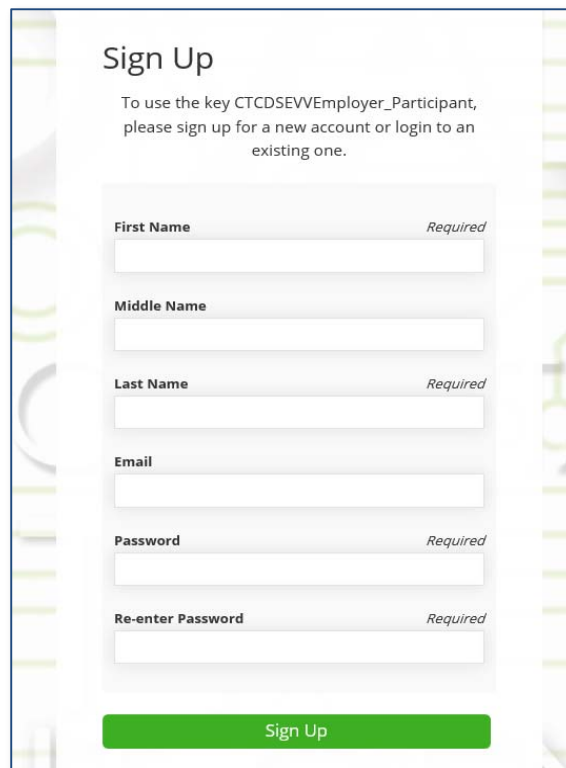


CT CDS Electronic Visit Verification (EVV) Training Registration Quick Reference Guide for Employers

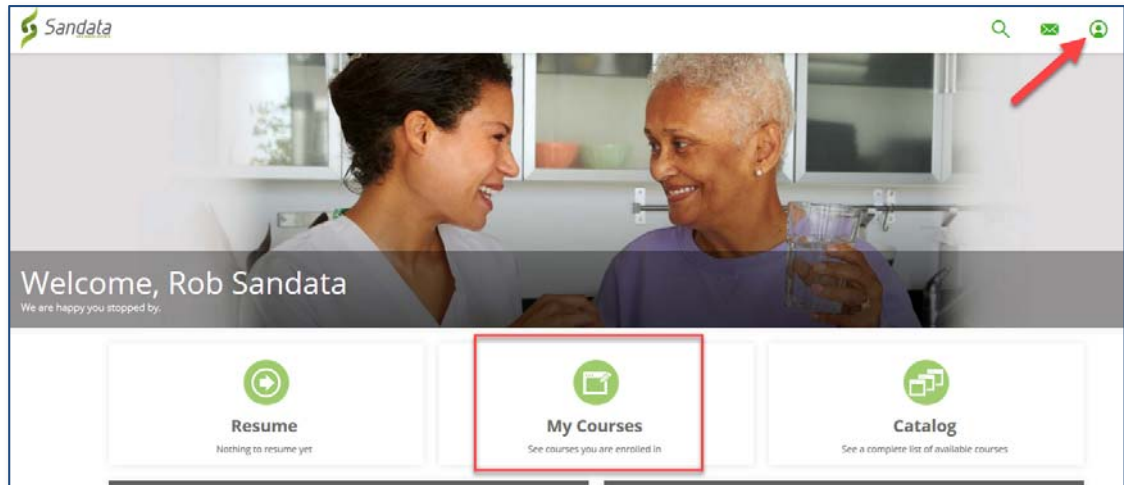
To sign up for EVV instructor led webinar trainings follow the steps below:

1. Open a web browser (Internet Explorer, Mozilla Firefox or Google Chrome) on your computer.
2. Type Sandata's Learning Management System (LMS) website in the browser address bar:
https://www.sandatalearn.com?KeyName=CTCDSEVVEmployer_Participant
3. Complete the fields in the **Sign Up** section of the screen
 - a. First Name
 - b. Last Name
 - c. Email address (optional)
 - d. Password (password must be at least 8 characters long and include at least 1 number)

