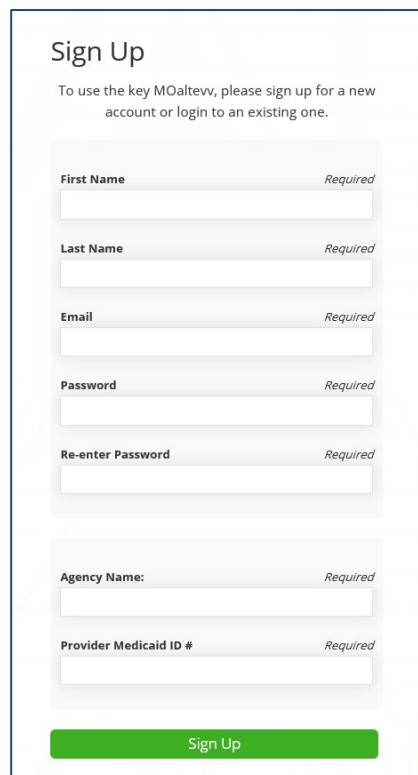**Sandata**

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

Sign Up

To use the key MOaltevv, please sign up for a new 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

Sign Up

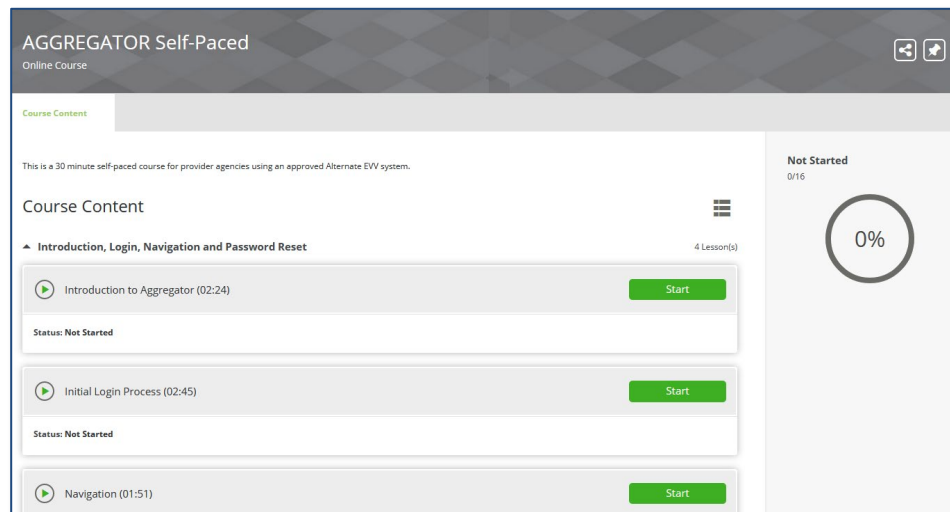**4.** Click the **SIGN UP** button.

