



Learning Management System (LMS) Registration and Navigation Job Aid

A Guide for State Employees



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

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Learning Management System (LMS) Registration and Navigation Job Aid for State Employees

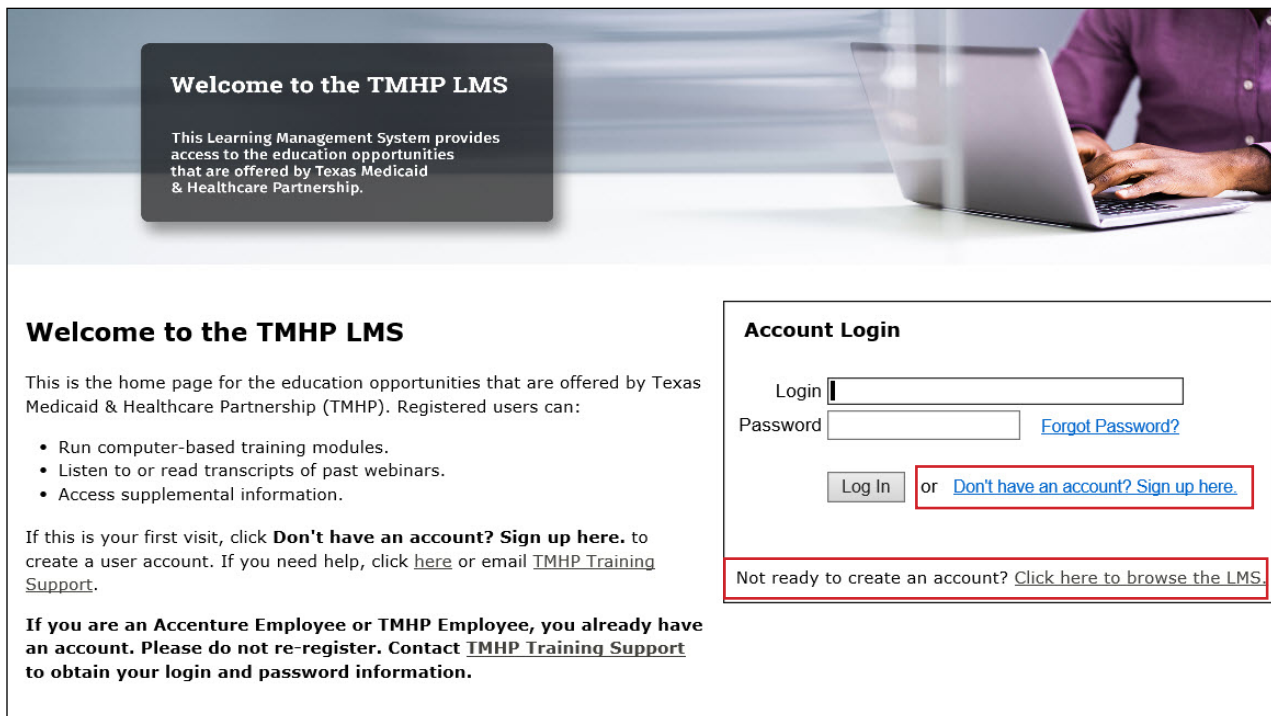
Accessing the LMS:

- 1) Go to learn.tmhp.com.



Note: You may need to disable your Virtual Private Network (VPN) to access the LMS. Once you are connected to the LMS, you can reconnect to your VPN.

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



Note: If you are not ready to create an account, but want to browse the topics that are available in the LMS, click **Click here to browse the LMS**. You will be able to view titles and descriptions of training activities, but please note this content is not available to unregistered users.

3) Enter the following account information in the New User Registration window:


New user registration

Account

Username *

Password *

Confirm Password *

Profile Picture 

- Username: We suggest using your state 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: Re-enter your password.
- Profile Picture: This is an optional field. If you would like to add an image to your profile, click the **Choose File** button and select a picture stored on your local computer.

4) Complete the **General** section. All fields are required. Be sure to use your state email address, not a personal address, to get access to the **Accenture Internal Training, State Education, and State Review** sections of the LMS.

General

First Name *

Last Name *

Timezone *

Email *

5) Complete the **Contact** section. These fields are optional.