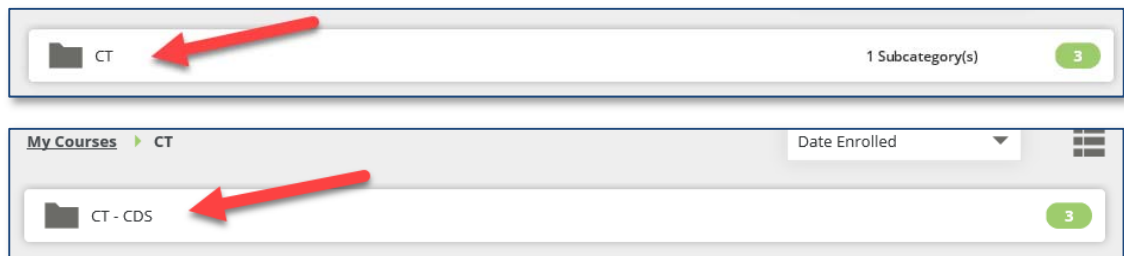
A screenshot of a web-based 'Sign Up' form. The form is titled 'Sign Up' and includes a sub-instruction: 'To use the key CTCDSEVVEmployer_Participant, please sign up for a new account or login to an existing one.' The form contains several input fields: 'First Name' (labeled 'Required'), 'Middle Name', 'Last Name' (labeled 'Required'), 'Email', 'Password' (labeled 'Required'), and 'Re-enter Password' (labeled 'Required'). Each field is represented by a white rectangular box with a light grey border. At the bottom of the form is a prominent green button with the text 'Sign Up' in white.

4. Click the **Sign Up** button.

5. The *Sandatalearn* homepage displays. Your username to log in is your **First Name.Last Name** and can be seen by clicking the Profile image in the upper-right corner of the screen.
6. Click on **My Courses** to view the available courses.

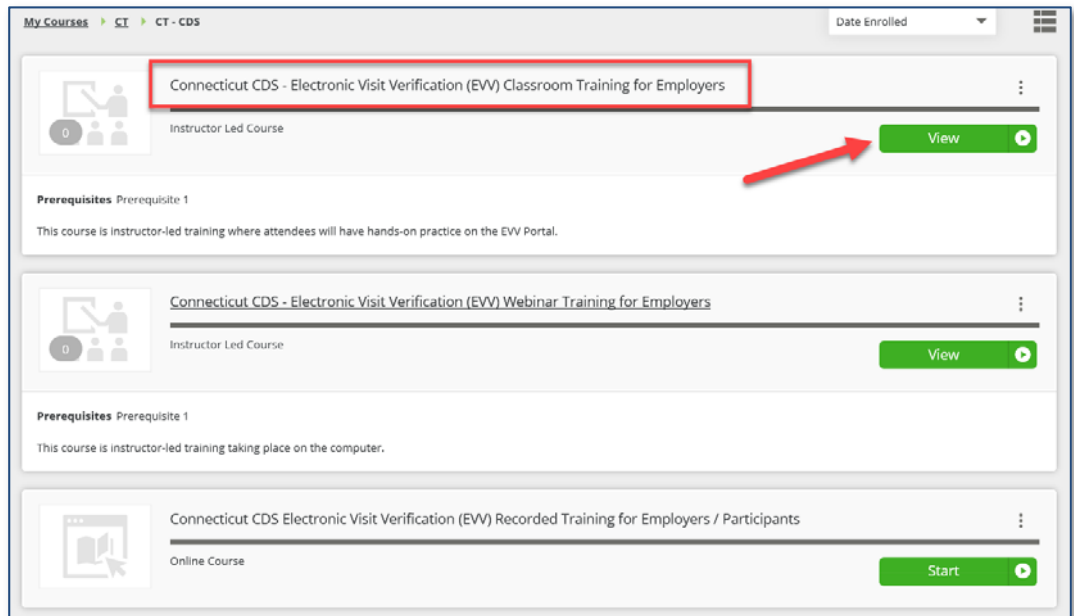


7. From the *My Courses* screen, click the CT > CT CDS folder.



Selecting In-Person Classroom training

1. Review the available training options (Classroom, Webinar, Recorded self-paced) and click on the **Course Name** or **View** button to choose a on the desired session date.

