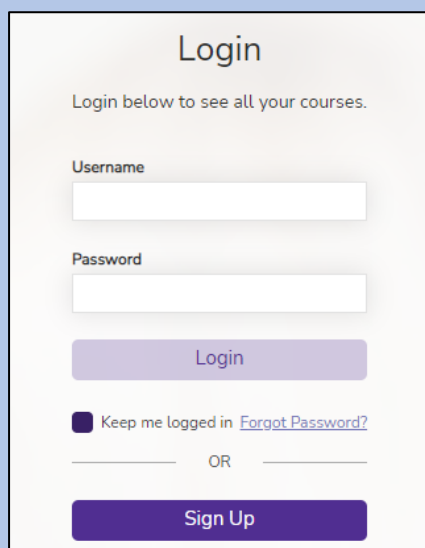


Quick Reference Guide: Behavioral Health Refresher Training Sign Up

Steps:

If you have an existing account in the Absorb Learning Management System, proceed to **Step 3**
If you are registering for a new account in our Learning Management System, begin with **Step 1**

1



Login

Login below to see all your courses.

Username

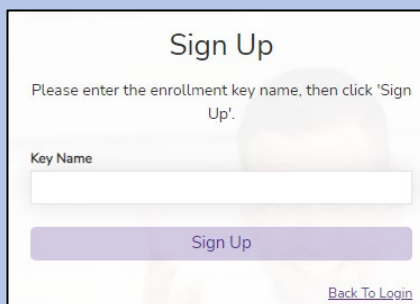
Password

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

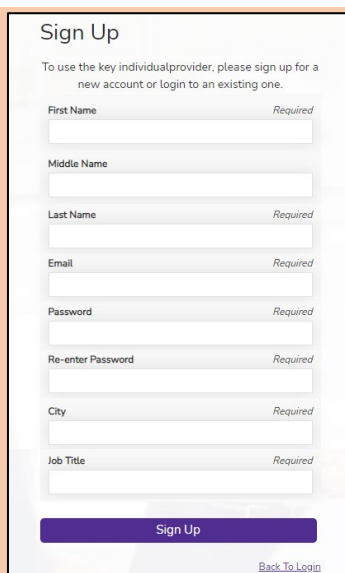
[Back To Login](#)

Go to <https://ohiopnm.myabsorb.com/>
click 'Sign Up' and enter the
Enrollment Key (Key Name):

Behavioral Health Individual
Providers: **bhindividualprovider**

Behavioral Health Organization
Providers: **bhorgprovider**

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 (username) and the password you create will be used to login Absorb each time you access the system after the initial sign up

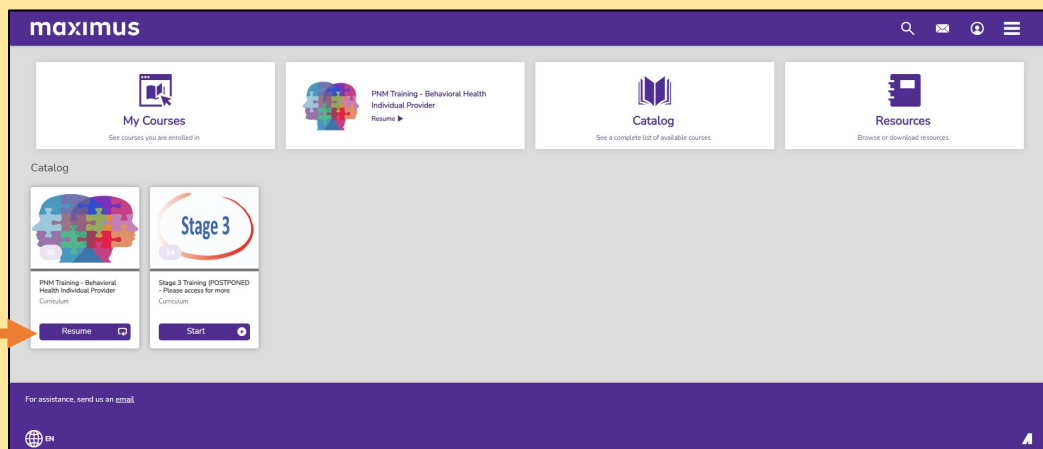
Once all information has been entered, click 'Sign Up'

