

How to Register for Sandata Electronic Visit Verification (EVV) Training



1. Open a web browser on your computer.
2. Go to: https://www.sandatalearn.com?KeyName=CTCDSEVVEmployee_Provider.
3. You will see the **Sign Up** screen. This is where you will enter the following:
 - Your first name
 - Your last name
 - Your email address (this is not required but if you enter an email address, you will receive updates by email)
4. You will create your password. Your password must contain:
 - At least 1 number
 - At least 1 letter
 - The length must be at least 8 characters

A screenshot of the 'Sign Up' web form. The form has a title 'Sign Up' and a subtext: 'To use the key CTCDSEVVEmployee_Provider, please sign up for a new account or login to an existing one.' Below this are several input fields: 'First Name' (Required), 'Middle Name', 'Last Name' (Required), 'Email', 'Password' (Required), and 'Re-enter Password' (Required). Each field is a white box with a light gray border. At the bottom of the form is a large green button with the text 'Sign Up' in white.

5. Click the **Sign Up** button.

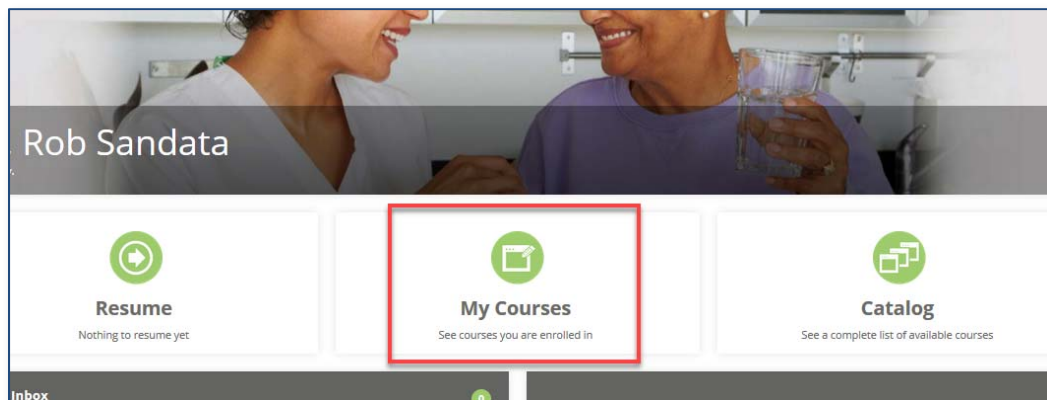
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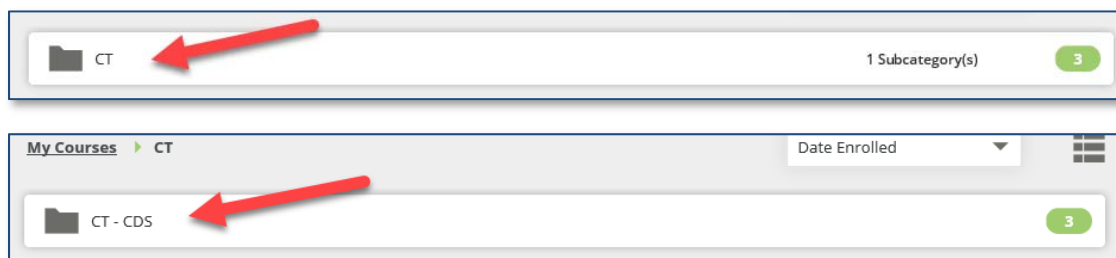
6. You will see the **Sandata Learn** homepage with your username. You need to remember your username and password to login to the **Sandata Learn** web site. Your username is: **First Name.Last Name** and can be found by clicking on the profile picture in the top-right corner of the welcome screen.



