## Provider Absorb LMS & Training Sign Up (Refresher Training Sessions)

## Steps:

If you need any assistance with the Absorb LMS or signing up for training sessions, please reach out to <u>ohiotrainingteam@maximus.com</u>

1	Login Login below to see all your courses. Username Password Login Keep me logged in Forgot Password? OR Sign Up	Sign Up Please enter the enrollment key name, then click 'Sign Up'. Key Name Sign Up Back To Login	Use the Enrollment Key link provided in communications to access the Absorb Learning Management System (LMS). OR Go to <u>https://ohiopnm.myabsorb.com/</u> and click 'Sign Up' and enter the Enrollment Key. <b>Note: Enrollment Key</b> <b>information is listed on Page 3</b> <b>of this document.</b> If you already have an account in the Learning Management System, log in and skip to Step 3.
	Sign Up		

Enter your demographic information and create a password for your Absorb account.

**Note:** Your email address and the password you create will be used to login Absorb each time you access the system after the initial sign up.

Once all information has been entered, click 'Sign Up.'



After creating an Absorb account, you will be taken to the Dashboard.

To use the key individualprovider, please sign up for a new account or login to an existing one.

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Back To Login

First Name

Middle Name

Last Name

Password

Email

City

Job Title

Listed under the Catalog you will see all curricula that you have automatically be enrolled in (Refresher trainings show as "2023 Refresher."

Click 'Start' or 'Resume' to access the curriculum and locate training sessions and materials.



Disclaimer: It is the Provider's responsibility to keep information up to date in PNM. This includes specialties, contact information, addresses, etc.

## Steps:

Course Content		≣
January You must complete 1 of the following course(s).		0 of 1 Course(s)
Virtual Behavioral Health Individual Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual Behavioral Health Organization Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual DODD Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual Group/Organization Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual Hospital Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual Individual Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual Long Term Care (LTC) Facility Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session
Virtual ODA Provider Refresher Training Session (January 2023)	Instructor Led Course	Choose Session

Under the Course Content heading, all the available training sessions appear. (*Refresher training sessions are broken down into the month in which they are held.*)

Locate the course you wish to enroll in and click the 'Choose Session' button to sign up for a specific date and time the session is offered.



The course sessions display listing the date, time, and location (a Zoom URL for virtual sessions).

Click the arrow at the bottom of the session listing for more information about the session.

Determine which session you wish to sign up for and click 'Enroll.'

An email confirmation will be sent to the email address you used to sign up, confirming your enrollment in the training session and providing a calendar invite for the date and time of the session.





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Provider Group	Enrollment Key	Enrollment Key Link
Individual Providers	individualprovider	https://ohiopnm.myabsorb.com?Key Name=individualprovider
Group/Organization Providers	grouporgprovider	https://ohiopnm.myabsorb.com?Key Name=grouporgprovider
Hospital Providers	hospitalprovider	https://ohiopnm.myabsorb.com?Key Name=hospitalprovider
Facility Providers	facilityprovider	https://ohiopnm.myabsorb.com?Key Name=facilityprovider
Behavioral Health Individual Providers	bhindividualprovider	https://ohiopnm.myabsorb.com?Key Name=bhindividualprovider
Behavioral Health Organization Providers	bhorgprovider	https://ohiopnm.myabsorb.com?Key Name=bhorgprovider
DODD Waiver Providers	doddwaiverprovider	https://ohiopnm.myabsorb.com?Key Name=doddwaiverprovider
DODD Non-Medicaid Providers	doddnomedprovider	https://ohiopnm.myabsorb.com?Key Name=doddnonmedprovider
ODA Waiver Providers	odawaiverprovider	https://ohiopnm.myabsorb.com?Key Name=odawaiverprovider
ODM Waiver Providers	odmwaiverprovider	https://ohiopnm.myabsorb.com?Key Name=odmwaiverprovider