Account Login' section is a link 'Click here to browse the LMS'.

**Note:** If you are not ready to create an account but would like to browse topics available on the LMS, select **Click here to browse the LMS**. You are able to view titles and descriptions of the educational materials available on the LMS, but you won't be able to access the materials until you have registered for an account.

- 3) Enter the following account information in the New User Registration window:
  - Username — Enter your state of Texas email address
  - Password — Create a password that is at least 7 characters and contains at least one special character (!@#\$%^&\*), one letter, and one number.
  - Confirm Password — Reenter the password you created.

- **Profile Picture** — This is an optional field. If you would like to add an image to your profile, click **Choose File** and select a picture stored on your local computer.

Note: Fields marked with a \* are required

Account


Username \*

Password \*

Confirm Password \*

Profile Picture

Supported image format: JPG, GIF, PNG. Recommended dimensions are 270 x 270px.

 Choose File

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

**Note:** Be sure to enter your state of Texas email address and not a personal email. This will ensure you have access to the following sections on the LMS: Accenture Internal Training, State Education, and State Review.

General

First Name \*

Last Name \*

Timezone \*

Email \*

- 5) Enter information in the Contact section, as preferred. Fields in this section are optional.

Contact

Work Phone

Mobile Phone

City

State / Province / Region

Zip / Postal Code

6) Complete all required fields in the Custom section. You can either enter information or select information from the drop-down menus.

- User Type — State Employee
- Role in Provider Office — State Employee
- Business Name — Name of State Department (e.g., LTC, HHSC, OIG, DSHS, CSHCN, etc.)
- Provider Type — State Employee
- NPI — 0 (This field must contain a number, even if you do not have a National Provider Identifier or Atypical Provide Identifier.)
- If “Other,” please specify — Leave blank

7) Click **Register**.

