Quick Reference Guide: Provider Absorb LMS & Training Sign Up

Steps:

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

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 https://ohiopnm.myabsorb.com/ and click 'Sign Up' and enter the Enrollment Key

Note: *Enrollment Key information is listed on Page 3*

2

Sign Up

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

First Name *Required*

Middle Name

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

City *Required*

Job Title *Required*

Sign Up

Back To Login

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'

3

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

Listed under the Catalog you will see a curriculum that you have automatically be enrolled in

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

maximus

| My Courses | Resume | Catalog | Resources |
| See courses you are enrolled in | Nothing to resume yet | See a complete list of available courses | Browse or download resources |

Catalog

PNM Training - Individual Provider
Curriculum

Start ▶

For assistance, send us an email

🌐 EN

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

Steps:

4

Under the Course Content heading, the first section allows you to sign up for Instructor-Led Trainings

Locate the course you wish to enroll in (virtual sessions or an in-person session) and click 'Enroll'

After enrolling, the button will change to 'Choose Session.' Click the 'Choose Session' button to sign up for a specific date and time the session is offered

5

The course sessions display listing the date, time, and location (a Zoom URL for virtual sessions or a physical address for in-person sessions)

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 sessions

6

If you would like to change or cancel a session after signing up, click the corresponding button to make the appropriate update

To return to the Course Content section and sign up for additional sessions or access training materials, click ⬅ at the top of the page

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