Contact

Work Phone

Mobile Phone

City

State / Province / Region

Zip / Postal Code

6) Complete the **Custom** section. These fields are required. For the fields below, enter or select the information from the drop-down menus:

Custom

User Type *

Role in Provider Office *

Business Name *

Provider Type *

NPI Number *

If "Other" please specify

Note: Fields marked with a * are required

- a) User Type: State Employee
- b) Role in Provider Office: State Employee
- c) Business Name: Name of State Department. (e.g. LTC or HHSC)
- d) Provider Type: State Employee
- e) NPI Number: 0
- f) If "Other" please specify: Leave blank

7) Click **Register**.

- 8) The Welcome page will open. You will have immediate access to all public-facing content on the LMS. After TMHP verifies your account, you will have access to **Accenture Internal Training, State Education, and State Review.**

Welcome to the TMHP LMS

This Learning Management System provides access to the education opportunities that are offered by Texas Medicaid & Healthcare Partnership.

Welcome to the TMHP Learning Management System for Texas HHSC State Employees

Use the icons below to select training by categories. You can also use the top navigation menu to access training materials. If you need technical assistance, contact TMHPTrainingSupport@tmhp.com.

Below is an explanation of each link:

- The **Welcome** link displays this page.
- The **Home** link displays a list of featured courses.
- The **Browse** link displays courses by category.
- The **Plan** link displays a list of courses you are currently enrolled in.
- The user icon in the upper right opens a menu of additional options, including **Help** and **My Profile**. From this view, you can also review your **History**, which is a list of all courses you have completed or dropped.

Computer Based Training Webinars Supplemental Information

Accenture Internal Training State Education State Review

For information on selecting and enrolling in Instructor-led Training (ILT) courses, click the link below to access the ILT section of this document.

[ILT Selection and Enrollment](#)

Selecting Courses in the LMS

- 1) Log in to the LMS at learn.tmhp.com with your login and password. The Welcome page will open.