**Note:** The Register button does not activate until all fields are completed.

Custom

User Type \*

None

Role in Provider Office \*

None

Business Name \*

Provider Type \*

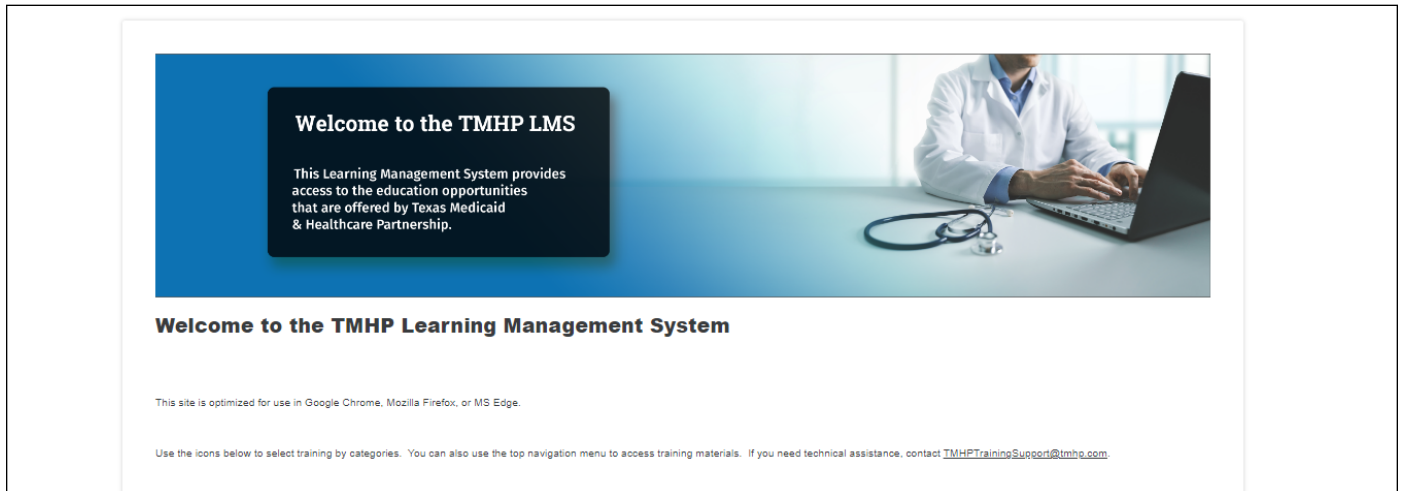
None

NPI Number \*

If "Other" please specify

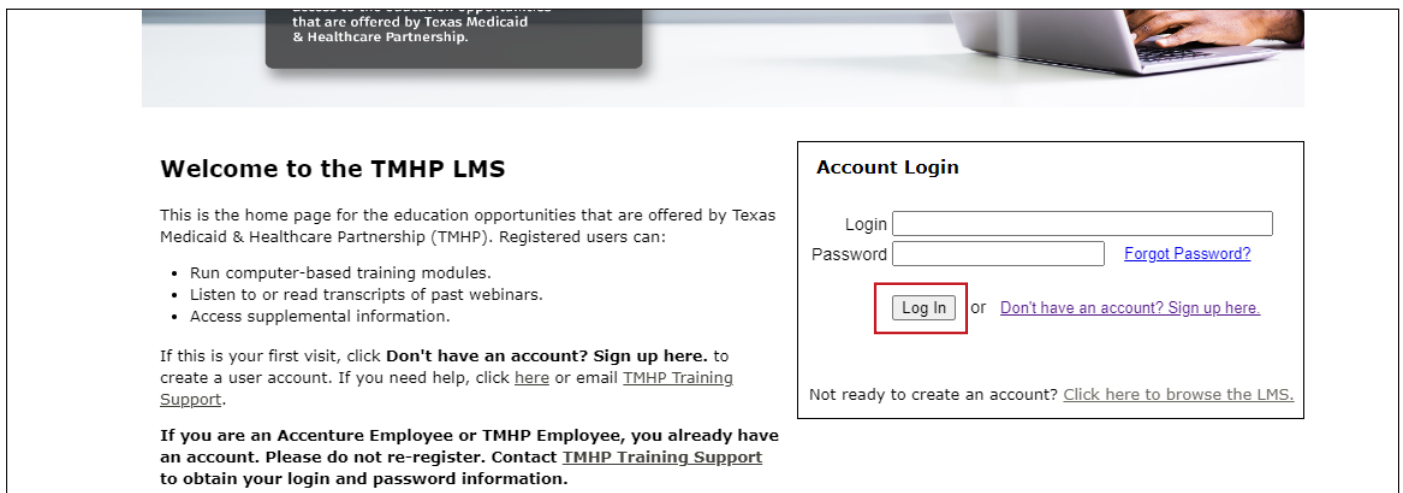
Register Cancel

- 8) The Welcome page appears. You will have immediate access to all public-facing materials on the LMS. Once TMHP verifies your account, you will have access to Accenture Internal Training, State Education, and State Review materials. Verification of your state of Texas email and credentials can take up to three business days.



## Viewing Materials in the LMS

- 1) Go to [learn.tmhp.com](https://learn.tmhp.com).
- 2) Enter your login and password.
- 3) Click **Log In**. The Welcome page appears.

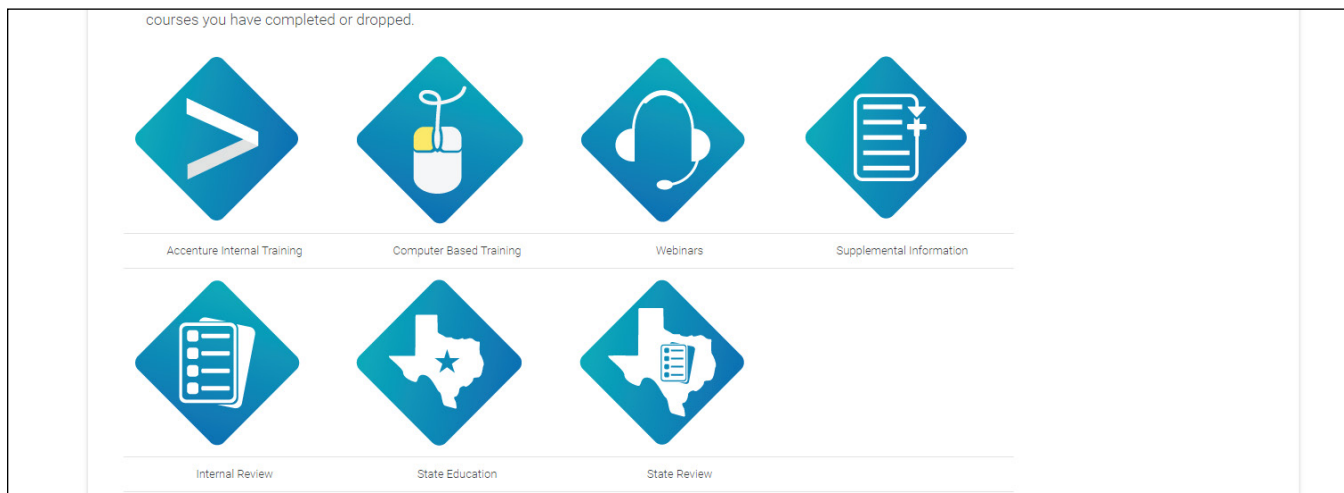




4) Click any of the following icons to view a list of educational materials related to the topic:

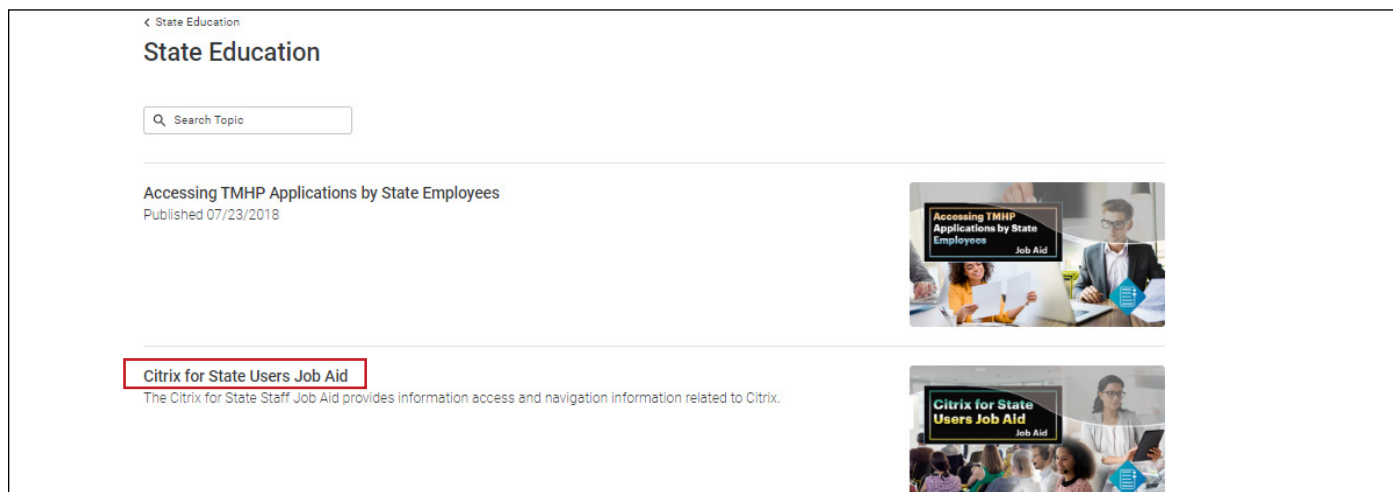
- Computer Based Training
- Webinars
- Supplemental Information
- Accenture Internal Training
- State Education
- State Review

A list of educational materials, based on the icon you selected, with titles and descriptions appears.



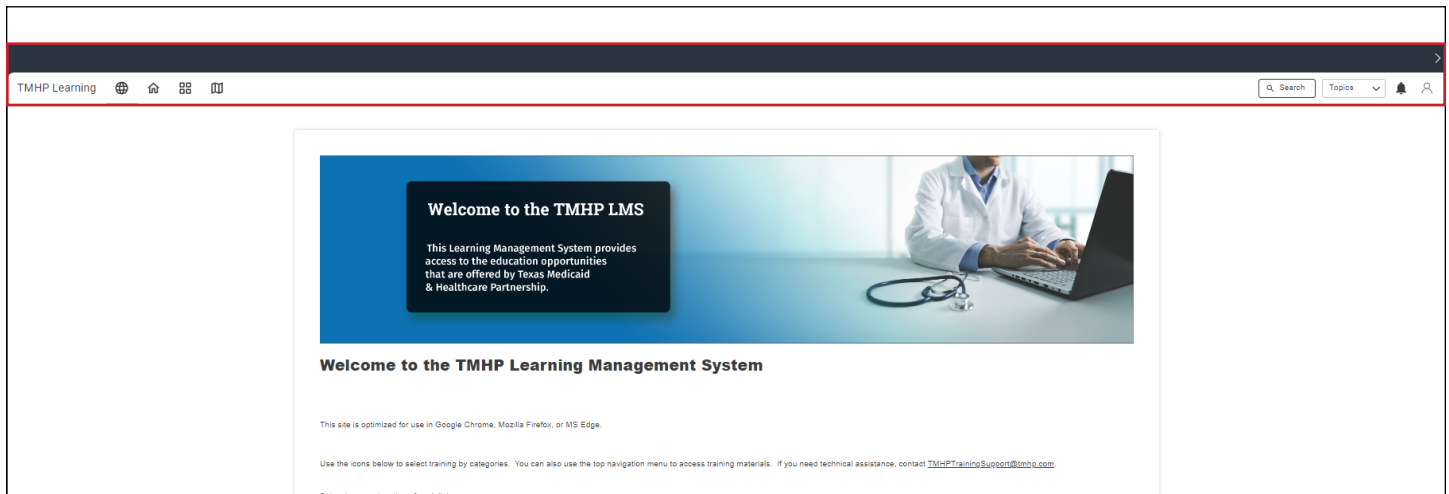
**Note:** The State Review icon is used by staff to access updated training materials that need to be reviewed or approved.

5) Scroll down the list and click the title heading to select a deliverable. The learning path for the material appears.



