



Registration and Enrollment Instructions

ACCESS NY and Supplement-A Program

A Step-by-Step User Guide



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:

Registering and Enrolling in the On-line Course.....3
Step 1: Obtaining On-line Access3
Step 2: Completing the ACCESS NY and Supplement-A Submission Form4
Step 3: Submitting the ACCESS NY and Supplement-A Submission Form.....4
Step 4: Account Creation Email5
Step 5: Selecting your Password6
Step 6: Logging In7
Step 7: Finding Your Course.....8
Step 8: Enrolling in the Course9
Step 9: Starting the Training.....9
Step 10: Completing the Course9
Accessing Frequently Asked Questions and Updates10
Forgot Username or Password?11
Messages in Absorb12
Need Additional Assistance?12

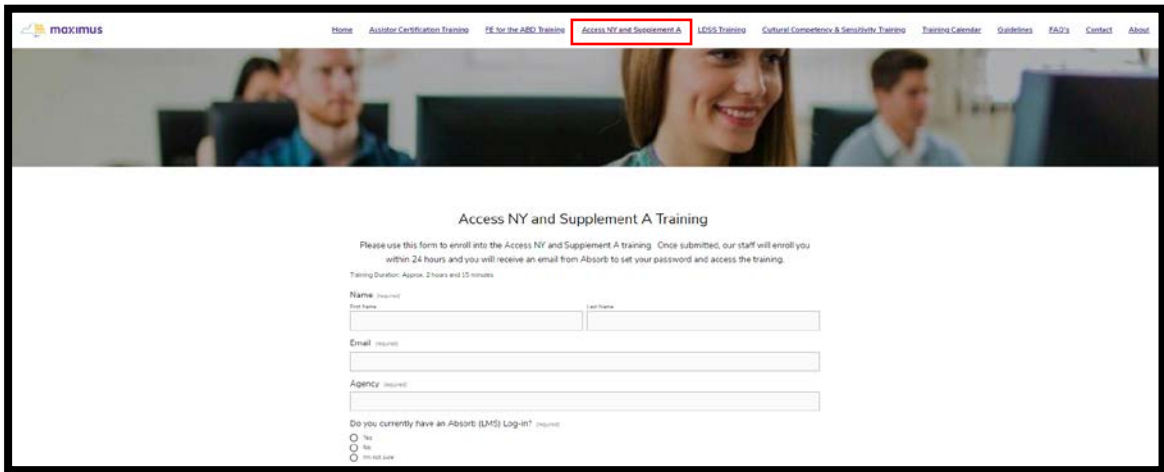
Registering and Enrolling in the On-line Course

Step 1: Obtaining On-line 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

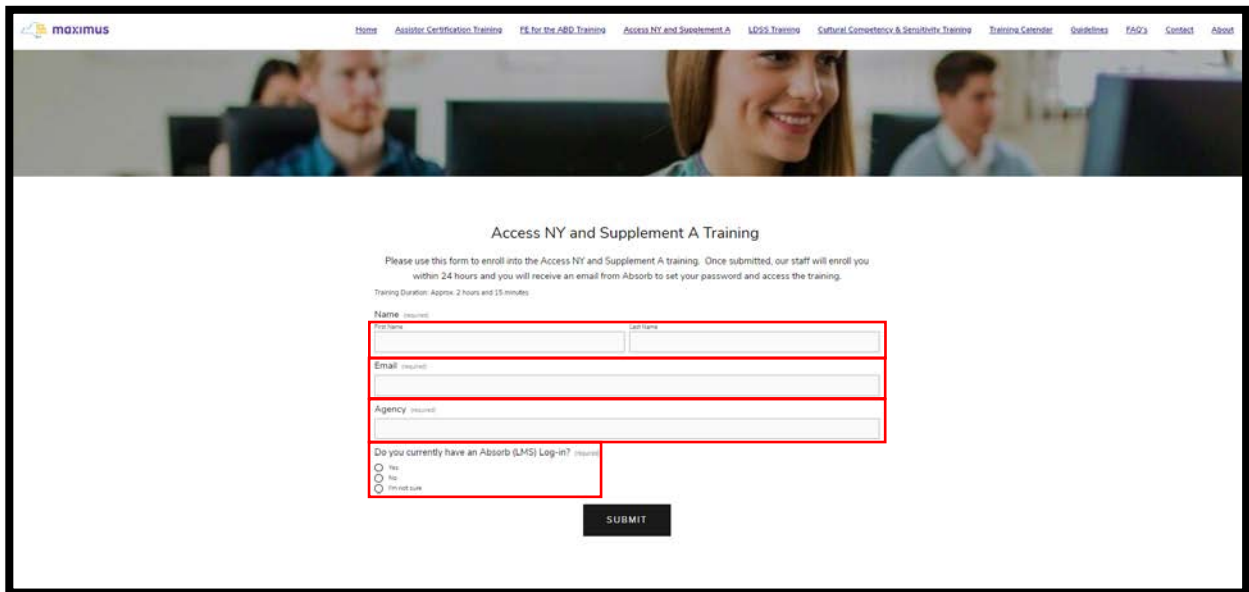
- Click on the **ACCESS NY and Supplement-A** tab



The screenshot shows the Maximus website's navigation menu with the 'Access NY and Supplement A' tab highlighted in red. Below the navigation is a banner image of people in a training environment. The main content area features the title 'Access NY and Supplement A Training' and a paragraph explaining the enrollment process: 'Please use this form to enroll into the Access NY and Supplement A training. Once submitted, our staff will enroll you within 24 hours and you will receive an email from Absorb to set your password and access the training.' Below this is the 'Training Duration: Approx. 2 hours and 25 minutes'. The form includes fields for 'Name' (with sub-fields for 'First Name' and 'Last Name'), 'Email', and 'Agency'. At the bottom, there is a question 'Do you currently have an Absorb (LMS) Log-in?' with three radio button options: 'Yes', 'No', and 'No, not sure'.