Account Login

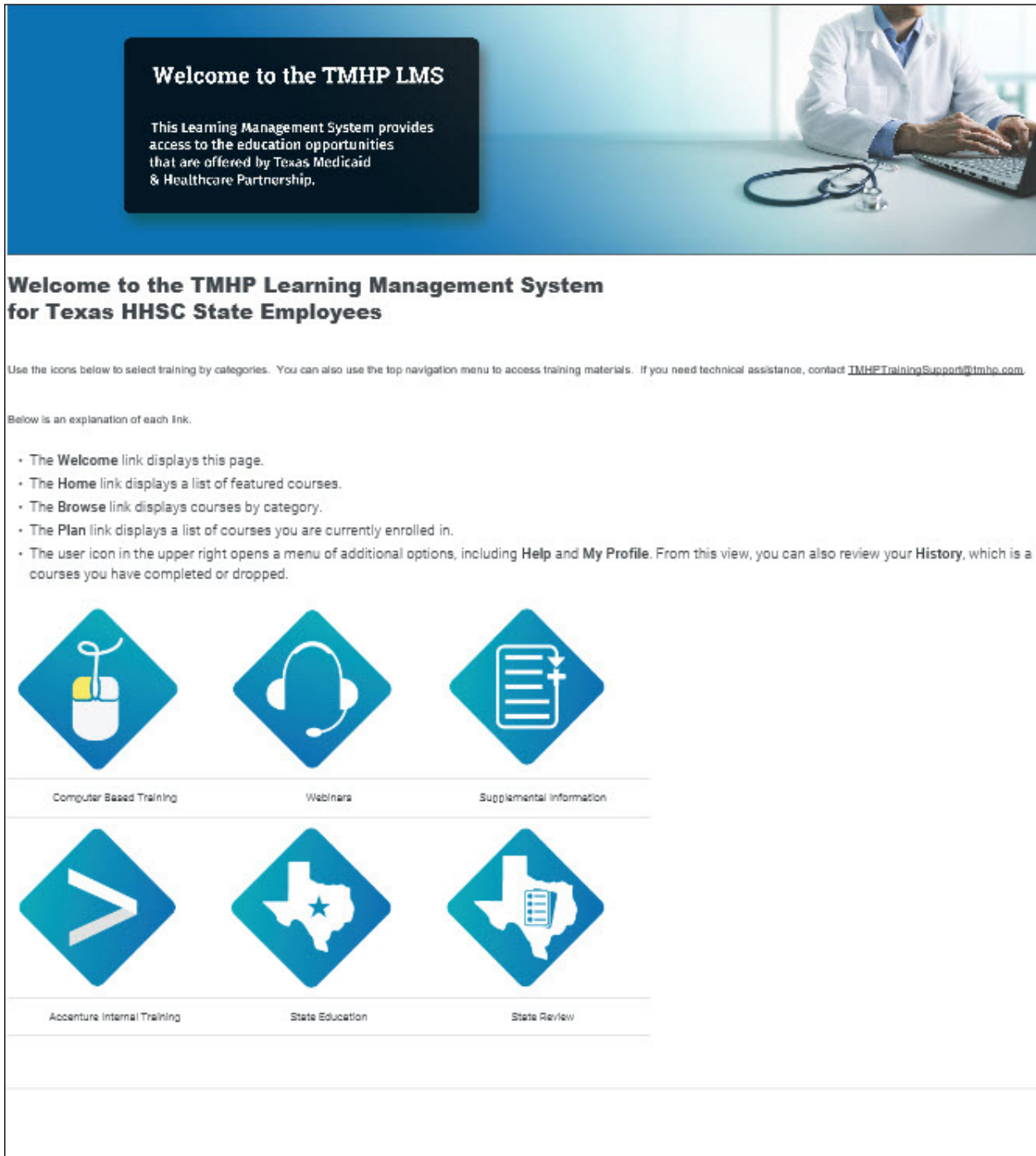
Login

Password [Forgot Password?](#)

or [Don't have an account? Sign up here.](#)

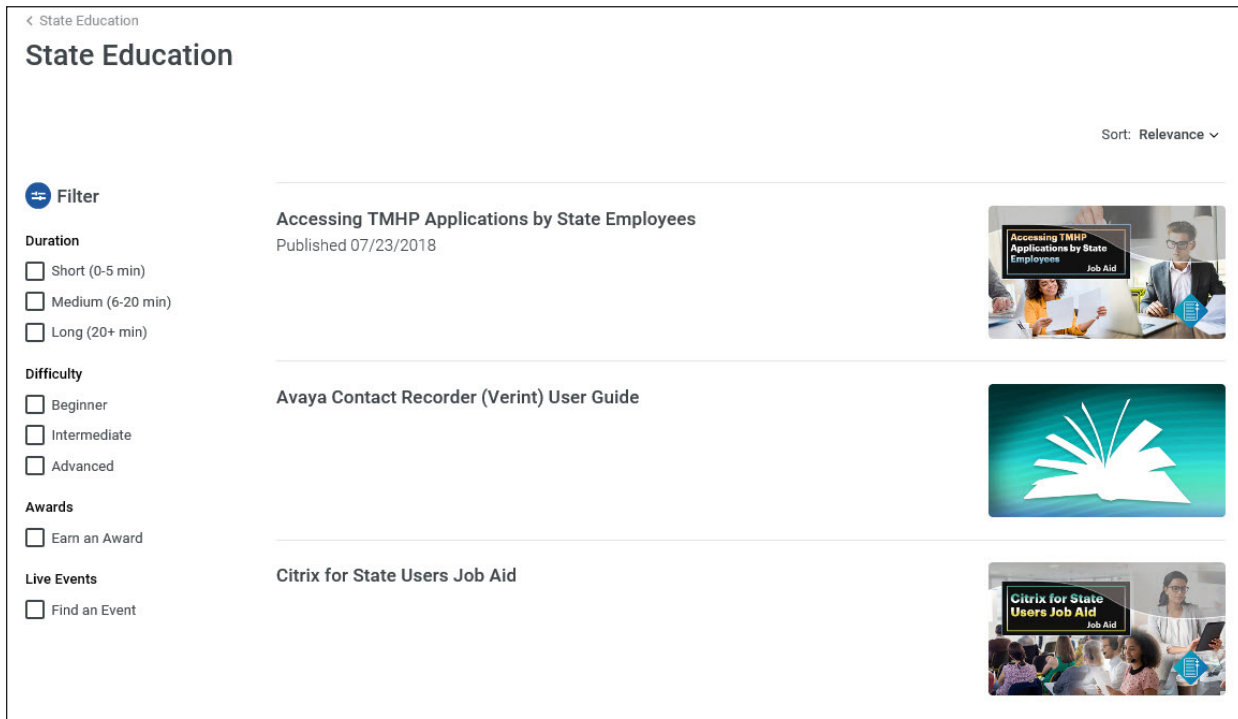
Not ready to create an account? [Click here to browse the LMS.](#)

- 2) On the Welcome page, there are six large icons: **Computer-Based Training**, **Webinars**, **Supplemental Information**, **Accenture Internal Training**, **State Education**, and **State Review**. Click the icon for the type of training you would like to view. This will take you to a list of available content.



