



Registration and Enrollment Instructions Presumptive Eligibility for Pregnant Consumers

A Step-by-Step User Guide



Welcome to the **MAXIMUS** on-line registration and enrollment guide for the **Presumptive Eligibility for Pregnant Consumers** Training. We look forward to your participation in this training.

Below you will find instructions on how to register and enroll in the NY State of Health **Presumptive Eligibility for Pregnant Consumers**.

Instructions:

Registering and Enrolling in the Online Course	3
Step 1: Obtaining Online Access.....	3
Step 2: Completing the Training Request Form	4
Step 3: Account Creation Email	5
Step 4: Selecting your Password	6
Step 5: Logging In	7
Step 6: Finding Your Course	8
Step 7: Completing the Course	10
Accessing Frequently Asked Questions and Updates.....	10
Forgot Username or Password?	11
Messages in Absorb.....	12
Need Additional Assistance?.....	12

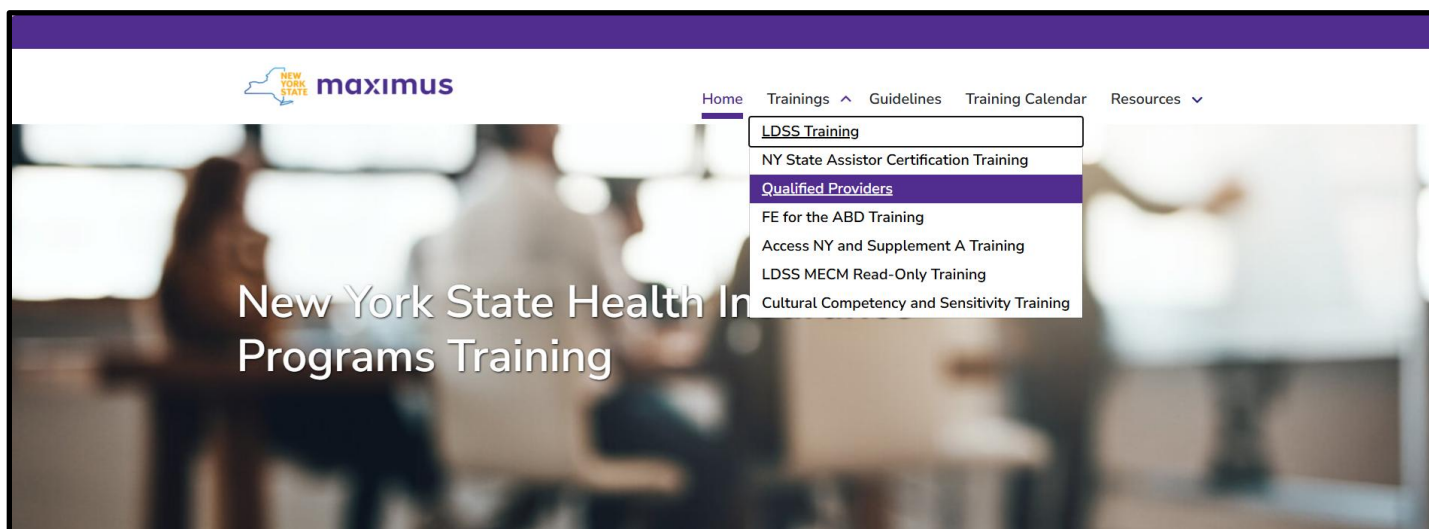
Enrolling in an Online Course

Step 1: Obtaining Online Access

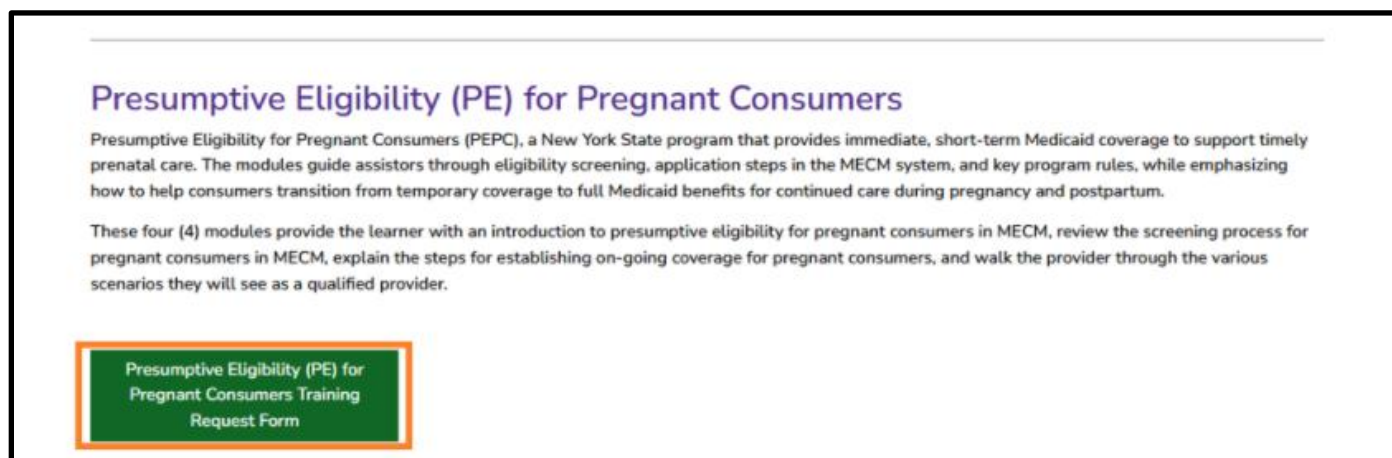
Navigate to the NY Training Services website, located [here](#).

