**KDHE Medicaid Training Registration Instructions**

To register, all individuals need to create an account in KanLearn by following this link, [https://lsglm700.learnsoft.com/LSGLM/Login/kdhelogin.aspx](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flsglm700.learnsoft.com%2FLSGLM%2FLogin%2Fkdhelogin.aspx&data=05%7C01%7CCarol.Arace%40ks.gov%7C7123aa3b58bd498e5c4c08da68f7bfcf%7Cdcae8101c92d480cbc43c6761ccccc5a%7C0%7C0%7C637937710527882725%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lpshYWFobeG0FTQQzpl6ziiKfVAwjN7EpHUOZXV745k%3D&reserved=0).

* On the landing page, under the login button, choose “Click Here.” by new user to create an account. ***(If an individual already has an account and has forgotten their password, please use the “forgot password” link. If an individual has forgotten their username, please email*** ***MedicaidTraining@ks.gov******. All individuals should check their junk mail folder after using the “forgot password” link.)***



* Fill in all required information and hit “save”.
* Wait for an email confirming that the account has been made and is pending approval. ***\*\*If this e-mail has not been received, individuals should check their junk mail folder.\*\****
* Individuals will then receive an email saying the account has been approved.
* After receiving this email, individuals can login to the system and enroll in courses.
* Upon clicking the “search” button, the courses will show up in a list on that page.



* Individuals may also search for courses by name or click the “Calendar View” button and then choose May 2022 for the month.





* Then, choose the desired course or courses to enroll in.
* Lastly, click the enroll button to enroll in the course or courses.
* All participants/enrollees should get a confirmation email after enrolling. If this e-mail has not been received, participants should check their junk mail folder.

On the day of training:

* Log into KanLearn and click the “webinar” button next to the appropriate course.
* Participants should join 15 minutes prior to the start time, this will allow the KDHE-DHCF team time to work out any technical issues.
* A Meeting ID and Password will be sent out to participants prior to the meeting start time.
* ***\*\*If a participant is more than 5 minutes late to the training, that participant will not be admitted. It is imperative that participants join early to handle technical issues.\*\****

Please let us know if you have any questions or concerns.

Have a wonderful day,

KDHE/DHCF Medicaid Training Team
medicaidtraining@ks.gov