



**TIP SHEET:**

## **Nevada Medicaid Learning Management System (LMS) Training Portal**

The Nevada Medicaid Absorb Learning Management System (LMS) is your training portal that will allow you to access all your online and classroom-based learning activities and associated information.

You will be able to use the LMS to perform the following activities:

- Browse Course Catalogs and self-enroll in Courses, including Nevada Medicaid virtual instructor-led trainings.
- Access and launch the Courses that you are enrolled in.
- Download calendar files (.ics) to add scheduled learning activities to your calendar.
- View a personalized LMS calendar for at-a-glance reminders of your scheduled learning sessions.
- View and print the learning transcript of enrolled, started and completed learning activities.
- Receive reminder notifications for scheduled learning activities.

### **Provider Registration - One time only**

**Step 1:** Access the provider-specific training portal registration page at

<https://mmislearningcenter.myabsorb.com?KeyName=b2QGc5PESQw9ZIX9KpbW>

**Step 2:** Complete the fields marked “Required.” For the Absorb LMS to track, record and report learner activity, each learner must create their own login with a unique username and password that identifies them within the system.

The screenshot shows a 'Sign Up' form with the following fields and labels:

- First Name** (Required) - highlighted with a red box
- Middle Name**
- Last Name** (Required) - highlighted with a red box
- Email** (Required) - highlighted with a red box
- Password** (Required) - highlighted with a red box
- Re-enter Password** (Required) - highlighted with a red box
- Phone Number**

**Step 3:** Click the “Sign Up” button at the bottom.

A large green button with the text "Sign Up" in white, centered on the button.



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**Login** - *After registration*

**If you have not registered and are being asked for an enrollment key, please follow the instructions on the previous page under “Provider Registration.”**

**Step 1:** Access the Nevada Medicaid Absorb Training Portal at <https://mmislearningcenter.myabsorb.com/#/login>. For the Absorb LMS to track, record and report learner activity, each learner must login with a unique username and password that identifies them within the system.

The screenshot shows the login interface. At the top, it says "Login". Below that, it says "If you are a returning user, log in below to see all your courses." There are two input fields: "Username" and "Password", both labeled "Required". Below the "Password" field is a green "Login" button. Underneath the "Login" button is a checkbox for "Keep me logged in" and a link for "Forgot Password?". At the bottom, there is an "OR" separator and a green "Sign Up" button.

**Step 2:** If you have already registered, enter your Username and Password and click the “Login” button. If you are not registered for the LMS Training Portal, follow the directions on page one of this document in the section titled “Registration – One time only.”

This is a close-up of the login form. The "Username" and "Password" fields are highlighted with a red rectangular box. The "Login" button is also visible below the password field. The text "Keep me logged in" and "Forgot Password?" are visible at the bottom of the form.