Note: The State Review icon is used by state staff to access updated training materials for review and approval.

- 3) You can scroll down the list and select the content you are interested in. This will take you to that content's preview page.



- 4) In the top left corner of the screen, you will see the following TMHP Learning icons, which are described on the Welcome page:



Globe Icon: Welcome — Returns you to the Welcome Page.

House Icon: Home — Returns you to the Home Page.

Grid Icon: Browse — Allows you to browse all Topics.

Map Icon: Plan — Allows you to create an individual training plan.

- 5) Click on the **Browse (Grid) Icon**.



6) The Browse Icon will open the All Topics screen.

All Topics



Accenture Internal Training



Managed Care Organizations (MCO)



Provider Education



State Education

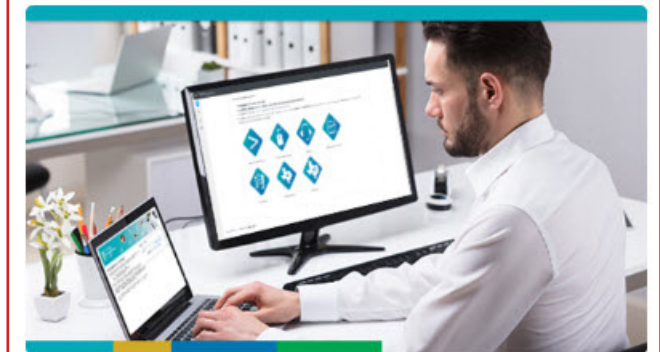


State Material Reviews

7) Click on an image to open that topic's content. For example, click **State Material Reviews**.



State Education



State Material Reviews

8) This will open a listing of materials for State Review.

< All Topics

State Material Reviews

Search Topic

Sort: Relevance

Filter

Duration

- Short (0-5 min)
- Medium (6-20 min)
- Long (20+ min)