NOTE: If the above link does not work, copy and paste the following into your browser: www.nytrainingservices.com

- Click on the **Qualified Providers** Training tab



- On the Qualified Providers Page, scroll to the bottom of the page and click on the Presumptive Eligibility for Pregnant Consumers Training Request Form



Step 2: Completing the Training Request Form

Required fields are designated with a red asterisk (*). Your registration will not be complete without entering information in these fields.

maximus
**Presumptive Eligibility for Pregnant Consumers
Training Request Form**

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Email *

Contact Phone Number *

▼ +1

Supervisor First Name *

Supervisor Last Name *

Supervisor Work Email *

Supervisor Phone Number *

▼ +1

Are you able to assist the deaf or hard of hearing?
Check the box for yes
☐

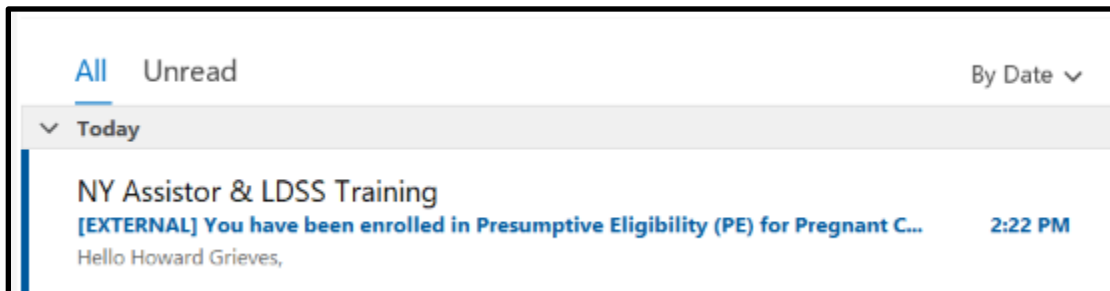
PEPC Agency Names
Start typing the agency name if you know it, or select from the dropdown menu.
If unable to locate your agency, please contact Eligibility.Training.Support@health.ny.gov.