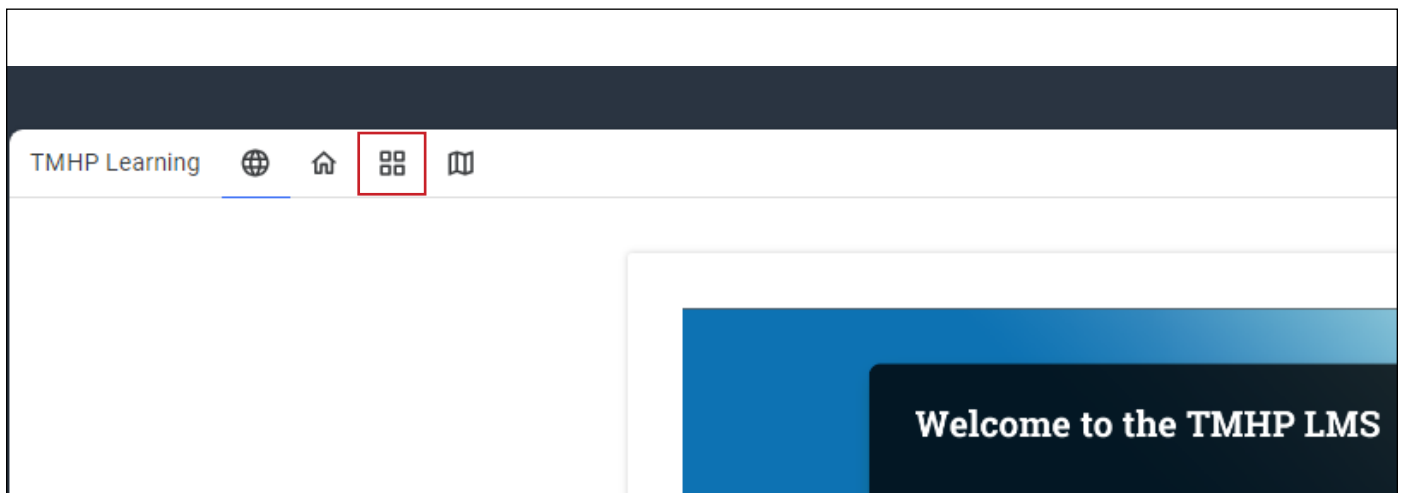
## Other LMS Search Options

At the top-left corner of the LMS, you will see several icons, while at the top-right corner you will see a search bar and the Topics drop-down menu. Descriptions of the icons are available in the middle of the Welcome page.




## Browse Icon

- 1) Click the Browse icon, which is made up of four squares. The All Topics screen appears.




- 2) Click any of the topics or related images. A list of educational materials related to the topic or image selected appears.


### All Topics




Accenture Internal Training




Managed Care Organizations (MCO)



Provider Education



State Education




State Material Reviews


- 3) Select a deliverable to view. The material appears.

### State Material Reviews

**TexMedConnect For LTC CBT - Module 2 (Review)**  
Module 2 - Long-Term Care (LTC) TexMedConnect Computer-based Training (CBT)



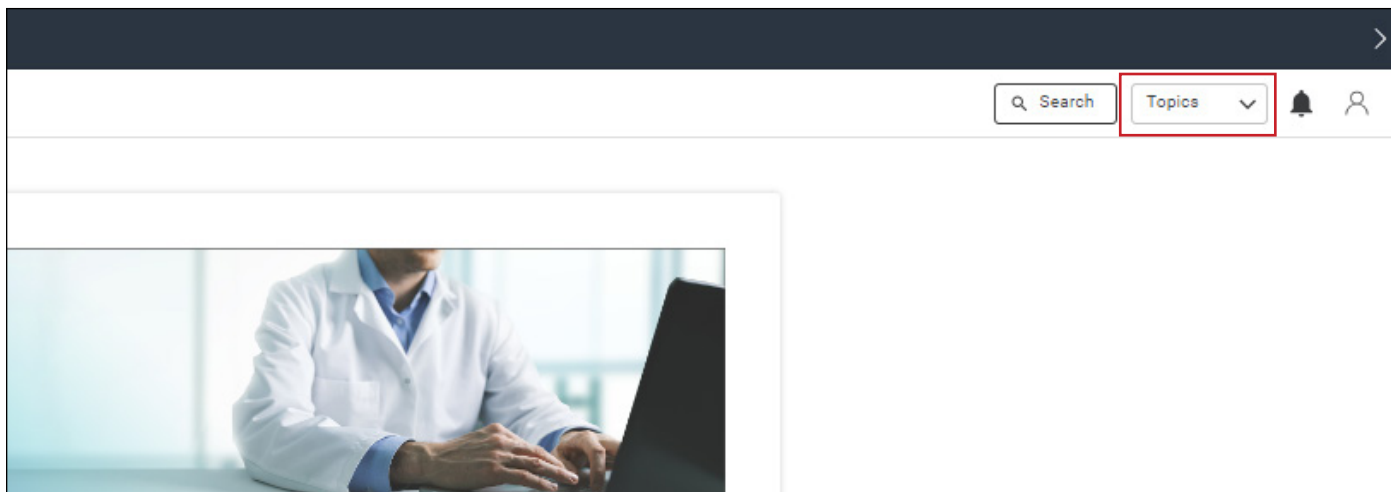
**TexMedConnect For LTC CBT - Module 4 (Review)**  
Round three review - Module 4 - Long-Term Care (LTC) TexMedConnect Computer-based Training (CBT)



