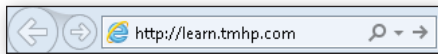


# Learning Management System (LMS) Registration Job Aid

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 LMS home page. The page features a blue header with a computer mouse on the left, the text "Learning Management System" in the center, and a stack of colorful books on the right. Below the header, 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 highlighted with a red circle.

**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 a TMHP, Accenture or Xerox employee you already have an account in the LMS. Please send an email to [TMHPTrainingSupport@tmhp.com](mailto: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 'NEW USER REGISTRATION' page in the ExceedLMS system. At the top left is the 'ExceedLMS' logo, followed by navigation links: 'Welcome', 'Catalog', 'My List', and 'History'. A secondary navigation bar contains 'User Registration' on the left and 'LOG IN', 'PASSWORD', and 'REGISTER' on the right. The main heading is 'NEW USER REGISTRATION'. Under the heading, there is a section labeled 'Account' containing three input fields: 'Username', 'Password', and 'Confirm Password'. Below these fields is a 'Profile Image' section featuring 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

Mobile Phone

Fax

Home Phone

Address One

Address Two

City

State / Province / Region

Zip / Postal Code

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.

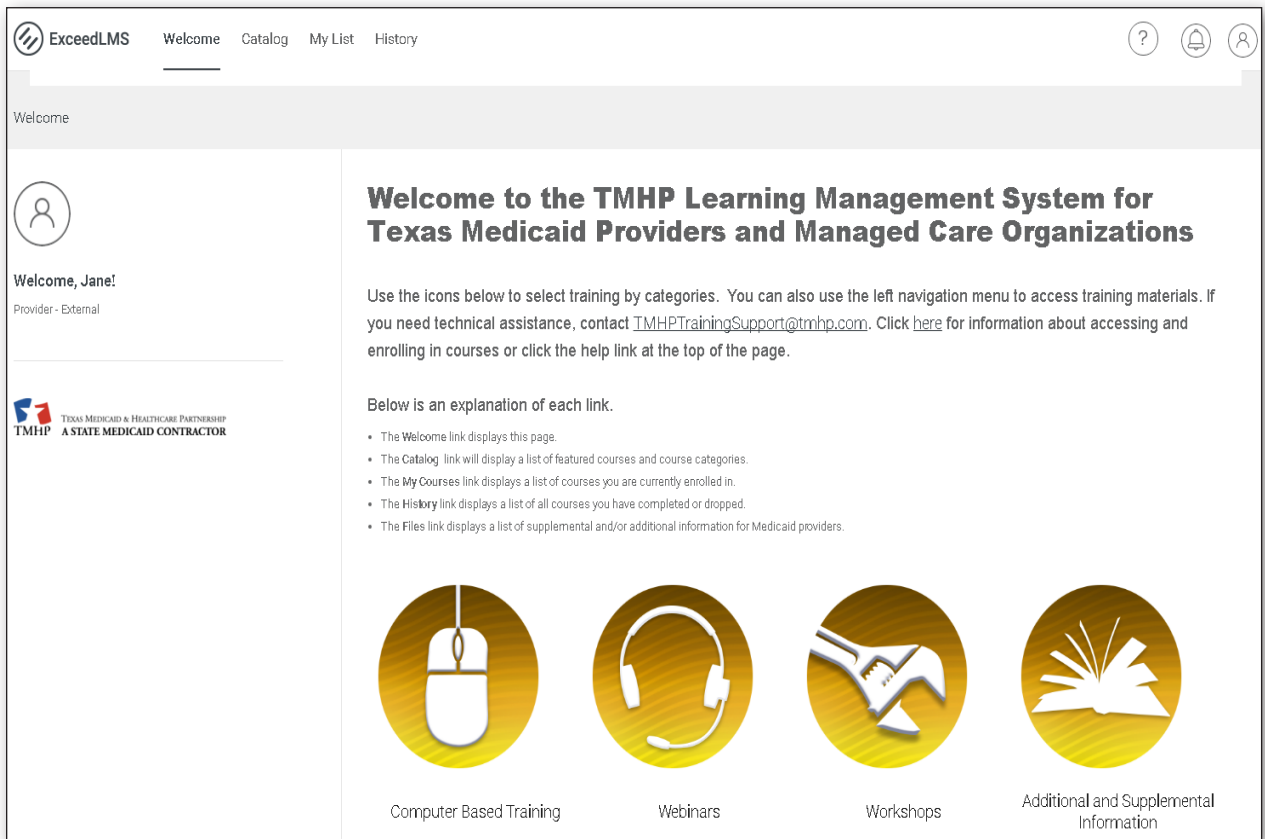
7) Click **Register**.



The registration form contains two input fields: "NPI Number" and "If 'Other' please specify". Below these fields are two buttons: a green "Register" button with a red border, and a "Cancel" link.

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.



The screenshot shows the ExceedLMS Welcome page. The header includes the ExceedLMS logo and navigation links: Welcome, Catalog, My List, and History. On the left, there is a user profile section for "Jane!" (Provider - External) and the TMHP logo (Texas Medicaid & Healthcare Partnership, A State Medicaid Contractor). The main content area features a welcome message and instructions: "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](mailto: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 this is a list of links and their descriptions:

- 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.

At the bottom, four circular icons represent training categories: Computer Based Training (mouse), Webinars (headset), Workshops (wrench), and Additional and Supplemental Information (open book).