7. Click **My Courses** to view the courses that are available to you.



8. Click the **CT** then **CT-CDS** folder.

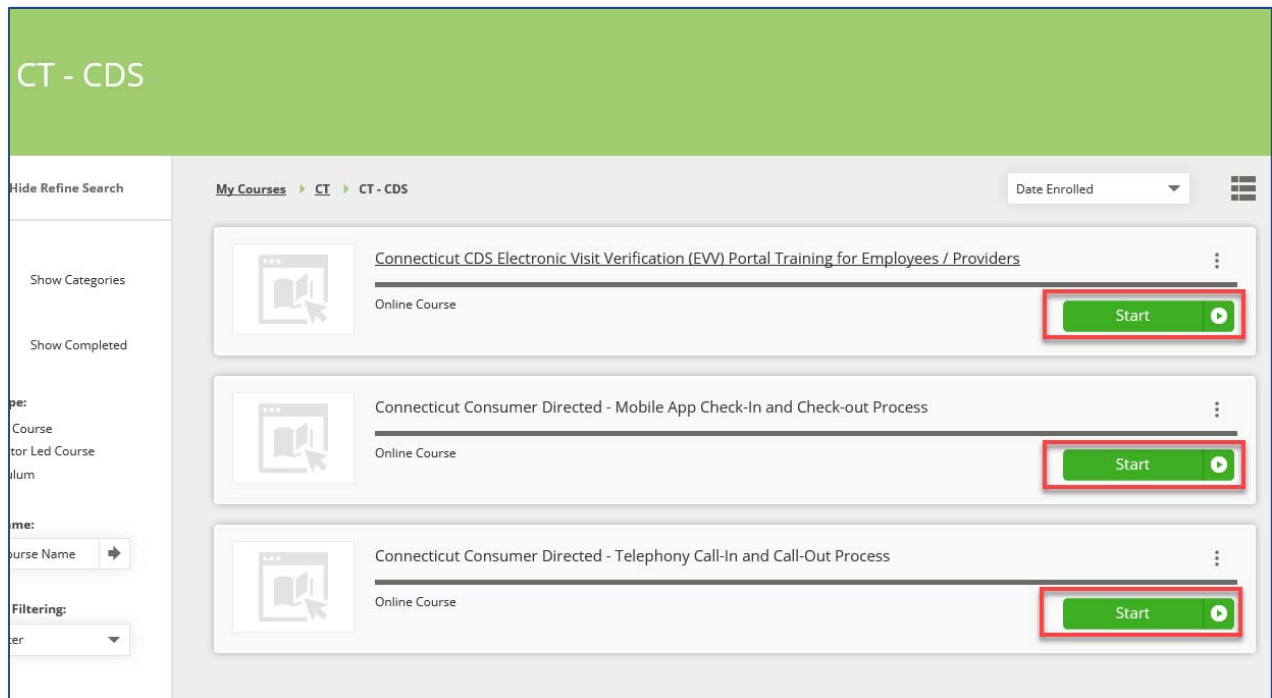


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9. Click the **Start** button to start a course. A course may contain more than one lesson.

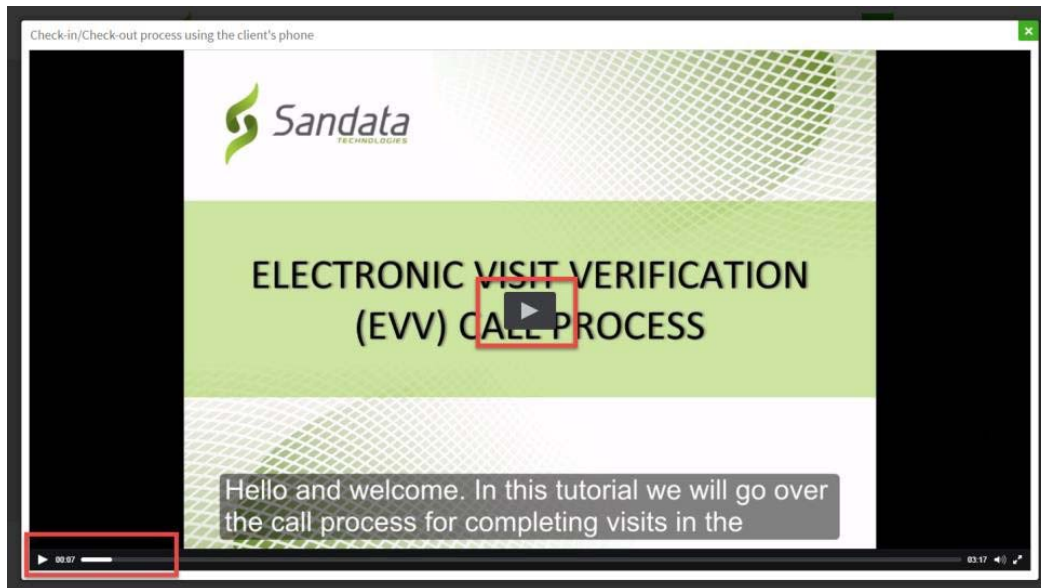
You must launch each session to complete the training.



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10. Use the buttons on the screen to play videos. You must watch the entire video to complete the training.



- Click the **X** in upper-right corner of the screen to close a lesson.
- Click the **Sandata Technologies logo** in the upper-left corner of the screen to go to the homepage.
- Click the menu in the upper-right corner of the screen and click **Logout** to logout of the **Sandata Learn** web site.



To log back in to the **Sandata Learn** web site, go to:
<https://www.sandatalearn.com> and enter your username and password.