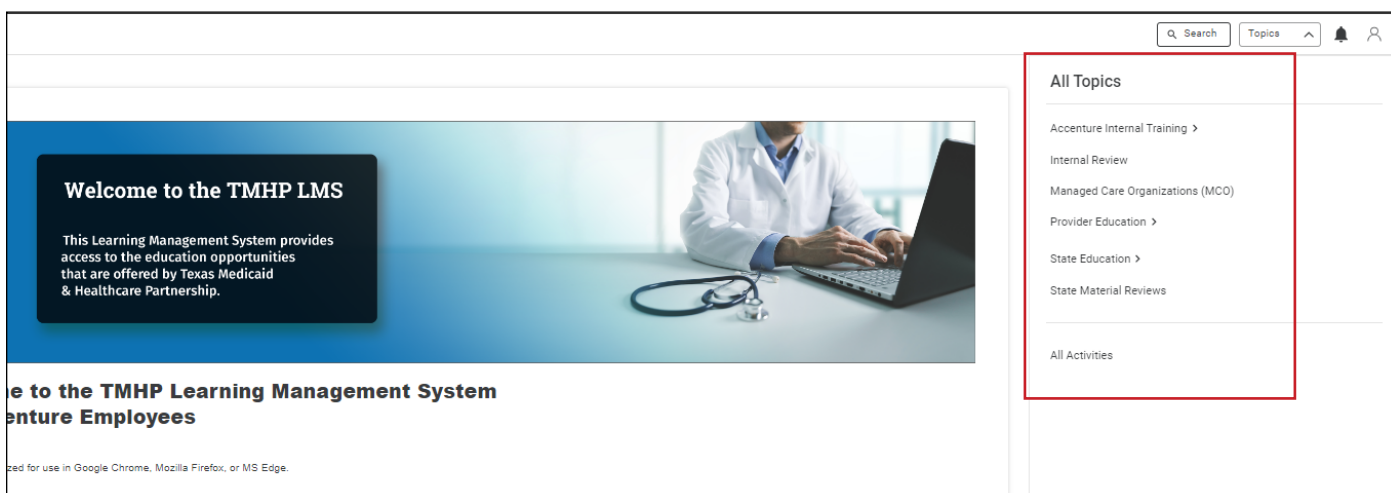


## Topics Drop-Down Menu

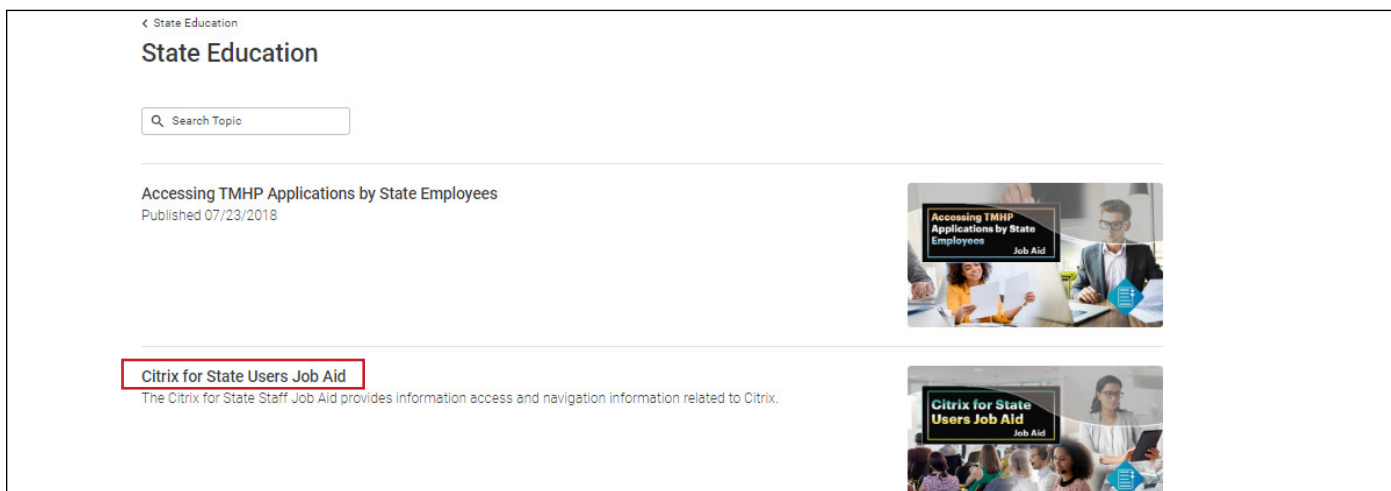
- 1) Click the Topics drop-down menu. A list of topics appears.



- 2) Click a topic from the list. A list of educational materials related to the topic selected appears.