Difficulty

- Beginner
- Intermediate
- Advanced

Awards

Electronic Visit Verification (EVV) State Review

☰



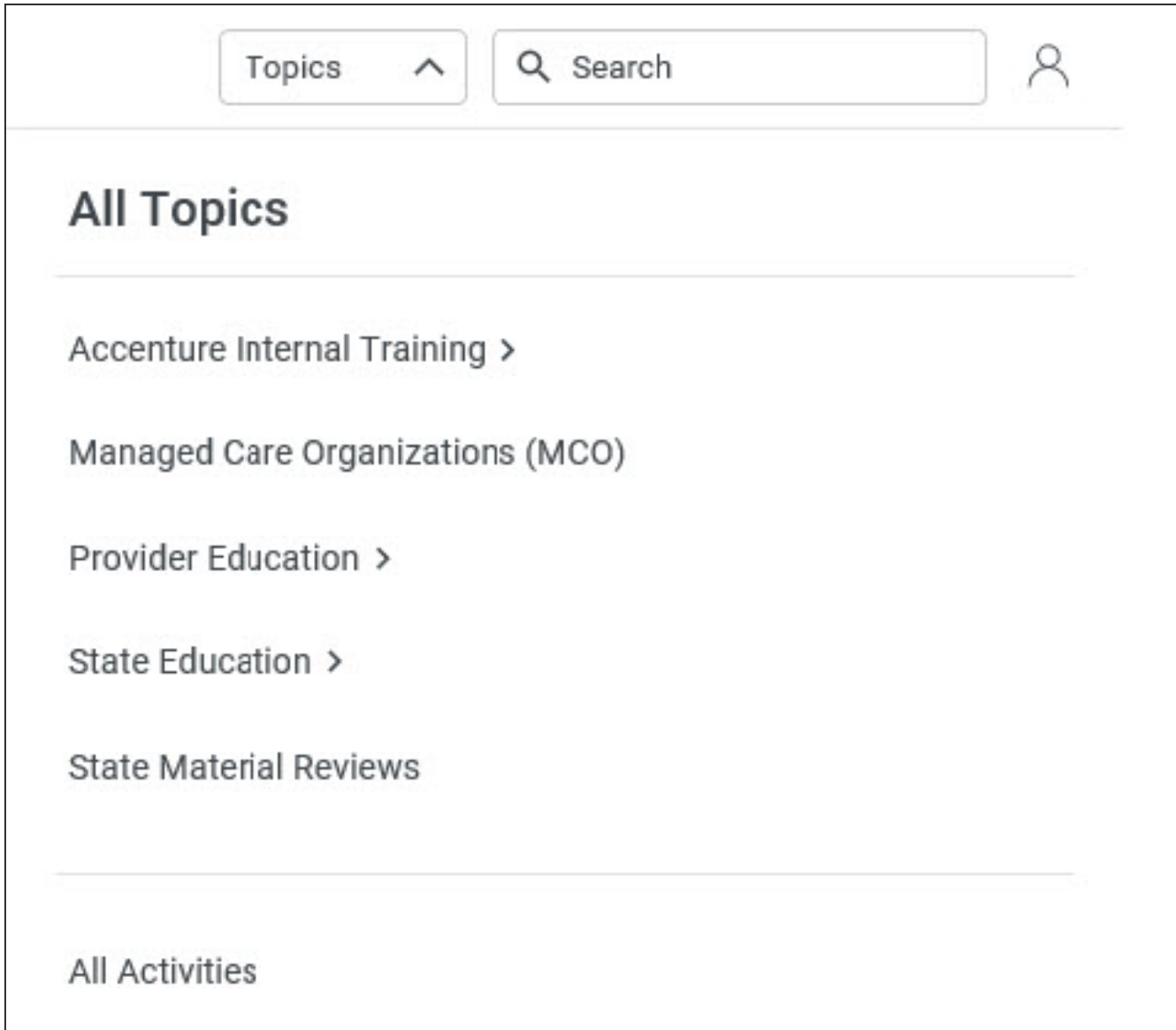
Third Party Liability Review

The Third-Party Liability (TPL) CBT discusses components of TPL, including cost avoidance, cost recovery, tort, and claims, appeals, and reimbursements.

☰ | 20m



- 9) You can also use the **Topics** drop-down or **Search** field in the top right corner of the screen to help you find the content you are looking for.



10) Select the picture or title for the material you would like to access.

The screenshot shows the 'State Education' page in an LMS. On the left, there is a 'Filter' section with options for Duration (Short, Medium, Long), Difficulty (Beginner, Intermediate, Advanced), Awards (Earn an Award), and Live Events (Find an Event). The main content area displays three items: 'Accessing TMHP Applications by State Employees' (published 07/23/2018), 'Avaya Contact Recorder (Verint) User Guide', and 'Citrix for State Users Job Aid'. Each item has a corresponding thumbnail image.

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

The screenshot shows the detailed page for 'Accessing TMHP Applications by State Employees'. At the top, it says 'Plan Favorites'. Below the title, it lists 'By Provider Training Services', 'Published: Jul 23, 2018', and a 'Report' icon. A 'State Education' tag is visible. The main content area features a PDF icon, the filename 'state-accessing-tmhp-applications-job-aid-v2018-0717.pdf', and a size of '4.08 MB'. A blue 'View' button is highlighted with a red box. Below this, a paragraph explains the purpose of the job aid: 'The purpose of this job aid is to provide the steps necessary to access and login to Texas Medicaid & Healthcare Partnership (TMHP) applications used by State employees. This job aid includes a description of each application and the steps to login.' At the bottom, the 'Publication Date: 10/27/2016' is noted.

Note: The blue button's label will change depending on the content or materials you access.

Note: Some documents that accompany a Computer Based Training (CBT) or webinar are Americans with Disabilities Act (ADA) compliant, and are accessible using assistive technologies (e.g., screen readers).

Instructor-Led Training (ILT) Courses

- 1) You can access the ILT courses by clicking on the **State Education Icon** from the Welcome Screen. You can also access the ILT courses by using the TMHP Learning icons in the top left corner of the screen:



Globe Icon: Welcome — Returns you to the Welcome Page.