5. The *Sandatalearn* homepage will display.

6. Click on **My Courses** to view the available course.
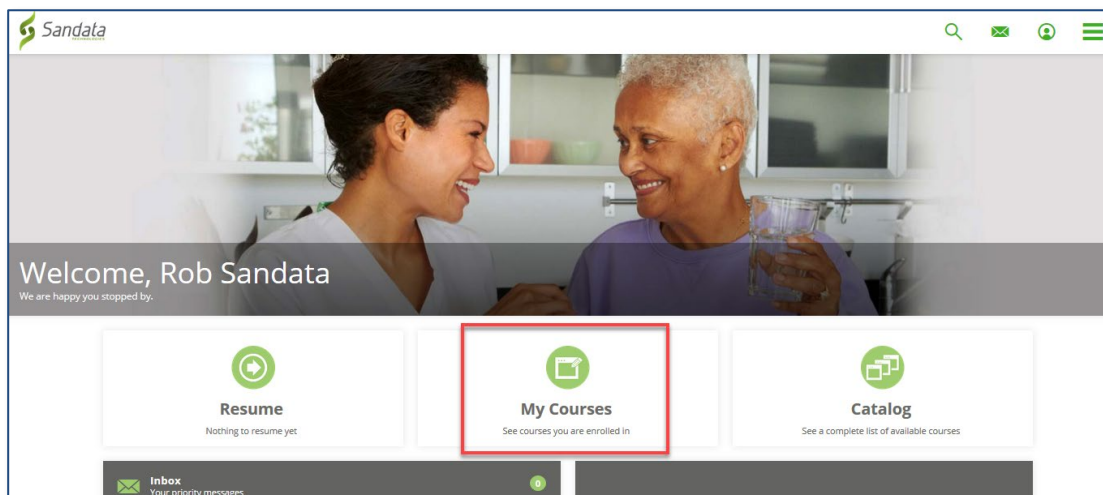
**7.** Click the course name or the **Start** button to open the course.
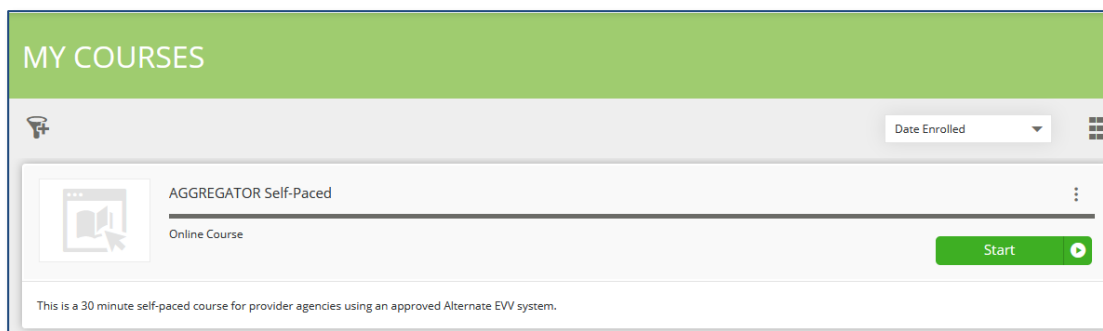
8. Click the **Start** button to start the session. *(*Note: Sessions must be completed in order. When one session is completed, the next session is unlocked for review.)*

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

9. To access the completion certificate, click on the menu bar in the upper-right corner of the screen and choose the **Transcript** option.
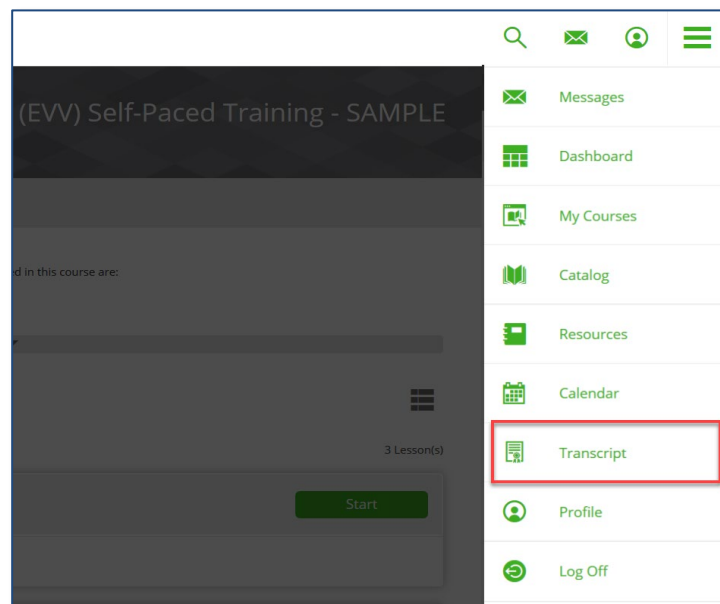
You may log in to Sandata Learn at any time to review course materials by going to: https://sandatalearn.com and entering your login and password.