Registration and Enrollment Instructions

ACCESS NY and Supplement-A Program

A Step-by-Step User Guide

NEW YORK STATE | Department of Health

maximus

Welcome to the **Maximus** on-line registration and enrollment system for the ACCESS NY and Supplement-A Training Program. We look forward to your participation in this program.

Below you will find instructions on how to register and enroll in the ACCESS NY and Supplement-A Training Program**.**

Instructions:

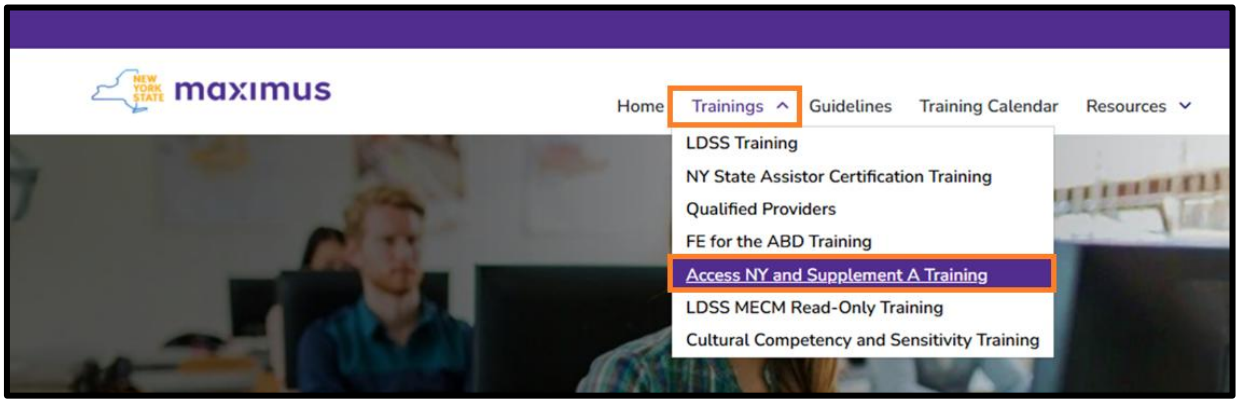
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Registering and Enrolling in the On-line Course

