

Quick reference guide

Sign up as a DHS Learning Center user – It's quick and easy!

Signing up with the DHS Learning Center only takes five simple steps. All you need is Internet access to get to the DHS Learning Center Web site, plus an e-mail address where you can receive training confirmations from the DHS Learning Center.

Step 1	Go to the DHS Learning Center sign-up page at https://dhslearn.hr.state.or.us . Click the first link that reads, "If this is your first visit, please click here to sign-up to complete a User Profile and gain access." <ul style="list-style-type: none">■ At the resulting window, click "I am a DHS partner signing up for the first time," then "Submit."
Step 2	Create an individual login ID and password, then click "Submit."
Step 3	Select the appropriate organization: <ul style="list-style-type: none">■ "Root Organization": Select "Other organizations," then click "Expand"■ "Sub Organization" (1st box): Select "13 - Medical Service Providers," then click "Expand"■ "Sub Organization" (2nd box): Select "Medical Billing," then click the "Select" button to the right of this selection.
Step 4	Enter your name and contact information, then click "Submit." Fields marked with an asterisk (*) are required. Also enter your 6-digit Medicaid provider number.
Step 5	You have successfully completed your profile! Click "Done" to save your profile and go to your DHS Learning Center home page. You can edit your profile at any time by going to the "User Profile" tab on your home page. Make sure to bookmark dhslearn.hr.state.or.us for future visits.

More resources to help you register for MMIS provider training

- **DMAP Training at 503-945-6549** - Staff can help you navigate the DHS Learning Center to sign up as a user and register for training.

Provider training information on the MMIS Web site

Go to the MMIS Provider Resources training page at www.oregon.gov/DHS/mmis/training-info.shtml for more information about provider training, such as:

- Available courses and content
- Step-by-step instructions on how to use the DHS Learning Center to register for MMIS training
- Links to the DHS Learning Center and a faxable registration form

How to register for MMIS provider training sessions

Once you log into your User Profile, it's just another four easy steps to register for training!

- Step 1** Click on the “Courses and Registration” link, followed by the “Find a Course and Register” icon. All the information you need to register for training will be in a single “Courses and Registration” page (illustrated below).
- Step 2** In the top frame of the Courses and Registration page, enter course number **C00748** (Professional/Dental/Institutional) in the “Course Number” box, then click “Search.”
- Step 3** In the bottom left-hand frame, view your search results. To view the course description and available dates/locations for one of the search results, click on the blue “i” bullet at the beginning of the course name:
- Step 4** Click on the “Register” link for the specific session you want to attend. If the session you want is full, you will see a “Waitlist” instead of a “Register” link.
- The system will register you in the wait-listed class only if space becomes available, so make sure to only select a “Waitlist” class when no other dates/locations are suitable for your needs.

The screenshot shows the 'COURSES & REGISTRATION' page. At the top, there are search fields for 'Topic' (set to 'All'), 'Keywords', and 'Course #' (set to 'c00696'). There are radio buttons for 'Active', 'Inactive', and 'Both', and a 'Search' button. Below the search fields, there is a section titled '1 record(s) found.' with a search icon and the course name: 'MMIS Provider Training for Fee-for-Service Institutional and Pharmacy Providers (C00696) [Classroom]'. To the right of this, there is a detailed description of the course, including a list of learning objectives and a table of sessions. The table has columns for '#', 'City', 'Date', 'Time', and 'Status'. One session is listed for 'LA GRANDE' on '06/17/2008-06/17/2008' at '01:00 PM-05:00 PM'. A 'Register' link is visible next to the session. The page also includes a sidebar with navigation links and a footer with additional resources.

Step 2 (indicated by a green arrow pointing right) is positioned over the search fields.

Step 3 (indicated by a green arrow pointing right) is positioned over the search results list.

Step 4 (indicated by a green arrow pointing down) is positioned over the 'Register' link.

What happens after you register

Once you register for a session, the DHS Learning Center will send you an automatic e-mail saying you have registered for a course, complete with date, time, and location. Your DHS Learning Center home page will also show this information.