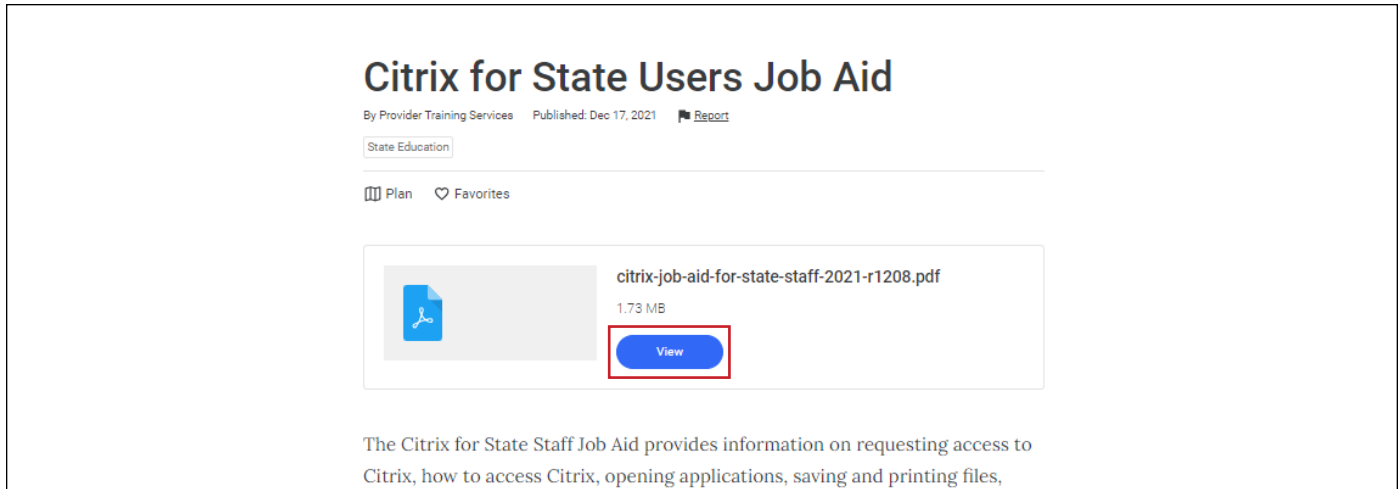


- 3) Select a deliverable to view. The material appears.



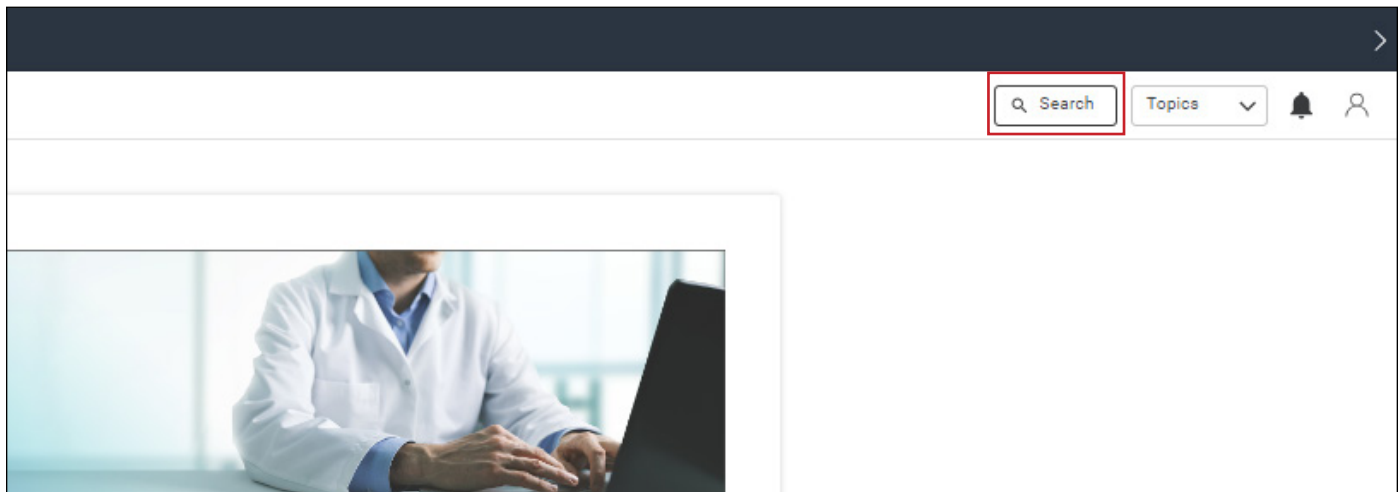
- 4) Click the blue button to access the specific content or learning path.