☐ Send me a copy of my responses

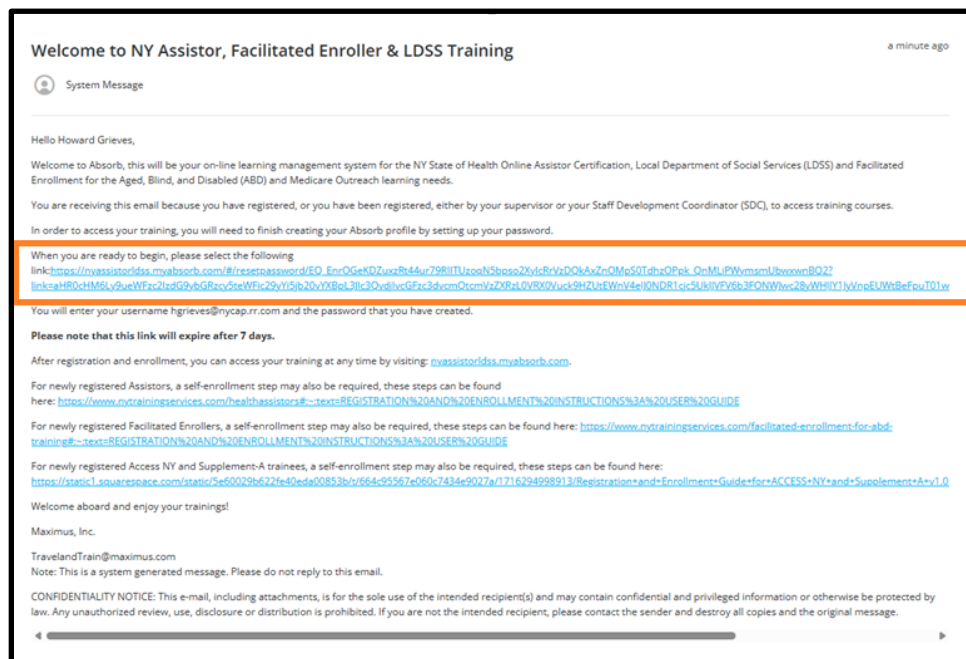
Submit

Once completed, click the **Submit** button to send to Maximus.

Step 3: Account Creation Email

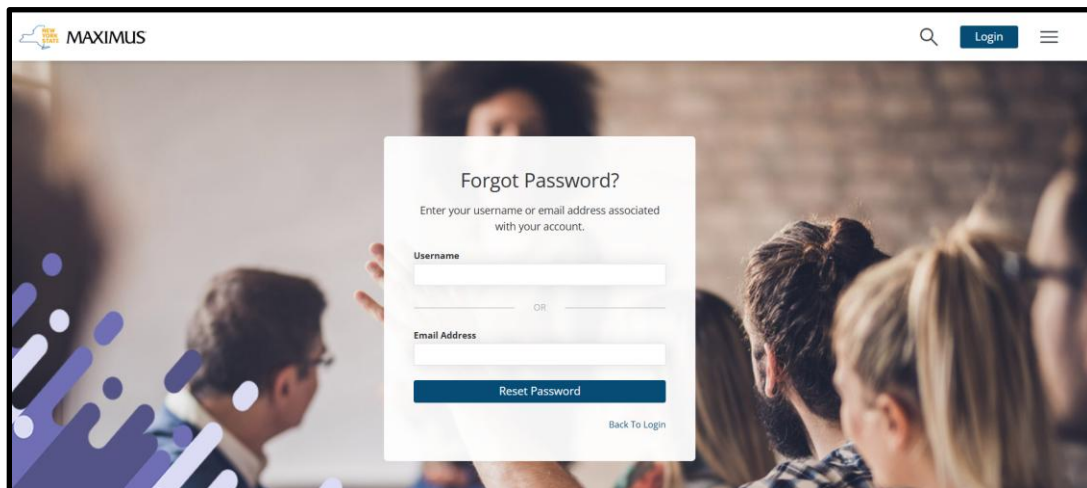


- Within one (1) business day, you will receive an email from **NY Assistor & LDSS Training**, with the subject line stating “You have been enrolled in Presumptive Eligibility (PE) for Pregnant Consumers”
- If you do not see an email, it may be in your SPAM folder.
- This introductory email will provide you with a link to the Absorb Learning Management System (LMS) to set up your Password for the first time.