House Icon: Home — Returns you to the Home Page.

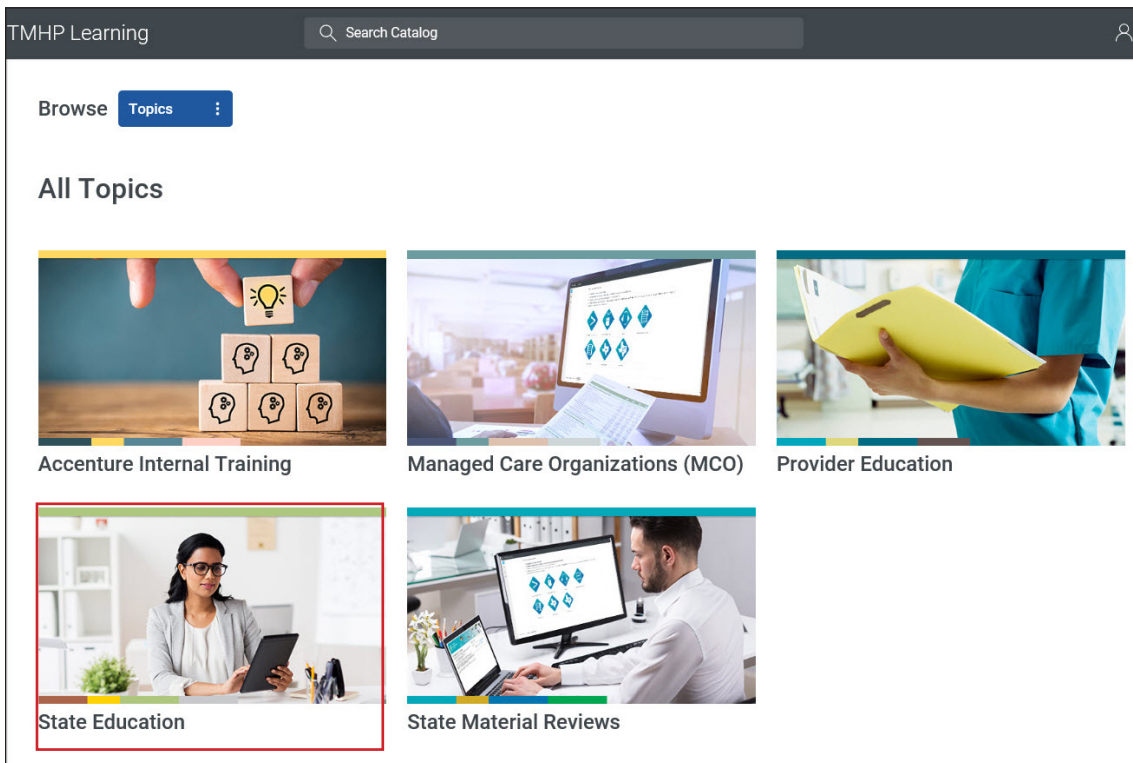
Grid Icon: Browse — Allows you to browse all Topics.

Map Icon: Plan — Allows you to create an individual training plan.