**Note:** The button's label changes depending on the content and material accessed.

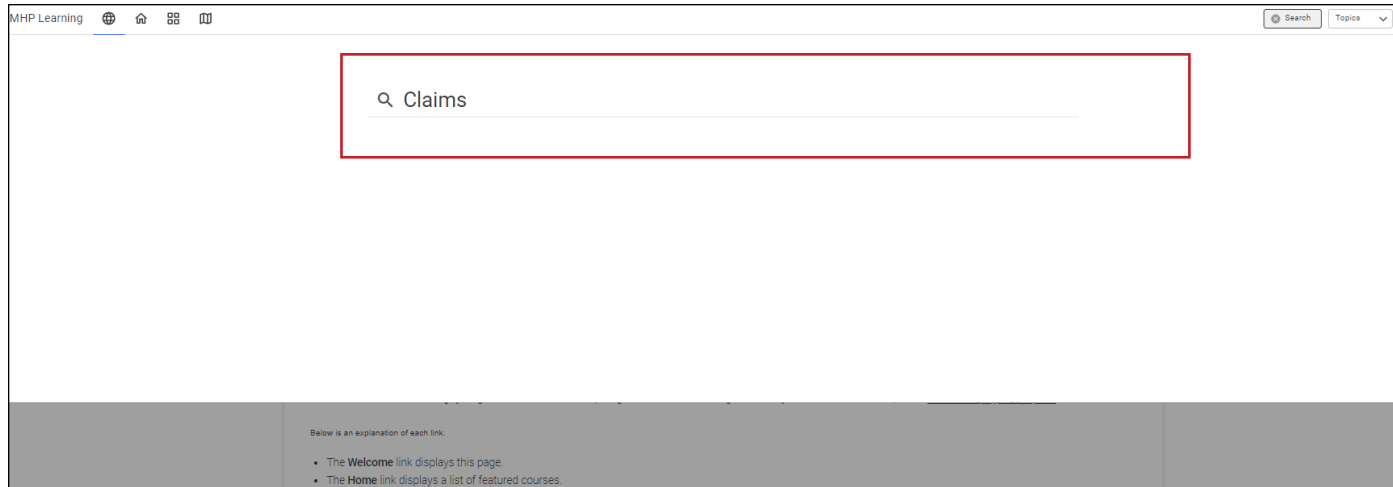


## Search Function

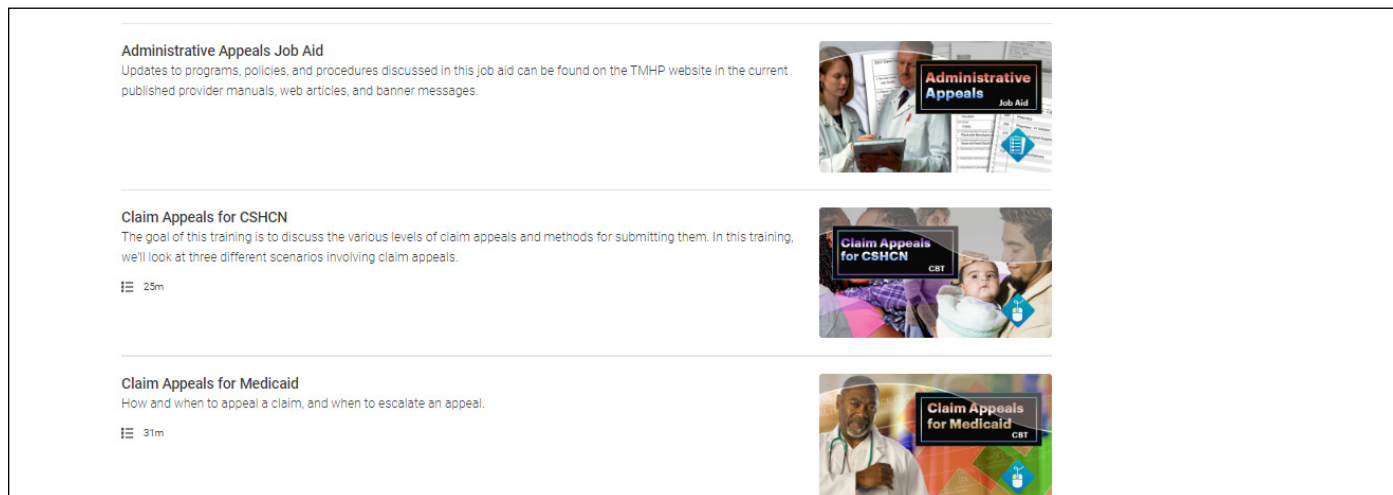
- 1) Click the Search function.



- 2) Type a key word for the educational material you want to search for, and press **Enter**. A list of educational materials related to the topic selected appears.

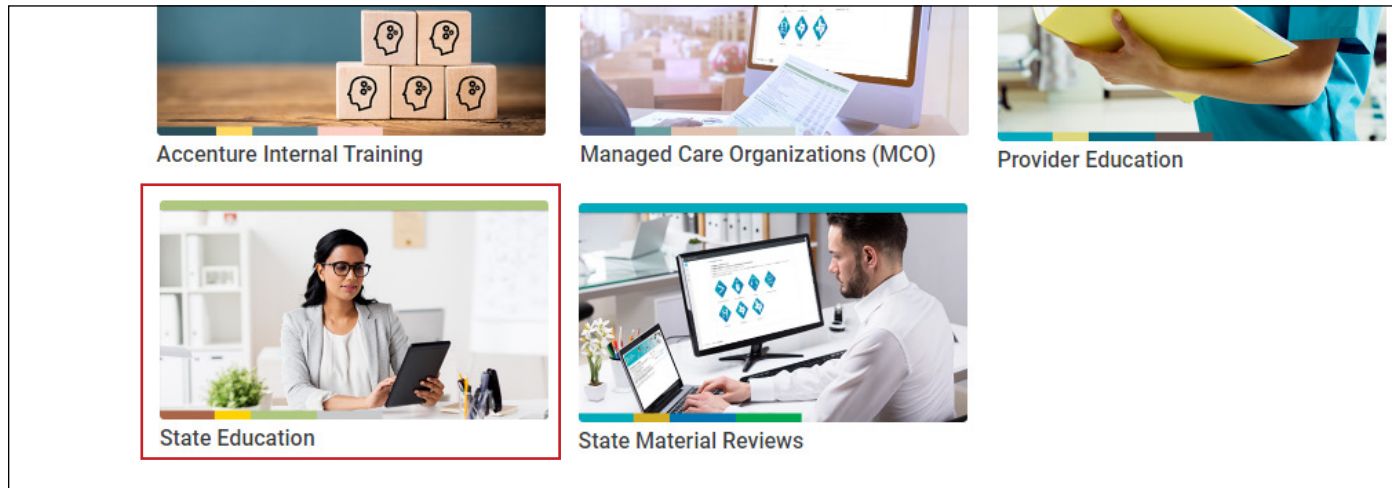


- 3) Select a deliverable to view. The material appears.