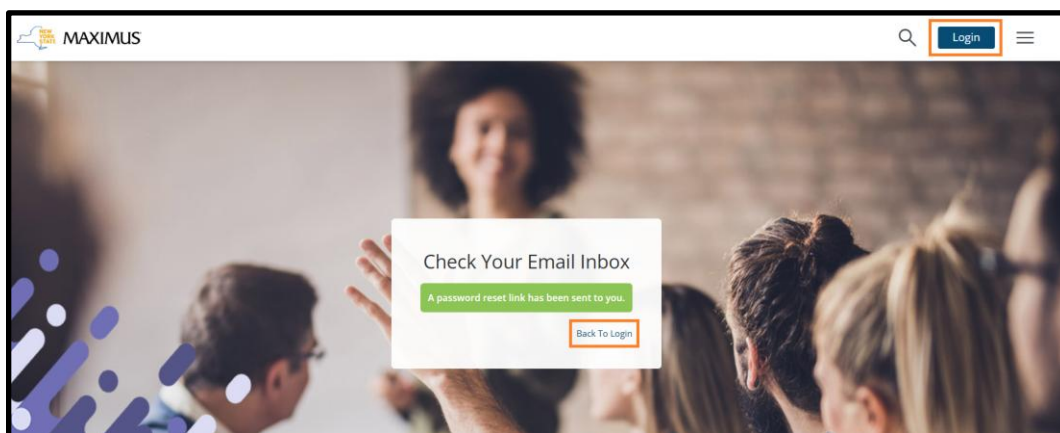


Step 4: Selecting your Password

- 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).

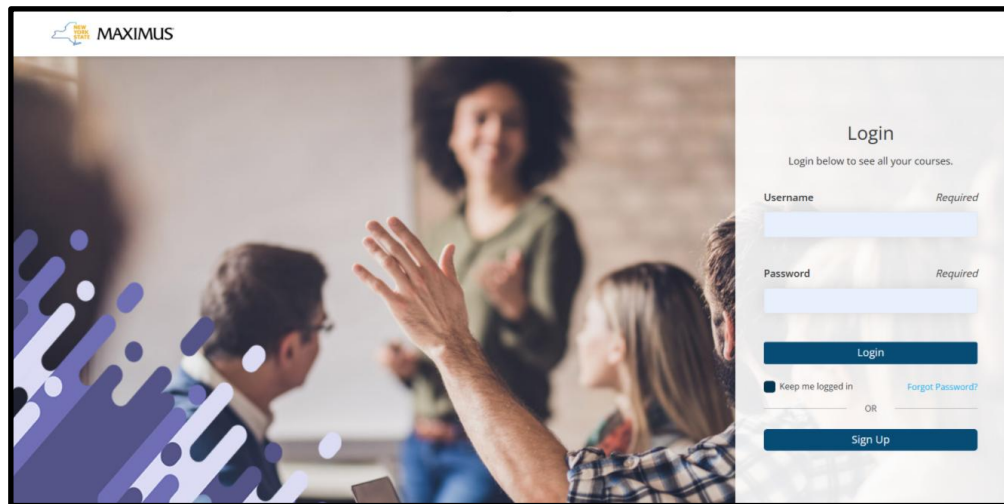


Step 5: Logging In

- 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

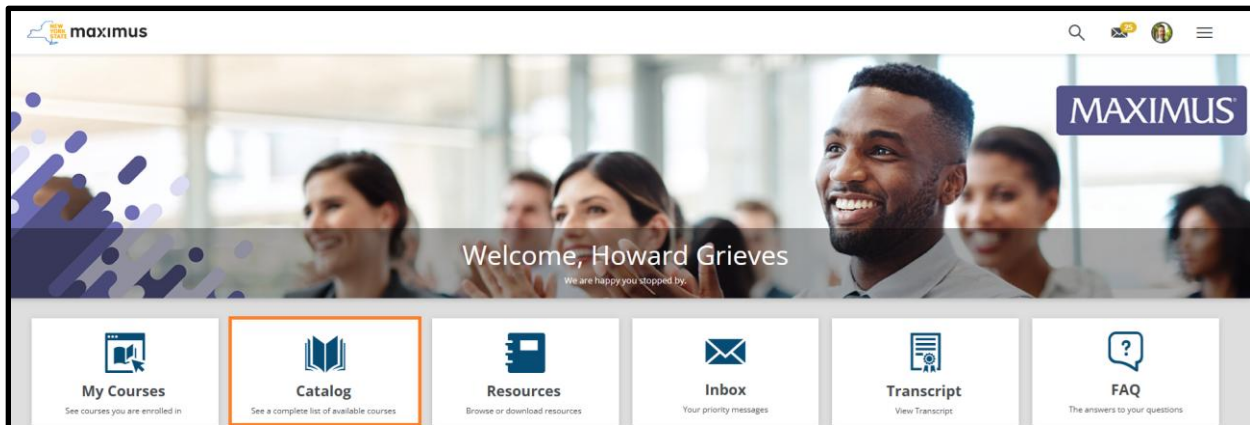
Note:

Please be sure to store your username and password in a safe, secure place for future use. The certification course is approximately 18 hours, and you will need to log in to Absorb using this username and password each time you return to the course.