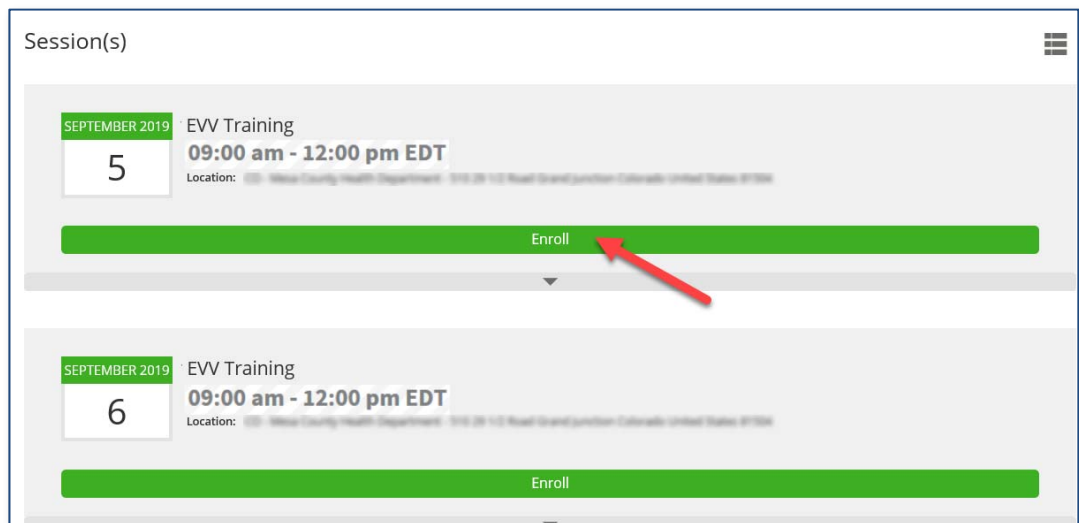


The screenshot shows the 'My Courses' page with a breadcrumb trail: 'My Courses > CT > CT - CDS'. A dropdown menu for 'Date Enrolled' is in the top right. The main content area lists three courses:

- Connecticut CDS - Electronic Visit Verification (EVV) Classroom Training for Employers** (Instructor Led Course) with a 'View' button.
- Connecticut CDS - Electronic Visit Verification (EVV) Webinar Training for Employers** (Instructor Led Course) with a 'View' button.
- Connecticut CDS Electronic Visit Verification (EVV) Recorded Training for Employers / Participants** (Online Course) with a 'Start' button.

Each course has a 'Prerequisites' section below it. A red box highlights the first course title, and a red arrow points to its 'View' button.

2. Click **Enroll** to register for the class.

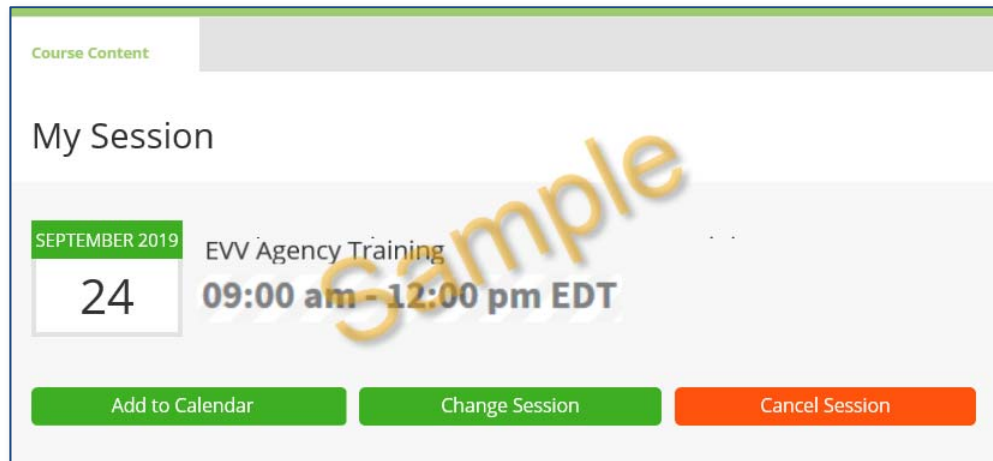


The screenshot shows the 'Session(s)' page with a dropdown menu for 'Session(s)'. It lists two sessions for 'SEPTEMBER 2019':

- Session 5:** EVV Training, 09:00 am - 12:00 pm EDT. Location: 100 West County Health Department, 100 West 100 Road Grand Junction Colorado United States 81506. An 'Enroll' button is present.
- Session 6:** EVV Training, 09:00 am - 12:00 pm EDT. Location: 100 West County Health Department, 100 West 100 Road Grand Junction Colorado United States 81506. An 'Enroll' button is present.

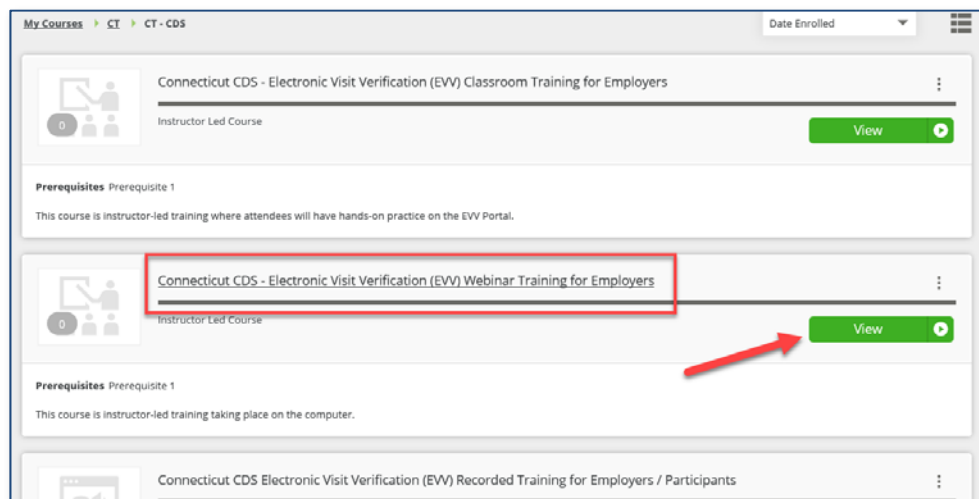
A red arrow points to the 'Enroll' button for Session 5.