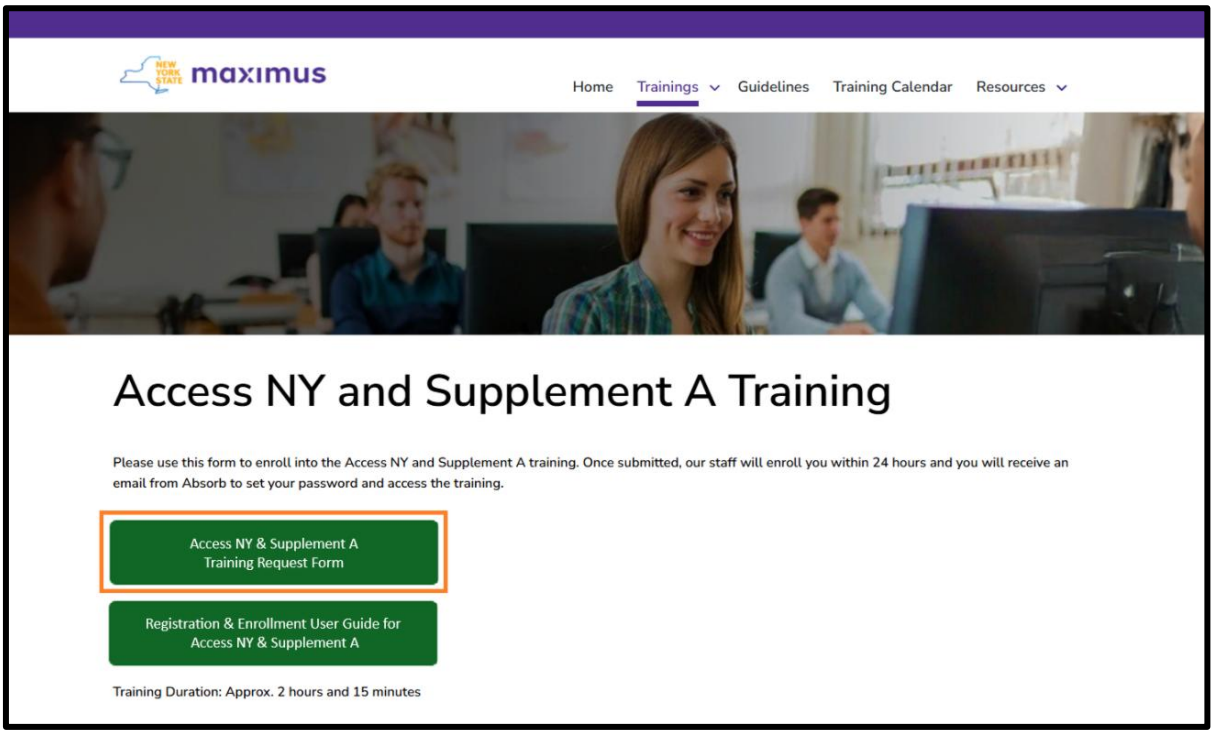
Step 1: Obtaining Online Access

Navigate to the NY Training Services website, located here.

Hover over "**Trainings**" and select "**Access NY and Supplement A Training**"



On the Access NY and Supplement A Training Page, click on the Access NY and Supplement A - Training Request Form link to access the form.



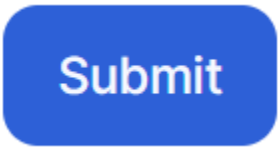
Step 2: Completing the ACCESS NY and Supplement A Training Request Form

- Fill in each data field with the appropriate information. Please double check the spelling of each field once complete.



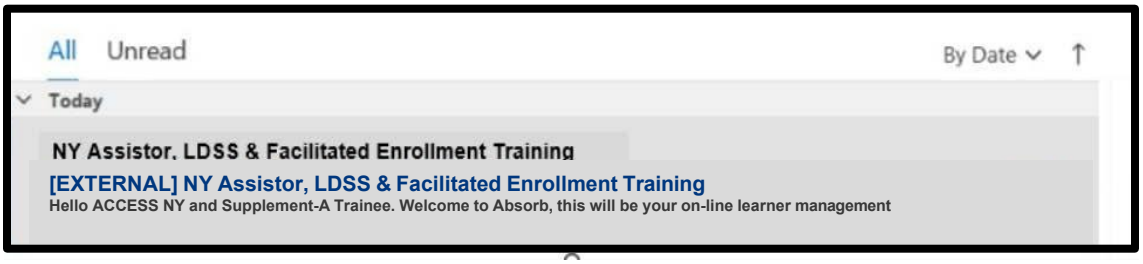
Step 3: Submitting the ACCESS NY and Supplement A Training Request Form

- Once all the required information is entered, click the “Submit” button.

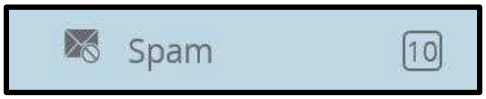


Step 4: Account Creation Email

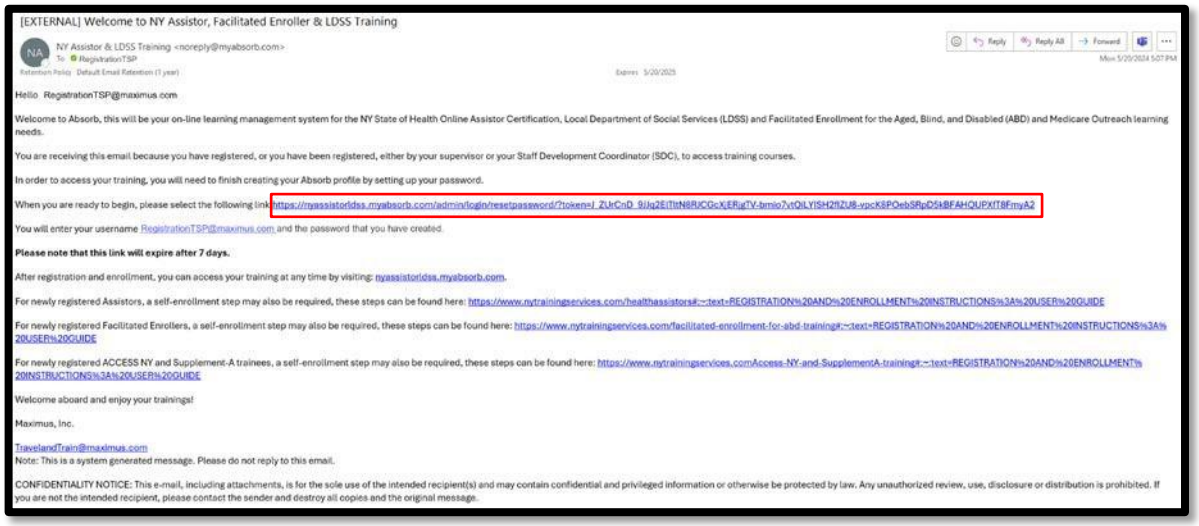
- Within one (1) business day, you will receive an email from noreply@myabsorb.com email address .



