Sandata

Learning Management System Self-paced Learning Registration Quick Reference Guide

To sign up for eLearning, follow the steps below:

- **1.** Open a web browser (Google Chrome, Mozilla Firefox or Microsoft Edge) on your computer.
- 2. Type eLearning enrollment URL in the browser address bar: https://www.sandatalearn.com?KeyName=PAEVVAgency
- **3.** Complete the fields in the **Sign Up** section of the screen
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password (password must be at least 8 characters long and include at least 1 number)
 - e. Agency Name
 - f. Provider Medicaid ID

o use the key MOaltevv, plea account or login to an	existing one.
First Name	Required
Last Name	Required
Email	Required
Password	Required
Re-enter Password	Required
Agency Name:	Required
Provider Medicaid ID #	Required

4. Click the **SIGN UP** button.

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- **5.** The *Sandatalearn* homepage will display.
- **6.** Click on **My Courses** to view the available course.



7. Click the course name or the **Start** button to open the course.

MY COUR	SES			
F		Date Enrolled	Ŧ	≡
	AGGREGATOR Self-Paced			:
	Online Course		Start	0
This is a 30 minute self	f-paced course for provider agencies using an approved Alternate EVV system.			

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8. Click the **Start** button to start the session. (*Note: Sessions must be completed in order. When one session is completed, the next session is unlocked for review.)

AGGREGATOR Self-Paced Online Course	<
Course Content	
This is a 30 minute self-paced course for provider agencies using an approved Alternate EVV system.	Not Started
Course Content	\bigcirc
Introduction, Login, Navigation and Password Reset	0%
Introduction to Aggregator (02:24)	\smile
Status: Not Started	
Initial Login Process (02:45) Start	
Status: Not Started	
Navigation (01:51)	

Upon completion, the lesson progress will show a status of "COMPLETED"

9. To access the completion certificate, click on the menu bar in the upperright corner of the screen and choose the **Transcript** option.

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(EVV) Self-Paced Training - SAMPLE	\bowtie	Messages
		Dashboard
	Ĩ,	My Courses
d in this course are:		Catalog
·		Resources
=		Calendar
3 Lesson(s)		Transcript
Start	٢	Profile
	9	Log Off

You may log in to Sandata Learn at any time to review course materials by going to: <u>https://sandatalearn.com</u> and entering your login and password.