3

After creating or accessing your Absorb account, you will be taken to the Dashboard

Listed under the Catalog you will see a curriculum for Behavioral Health Providers (*Individual, Organization, or possibly both*)

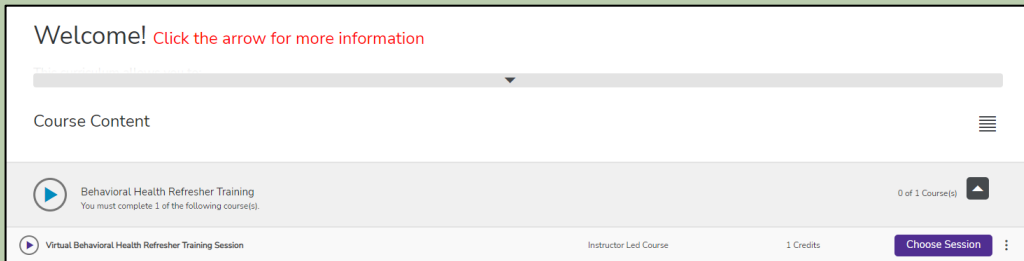
Click 'Start' or 'Resume' to access the Behavioral Health Training curriculum



Quick Reference Guide: Behavioral Health Refresher Training Sign Up

Steps:

4



Under the Course Content heading, the first section displays the refresher training course

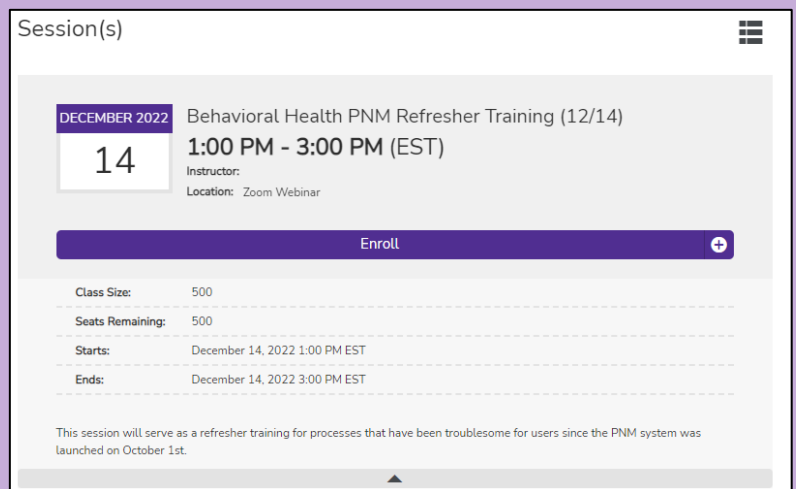
If you would like to sign up for the training session, click the 'Choose Session' button

5

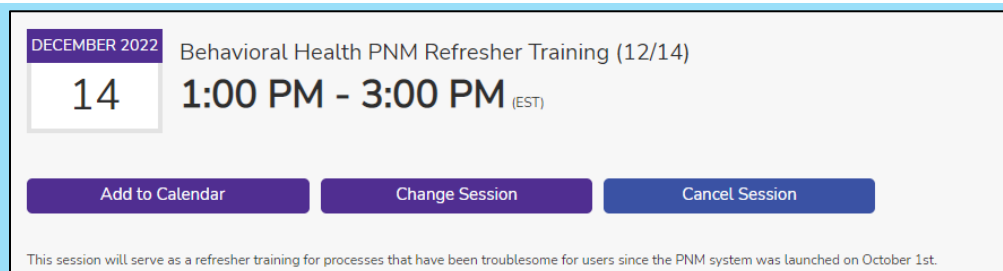
The course session displays listing the date, time, and location (*a Zoom URL for virtual sessions*)

Click 'Enroll' to sign up for the session and obtain the link information


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



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