- If you do not see an email, it may be in your SPAM folder.



- This introductory email will provide you with a link to the Absorb Learning Management System (LMS) to set up your Password for the first time.


[EXTERNAL] Welcome to NY Assistor, Facilitated Enroller & LDSS Training

NY Assistor & LDSS Training <noreply@myabsorb.com>

Hello RegistrationTSP@maximus.com

Welcome to Absorb, this will be your on-line learning management system for the NY State of Health Online Assistor Certification, Local Department of Social Services (LDSS) and Facilitated Enrollment for the Aged, Blind, and Disabled (ABD) and Medicare Outreach learning needs.

You are receiving this email because you have registered, or you have been registered, either by your supervisor or your Staff Development Coordinator (SDC), to access training courses.

In order to access your training, you will need to finish creating your Absorb profile by setting up your password.

When you are ready to begin, please select the following link https://nyassistorldss.myabsorb.com/admin/login/resetpassword/?token=I_ZUrCnD_9iJq2E(TltN6RUCGcXjERigTV-bmio7vtQiLYISH2fiZU8-vpcK8POebSRpD5kBFAHQUPXfT8FmyA2

You will enter your username RegistrationTSP@maximus.com and the password that you have created.

Please note that this link will expire after 7 days.

After registration and enrollment, you can access your training at any time by visiting: nyassistorldss.myabsorb.com.

For newly registered Assistors, a self-enrollment step may also be required, these steps can be found here: https://www.nytrainingservices.com/healthassistors#:~:text=REGISTRATION%20AND%20ENROLLMENT%20INSTRUCTIONS%3A%20USER%20GUIDE

For newly registered Facilitated Enrollers, a self-enrollment step may also be required, these steps can be found here: https://www.nytrainingservices.com/facilitated-enrollment-for-abd-training#:~:text=REGISTRATION%20AND%20ENROLLMENT%20INSTRUCTIONS%3A%20USER%20GUIDE

For newly registered ACCESS NY and Supplement-A trainees, a self-enrollment step may also be required, these steps can be found here: https://www.nytrainingservices.comAccess-NY-and-SupplementA-training#:~:text=REGISTRATION%20AND%20ENROLLMENT%20INSTRUCTIONS%3A%20USER%20GUIDE

Welcome aboard and enjoy your trainings!

Maximus, Inc.