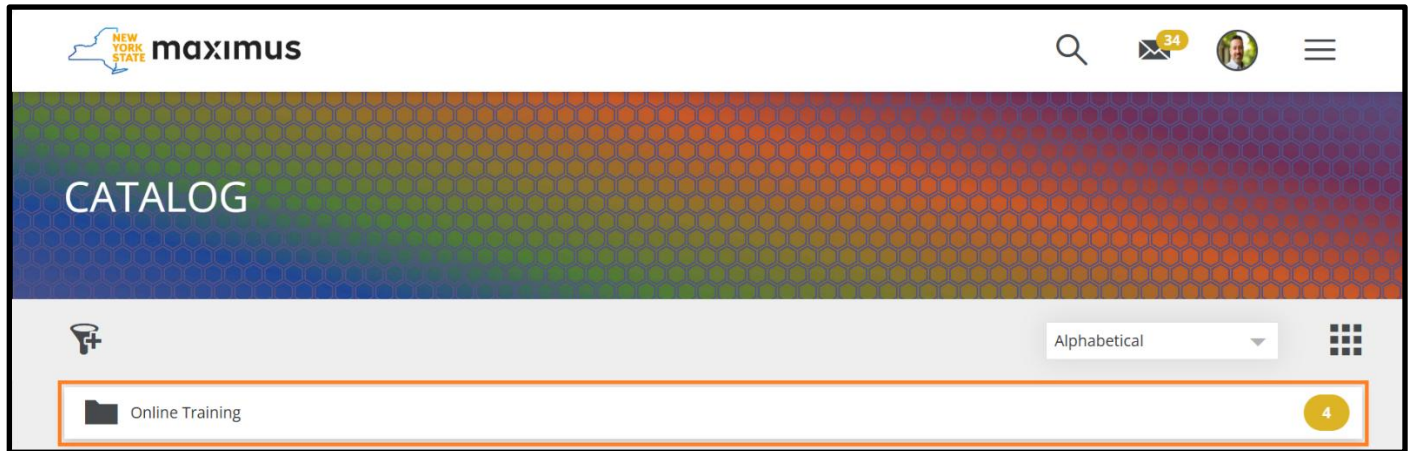


Step 6: Finding Your Course

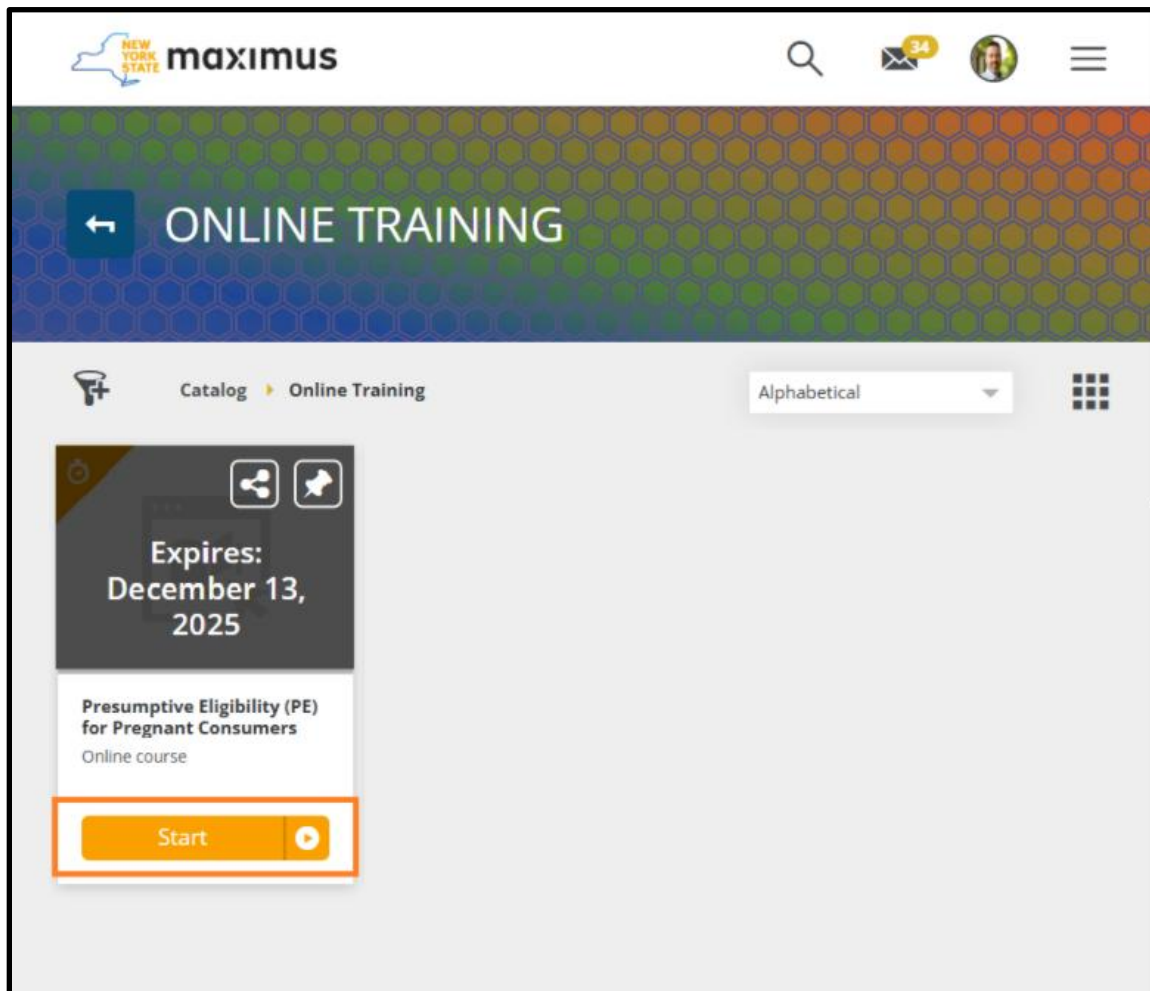
Once logged in, navigate to **Catalog**.



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



- Then click **Start** on the **Presumptive Eligibility (PE) for Pregnant Consumers**
NOTE: Hovering over the top section will show you the Course Expiration Date

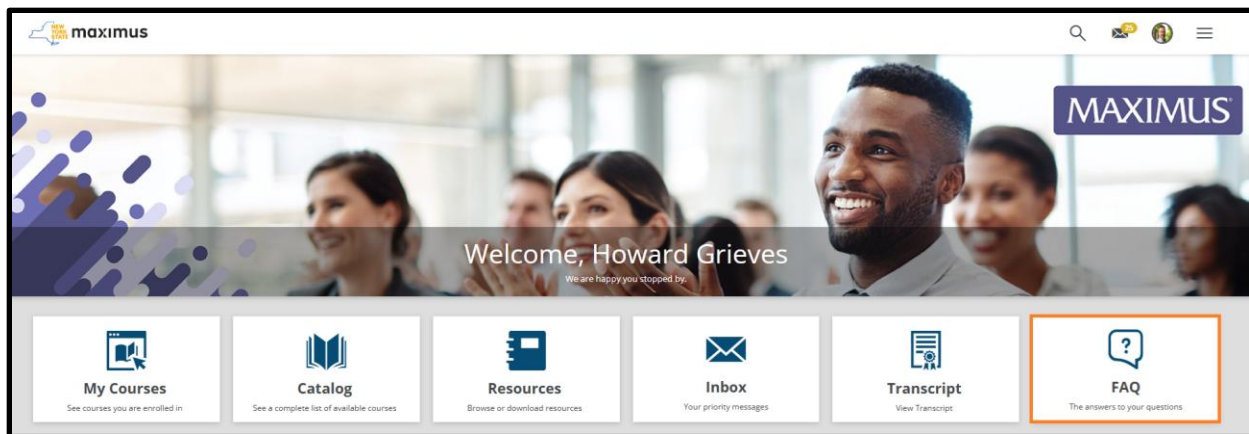


Step 7: Completing the Course

- You have 15 calendar days to complete the course. If you do not complete the course within 15 days, your account will be suspended, and you will receive an email notifying you that your course has been suspended.
- To reactivate your account, your supervisor must request an extension by sending an email to TravelandTrain@maximus.com.
- 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.