3. The selected training session displays. Click on the **URL** link under the time to complete the training registration.

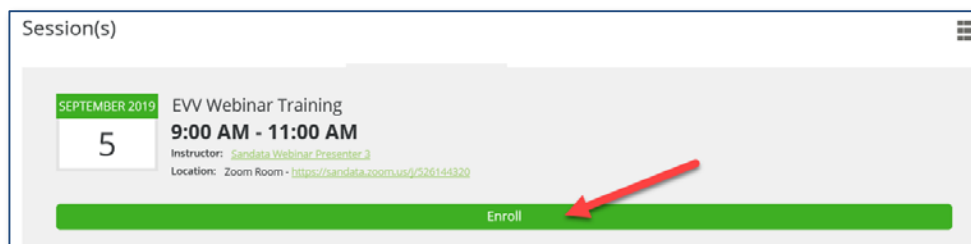


Selecting Instructor-led online training

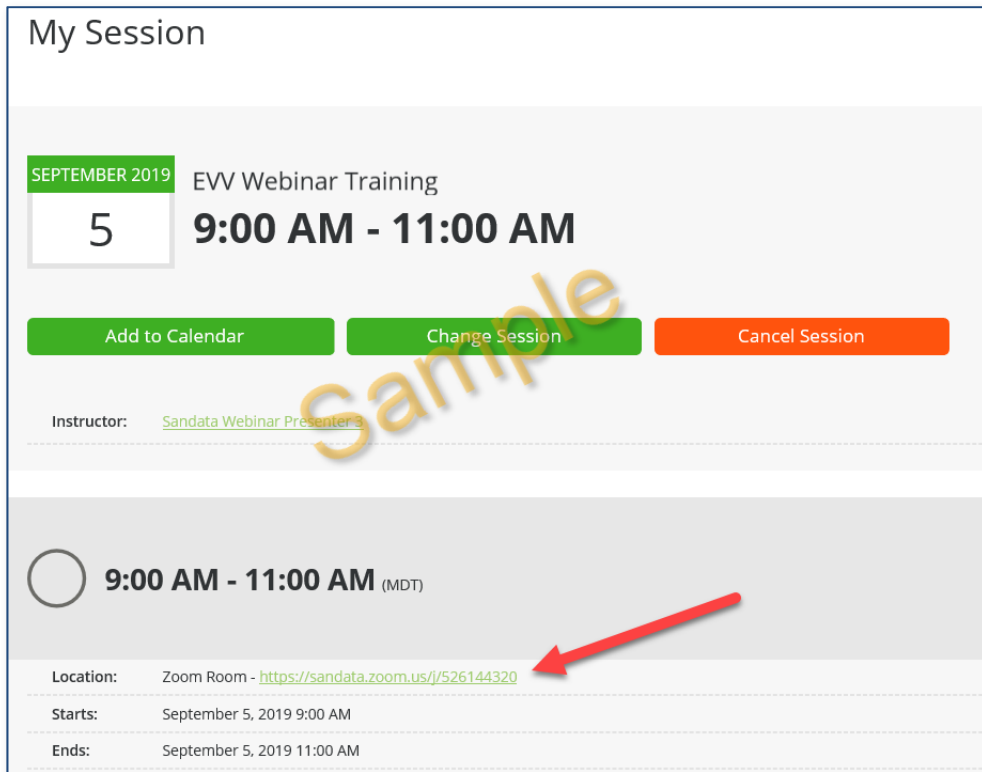
1. Select the *Webinar* course from the course options.



2. Click **Enroll** for the webinar session date



3. The session confirmation contains the link to click when it's time to attend the online session.



My Session

SEPTEMBER 2019 EVV Webinar Training

5 9:00 AM - 11:00 AM

Add to Calendar Change Session Cancel Session

Instructor: Sandata Webinar Presenter

9:00 AM - 11:00 AM (MDT)

Location: Zoom Room - <https://sandata.zoom.us/j/526144320>

Starts: September 5, 2019 9:00 AM

Ends: September 5, 2019 11:00 AM

Note: What to do if you are unable to attend the chosen session?

1. Go to the website: www.sandatalearn.com
2. Log in with your username and password
3. Click on **My Courses**
4. Click on the webinar training course
5. Click the **View** button under the webinar part which needs to be changed
6. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.