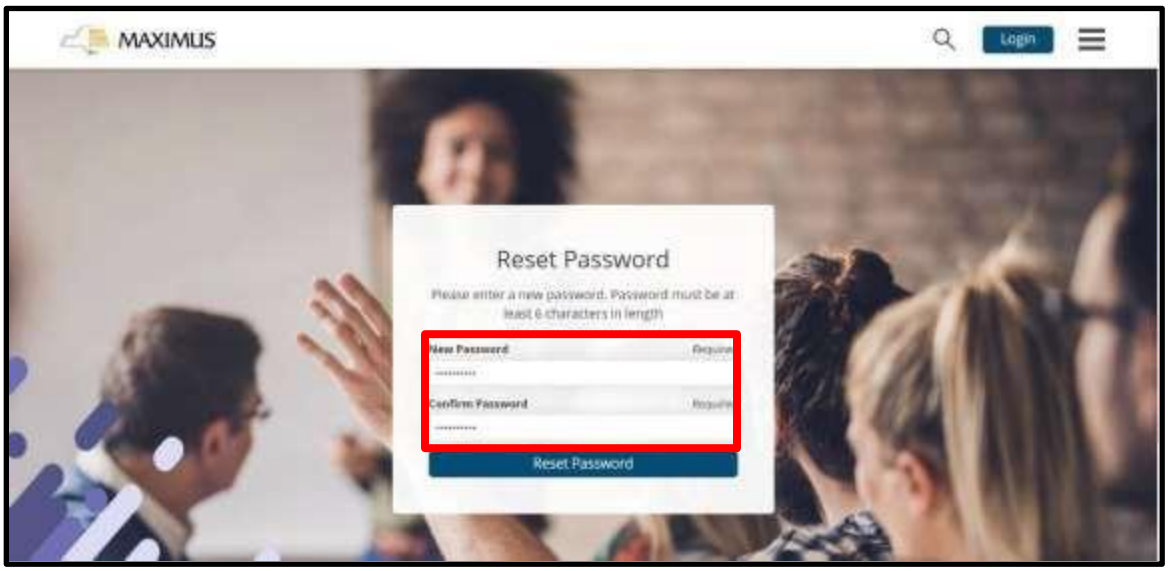
TravelandTrain@maximus.com

Note: This is a system generated message. Please do not reply to this email.

CONFIDENTIALITY NOTICE: This e-mail, including attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or otherwise be protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies and the original message.

Step 5: Selecting your Password

- Create a password at least 6 characters in length.



- Once you have created and confirmed your password, you are ready to **Login** to the Absorb Learning Management System (LMS).



Step 6: Logging In

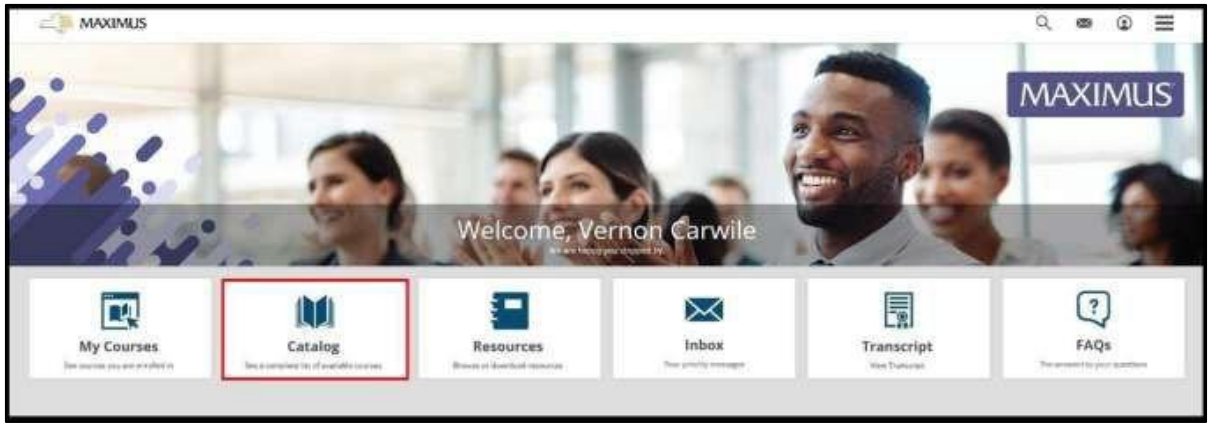
- The Absorb LMS home page is located here.
  - o If the above link does not work, copy and paste the following into your browser https://nyassistorldss.myabsorb.com/#/login
    - Your USERNAME is your email address
    - Your PASSWORD is what you just created

Note:
Please be sure to store your username and password in a safe, secure place for future use. The certification course is approximately 2 hours and 15 minutes, and you will need to log in to Absorb using this username and password each time you return to the course.