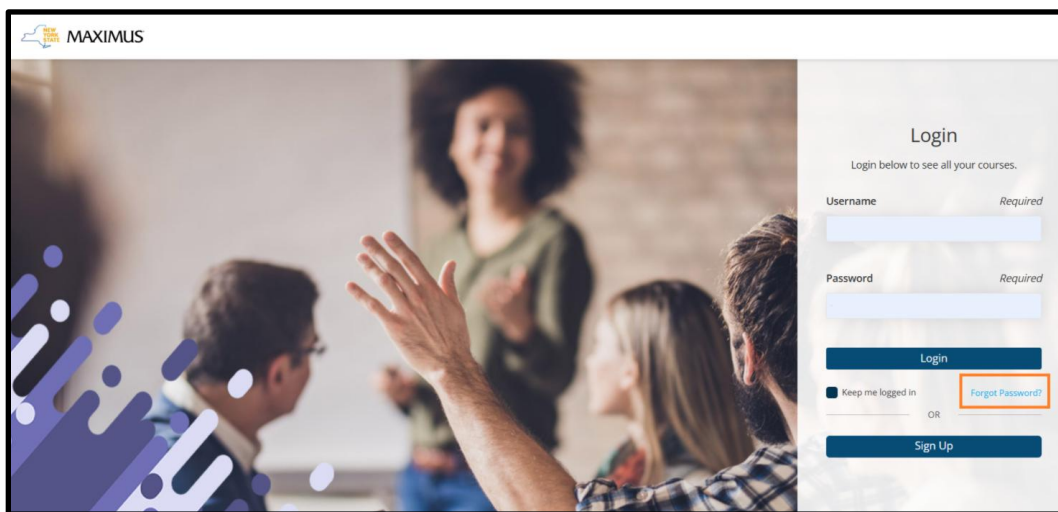
Accessing Frequently Asked Questions and Updates

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



Forgot Username or Password?

Learners can reset their password by [clicking here](#), or 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.

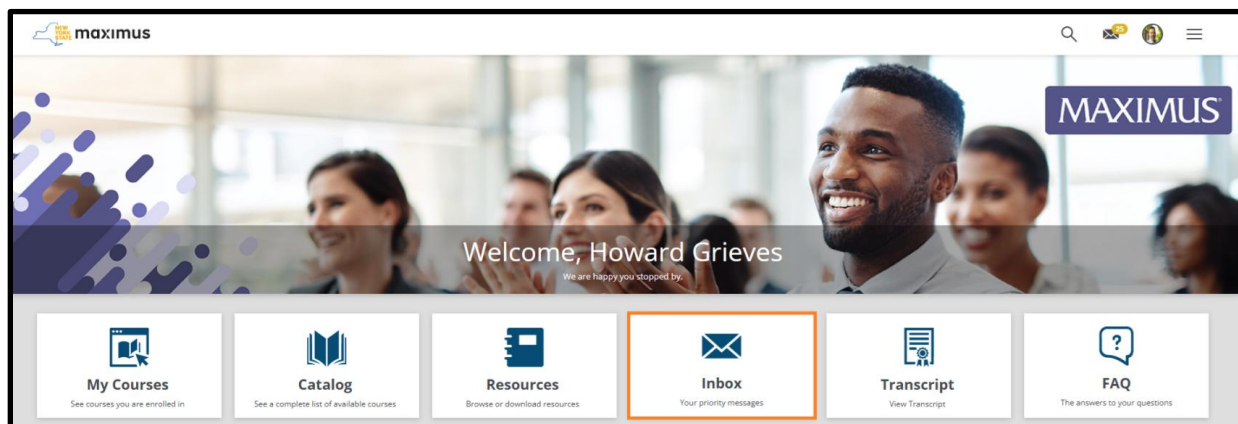


Note:

Please be sure to store your username and password in a safe, secure place for future use. The certification course is approximately 18 hours, 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 question 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 Assistors may have about their account.