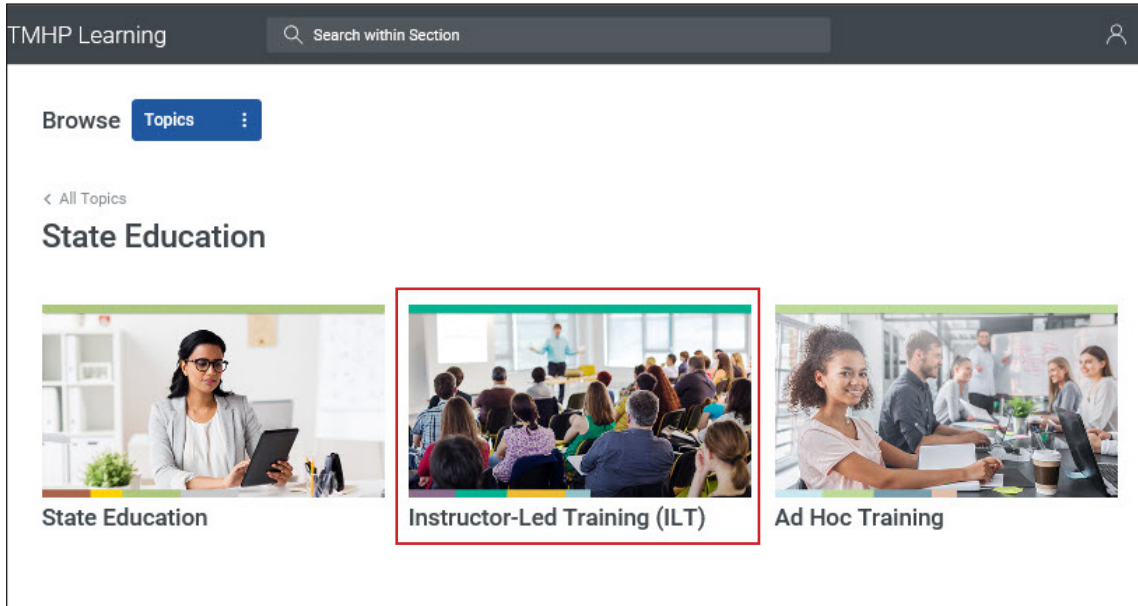
- 2) To find a list of ILTs, click **Browse (Grid) Icon**.



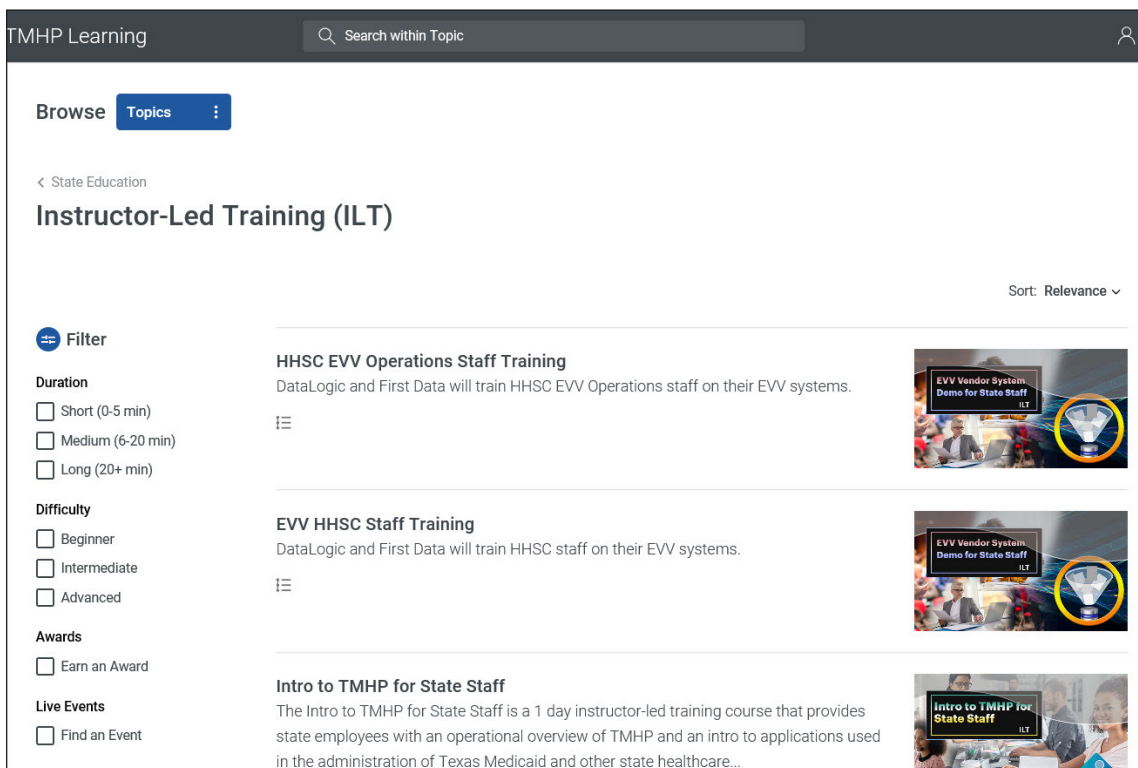
- 3) Under All Topics, select **State Education**.