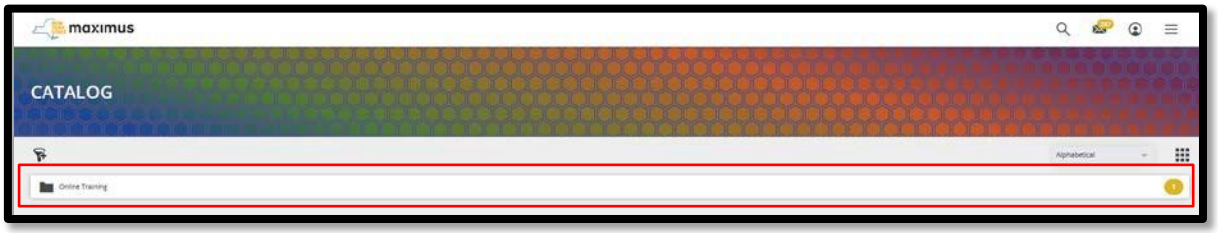


Step 7: Finding Your Course

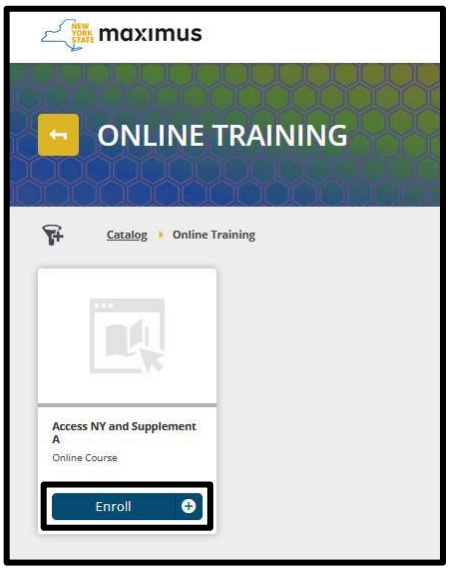
Once logged in, navigate to **Catalog.**



- Next, click on the **Online Training** folder.

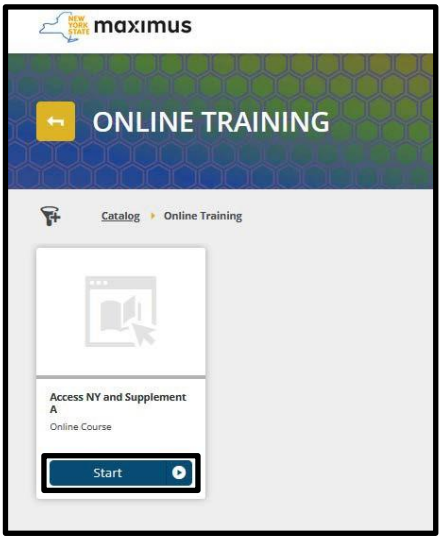


Step 8: Enrolling in the Course



You are now able to **Enroll** in your training

Step 9: Starting the Training



Once Enrolled, you can now Start the training.

Step 10: Completing the Course

- All coursework will be available in the Absorb LMS after you attend a class, and on-line modules will continue to be updated as policies change. You will be able to log-in and access these updated modules through your existing account.

Accessing Frequently Asked Questions and Updates

The FAQ tab on the Absorb LMS Home Page provides some common questions and answers that may also be viewed on our website FAQ tab.



Forgot Username or Password?

Learners can reset their password on the Absorb LMS home page shown below. You will need your username (which is the email address you used to register in Absorb) to reset your password. Please be sure to check your spam folder for your reset link.



Note:

Please be sure to store your username and password in a safe, secure place for future use. The certification course is approximately 2 hours and 15 minutes, and you will need to log in to Absorb using this username and password each time you return to the course.

Messages in Absorb

You will also receive messages in your Absorb inbox informing you of a password reset or that a course you've enrolled in is due.



Need Additional Assistance?

If you need additional assistance registering, please email us with your specific questions and contact information.

Registration Mailbox (RegistrationTSP@maximus.com) – This mailbox should be used for all initial registration issues, submission of the Training Request Form and any correspondence relating to the initial registration.

Travel and Train Mailbox (TravelAndTrain@maximus.com) – This mailbox should be used to address any issues regarding an enrollment or respond to any additional questions that Facilitated Enrollers may have about their account.