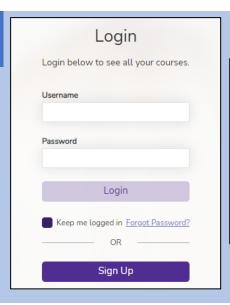
Quick Reference Guide: Provider Absorb LMS & Training Sign Up

Steps:

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

1





Use the Enrollment Key link provided in communications to access the Absorb Learning Management System (LMS)

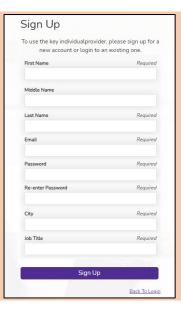
OR

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



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

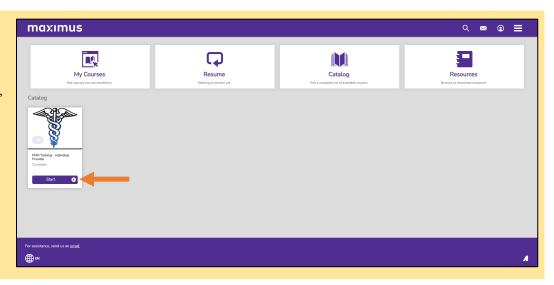
Once all information has been entered, click 'Sign Up'

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

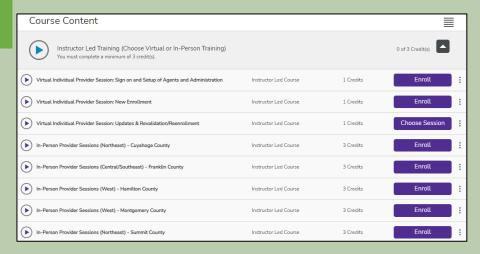
Click 'Start' to access the curriculum and locate training sessions and materials



Quick Reference Guide: Provider Absorb LMS & Training Sign Up

Steps:





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 inperson session) and click 'Enroll'

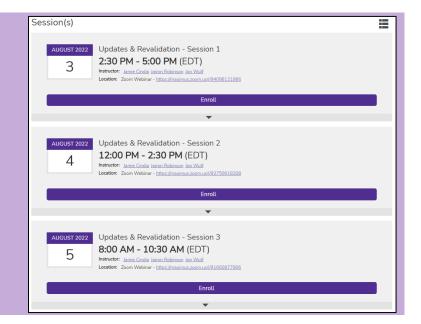
After enrolling, the button will change to 'Choose Session.' Click the 'Choose Session' button to sign up for a specific date and time the session is offered

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

Quick Reference Guide: Provider Absorb LMS & Training Sign Up

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