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### Enroll in a Course

**Step 1:** Once logged in, select the “Catalog” tile from the dashboard to enroll for a training course.



**Step 2:** Click the “Nevada Medicaid” folder.

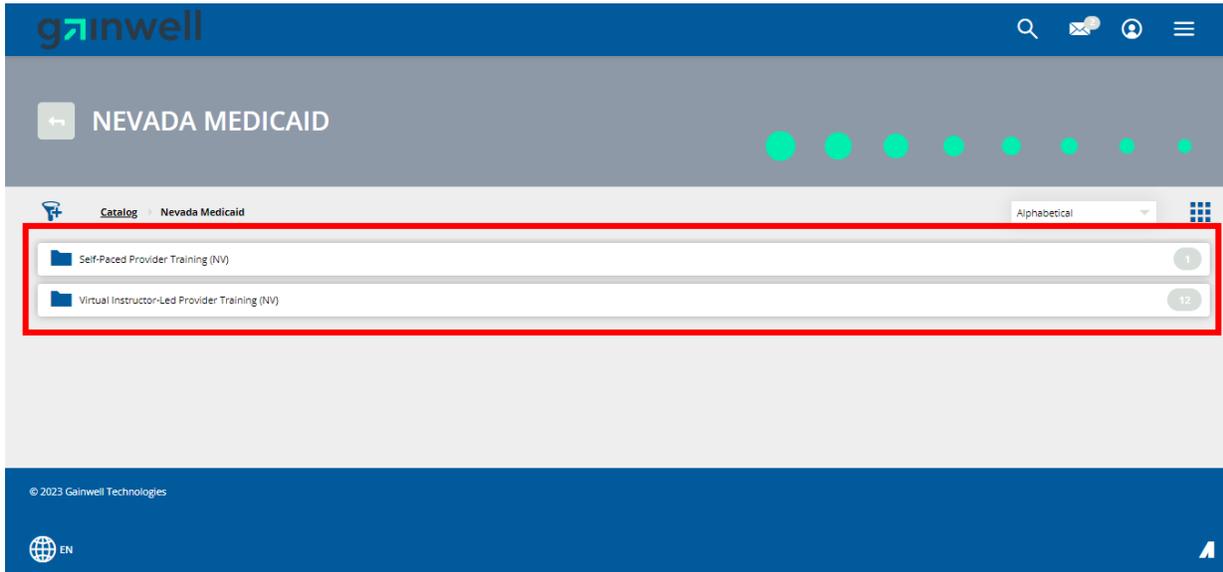




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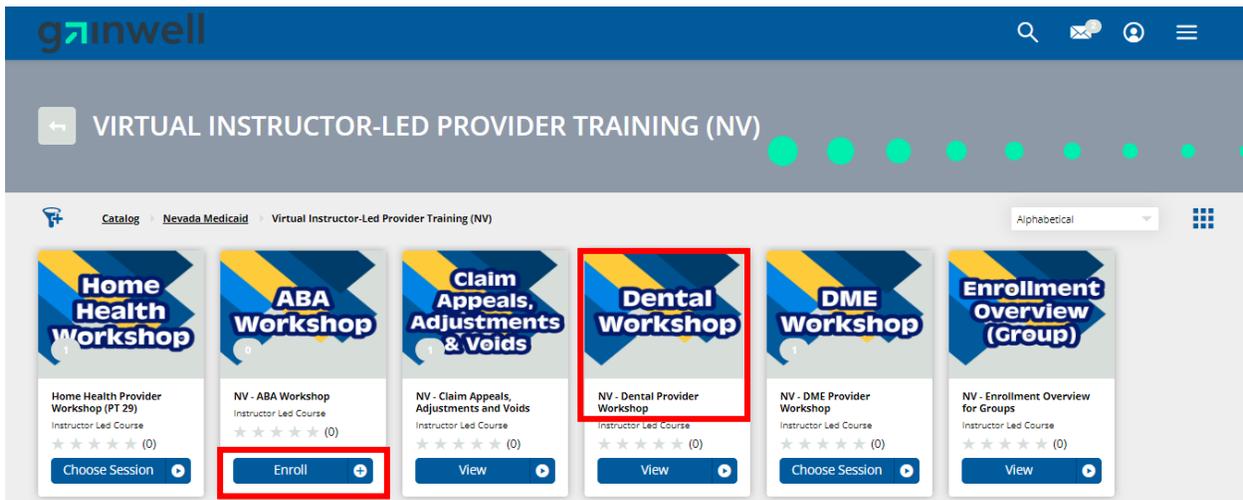
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**Step 3:** For self-paced courses, select “Self-Paced Provider Training (NV)”. For instructor-led courses, select “Virtual Instructor-Led Provider Training (NV)”.



**Step 4:** Select the desired course thumbnail or title from the list to view details about the course or select the “Enroll” button to automatically enroll.

For the following steps, it is important to note the thumbnail or title “Dental Workshop” is clicked to show the details for the specific training.





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**Step 5:** After clicking the thumbnail or title of the course, the “Course Content” tab will appear with a description of the course and any sessions you have already enrolled in for the virtual instructor-led courses. Click the “Choose Sessions” button or the “Sessions” tab.

The screenshot shows the Gainwell LMS interface for the course "NV - Dental Provider Workshop". The "Sessions" tab is highlighted with a red box. Below the tabs, there is a description of the course and a "My Sessions" section. In the "My Sessions" section, there is a message: "No Sessions Enrolled Yet. Choose a live session to enroll in this course. Completion of a session is required for course completion." A "Choose Sessions" button is highlighted with a red box. On the right side, there is a "Not Started" progress indicator showing 0% and an "Evaluation" button.

**Step 6:** Scroll to view all of the scheduled offerings and select the desired session date and time by clicking the “Enroll” button.

The screenshot shows the "Upcoming Sessions" section in the LMS. A session for "Test" is displayed for November 23, 2023, from 12:00 PM to 1:00 PM (EST). The "Enroll" button is highlighted with a blue bar. The session details include instructor names (Sophia Heinz, Ashleigh Papez), location (Nevada WeEx), and class size (100). The session is currently "Not Enrolled".



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### Notes for Step 6:

- A notification box will appear in the bottom right-hand corner when you have successfully enrolled.
- If you are no longer able to attend the session, click the “Cancel Session” button.
- To create an .ics file to save the scheduled session to your calendar(s), click the “Add to Calendar” button.
  - See second picture for the view of the downloaded .ics file in Google Chrome web browser.

The screenshot displays the 'Upcoming Sessions' section of the LMS Training Portal. A session titled 'Test' is scheduled for November 23, 2023, from 12:00 PM to 1:00 PM (EST). The instructor is Sophia Heinz and the location is Nevada WeEx. Two buttons, 'Add to Calendar' and 'Cancel Session', are highlighted with a red box. To the right, a 'Not Started' progress indicator shows 0%. Below the session details, a notification box states 'You have been successfully enrolled in Test.' and is also highlighted with a red box.

### Downloaded .ics file view in Google Chrome

The screenshot shows a Google Chrome browser window with the address bar displaying the URL: [mmislearningcenter.myabsorb.com/#/instructor-led-courses/e108cf73-bb3b-4e5f-91f3-5ffd05e811b5](https://mmislearningcenter.myabsorb.com/#/instructor-led-courses/e108cf73-bb3b-4e5f-91f3-5ffd05e811b5). The page title is 'NV - Dental Provider Workshop'. A notification box in the bottom right corner of the browser window indicates that the file 'NV - Dental Provider Workshop - Test.ics' has been downloaded successfully.