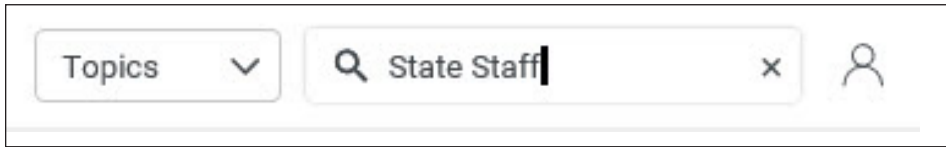
4) Under State Education, select **Instructor-Led Training (ILT)**.



5) Scroll down to review the list of trainings offered.



- 6) Alternatively, you can use the search box in the upper right corner of the screen to search for the course you are interested in. Your search will only return items that match your search term.



- 7) To enroll in an ILT course, click the course you want to attend.

PH Learning

Topics Search

< State Education

Instructor-Led Training (ILT)

Search Topic

Sort: Relevance

Filter

Duration

- Short (0-5 min)
- Medium (6-20 min)
- Long (20+ min)

Difficulty

- Beginner
- Intermediate
- Advanced

Awards

- Earn an Award

Live Events

- Find an Event

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...

8h

Phoenix Overview for State Staff

Phoenix Overview is a 1 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.

8h intermediate

Provider Enrollment Overview for State Staff Instructor-Led

This two-day course gives state staff a high level view of the provider enrollment process, from both Technical and Operational TMHP standpoints.

8h

tmhp.exceedlms.com/student/home/welcome_page

8) Click the **Enroll** button for the session you want to attend.

♥ Favorites

Phoenix Overview for State Staff

By Provider Training Services Published: Mar 4, 2019 8h Intermediate [Report](#)

Instructor-Led Training (ILT)

Phoenix Overview is a 1 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.

Choose an Upcoming Event

City: All ▾ Date: All ▾ Online Courses Only

FEB 19	February 2020 - Session 1 Wednesday, Feb 19, 2020 at 8:00 AM to 5:00 PM CST City: Austin, TX, United States Location: Driftwood Training Room - Building 9 First Floor Instructor: Guyton More Details	Enroll
MAR 25	March 2020 - Session 1 Wednesday, Mar 25, 2020 at 8:00 AM to 5:00 PM CDT City: Austin, TX, United States Location: Driftwood Training Room - Building 9 First Floor Instructor: Guyton More Details	Enroll

- 9) Once successfully enrolled, you will be directed to the course preview screen with information and resources for the ILT course. From this screen, you can unenroll from the course by clicking **Unenroll**.

Plan Favorites

Phoenix Overview for State Staff

By Provider Training Services Published: Mar 4, 2019 8h Intermediate Report

Instructor-Led Training (ILT)

Event Resources

February 2020 - Session 1 Schedule

[Find Another Time](#) | [Unenroll](#)

FEB
19 **Wednesday, Feb 19, 2020 at 8:00 AM to 5:00 PM CST**
City: Austin, TX, United States Location: Driftwood Training Room - Building 9 First Floor Instructor: Guyton

Phoenix Overview is a 1 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 Navigation
- Performing Searches
- Reviewing Records: Client, Provider, Reference Files, Authorizations, and Claims

This course includes exercises and practice to reinforce new skills.

10) To find a schedule for upcoming ILT courses, under Live Events check **Find an Event**.

The screenshot shows the 'Instructor-Led Training (ILT)' page. At the top left, there is a breadcrumb '< State Education'. The page title is 'Instructor-Led Training (ILT)'. On the right, there is a 'Sort: Relevance' dropdown. On the left, there is a 'Filter' section with three categories: 'Duration' (Short (0-5 min), Medium (6-20 min), Long (20+ min)), 'Difficulty' (Beginner, Intermediate, Advanced), and 'Awards' (Earn an Award). Below these is a 'Live Events' section with a red-bordered box containing a checked checkbox and the text 'Find an Event'. The main content area displays three course listings, each with a title, description, duration, and a thumbnail image. The first course is 'Intro to TMHP for State Staff' (8h), the second is 'Phoenix Overview for State Staff' (8h, Intermediate), and the third is 'Provider Enrollment Overview for State Staff Instructor-Led' (8h).

Registration Assistance

For help with registering for the LMS, contact [TMHP Training Support](#).

For help with registering for ILT courses, contact [State Training Request Mailbox](#)