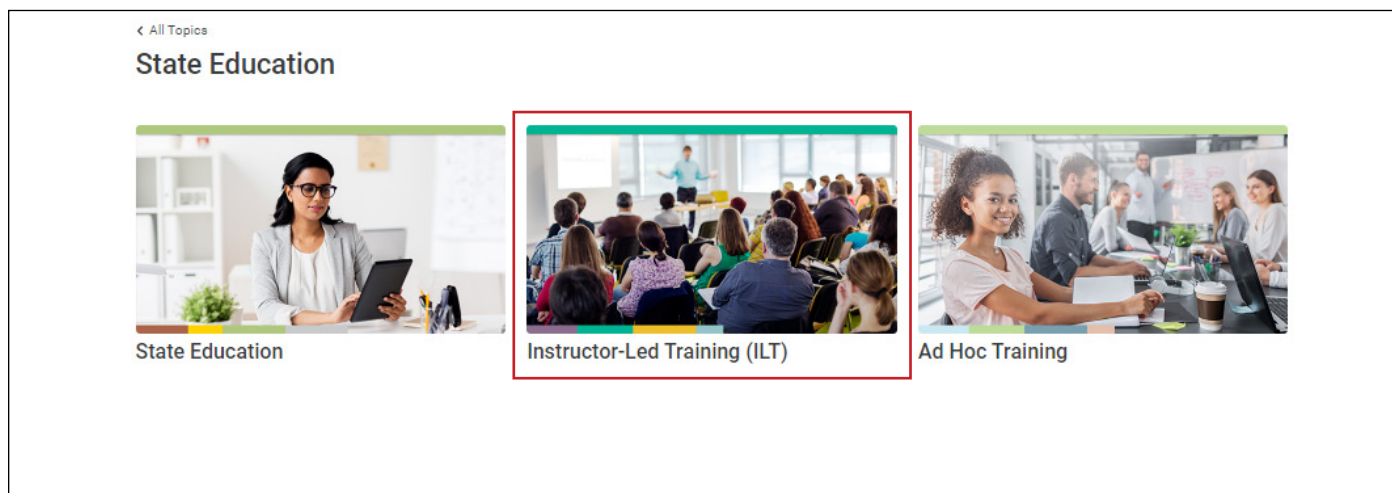


## Instructor-Led Training (ILT) Courses

- 1) Click the State Education image or heading, or use another search method to access available ILT courses.  
**Note:** When using the Search option to locate an ILT, the results will only display items that match the search words entered.



- 2) Click the Instructor-Led Training (ILT) image or heading.




3) Click the preferred course heading.

**Intro to TMHP for State Staff**

The Intro to TMHP for State Staff is a 1 day instructor-led training course that provides state employees with an operational overview of TMHP and an intro to applications used in the administration of Texas Medicaid and other state healthcare...

4h




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**Phoenix Overview for State Staff**

Phoenix Overview is a half day instructor-led training course for state staff who are new to the Phoenix application. The purpose of the training is to supply a high-level introduction and basic hands-on training using Phoenix. Topics covered include:- Basic...


4h Intermediate



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**Provider Enrollment Overview for State Staff Instructor-Led**

This half-day course is intended to give state staff a high-level view of the provider enrollment process. Attendees of this



4) Click **Enroll** to register for an ILT.

### Choose an Upcoming Event

City: All Location: All Instructor: All Date: All ☐ Virtual Only

<div>FEB</div> <div>20</div>	<p><b>February 2024</b></p> <p>Tuesday, Feb 20, 2024 at 8:00 AM to 12:00 PM CST</p> <p>City: Austin, TX, United States Location: Online Instructor: Guyton <a href="#">More Details</a></p>	<div>Enroll</div>
<div>MAR</div> <div>21</div>	<p><b>March 2024</b></p> <p>Thursday, Mar 21, 2024 at 8:00 AM to 12:00 PM CDT</p> <p>City: Austin, TX, United States Location: Online Instructor: Guyton <a href="#">More Details</a></p>	<div>Enroll</div>
<div>APR</div> <div>23</div>	<p><b>April 2024</b></p> <p>Tuesday, Apr 23, 2024 at 8:00 AM to 12:00 PM CDT</p> <p>City: Austin, TX, United States Location: Online Instructor: Guyton <a href="#">More Details</a></p>	<div>Enroll</div>



# Accessible PDFs

Americans with Disabilities Act (ADA)-compliant PDFs are available on learning paths for Computer Based Trainings (CBTs), videos, and webinar recordings, and can be used with assistive technologies (e.g., screen readers).

Content

✓ Claim Appeals Introduction

✓ Claim Appeals Overview

✓ Managed Care Organization Appeals

✓ Claim Appeal Levels

✓ Claim Appeal Methods

✓ Electronic Appeals

✓ Automated Inquiry System

⋮ Paper Appeals

✓ Medical Necessity Appeals

Accessible PDFs

✓ Claim Appeals Accessible PDFs

## Registration Assistance

Contact [TMHP Training Support](#) for help with registering for the LMS.

Contact the [State Training Request Mailbox](#) for ILT course registration.

This document is produced by TMHP Training Services. Contents are current as of the time of publishing and are subject to change. Providers should always refer to the TMHP website for current and authoritative information.