Step 2: Completing the ACCESS NY and Supplement-A Submission Form

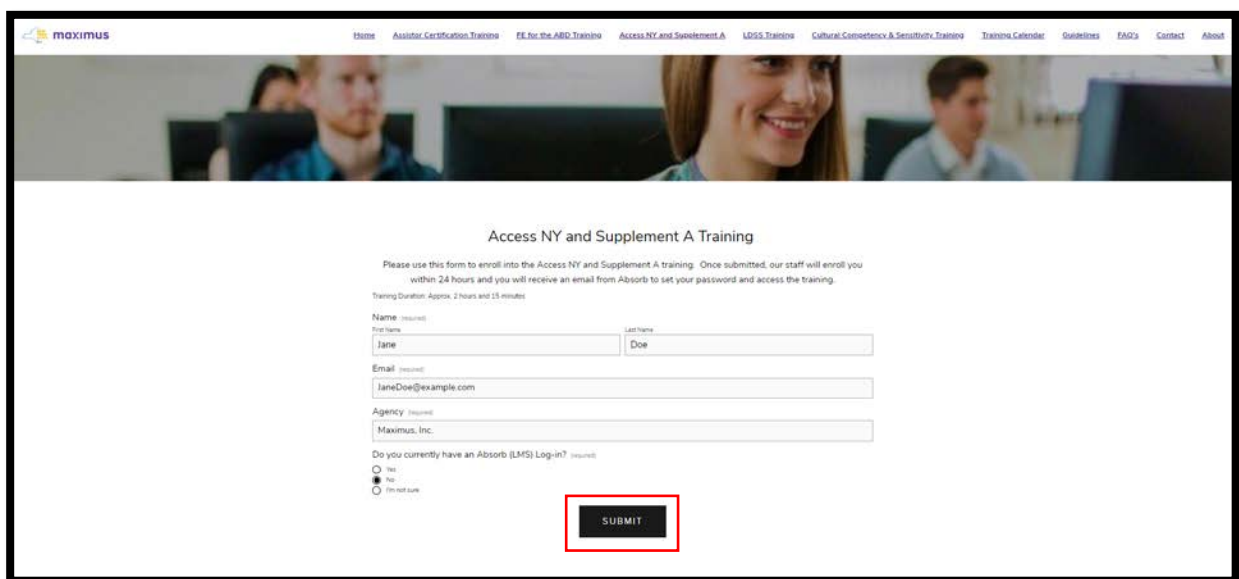
- Read all of the information on the submission form.
- All of the data entry fields are mandatory. Fill in each data field with the appropriate information. Please double check the spelling of each field once complete.



The screenshot shows the 'Access NY and Supplement A Training' form on the Maximus website. The form includes a header with the Maximus logo and navigation links. Below the header is a banner image of three people smiling. The main content area contains the form title, a brief instruction, and a note about the training duration. The form fields are: 'Name' (split into 'First Name' and 'Last Name'), 'Email', 'Agency', and a radio button question 'Do you currently have an Absorb (LMS) Log-in?'. A 'SUBMIT' button is located at the bottom right. Red boxes highlight the 'First Name', 'Last Name', 'Email', and 'Agency' input fields.

Step 3: Submitting the ACCESS NY and Supplement-A Submission Form

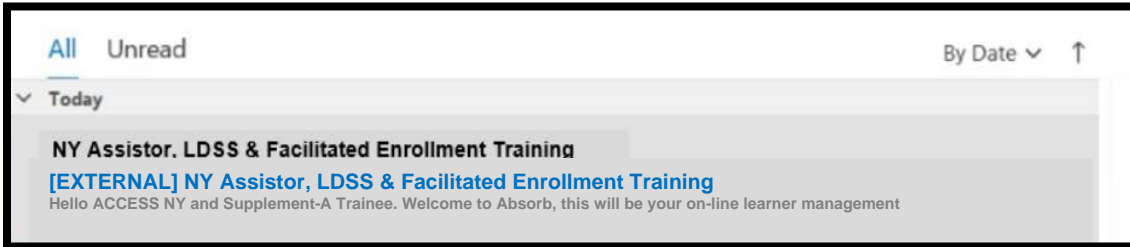
- Once all the required information is entered, click the “Submit” button.



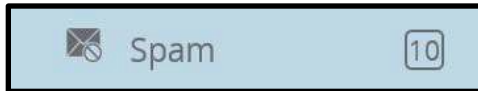
This screenshot shows the same form as in Step 2, but with sample data entered into the fields. The 'First Name' field contains 'Jane', the 'Last Name' field contains 'Doe', the 'Email' field contains 'JaneDoe@example.com', and the 'Agency' field contains 'Maximus, Inc.'. The radio button for 'No' is selected under the question 'Do you currently have an Absorb (LMS) Log-in?'. A red box highlights the 'SUBMIT' button at the bottom right.

Step 4: Account Creation Email

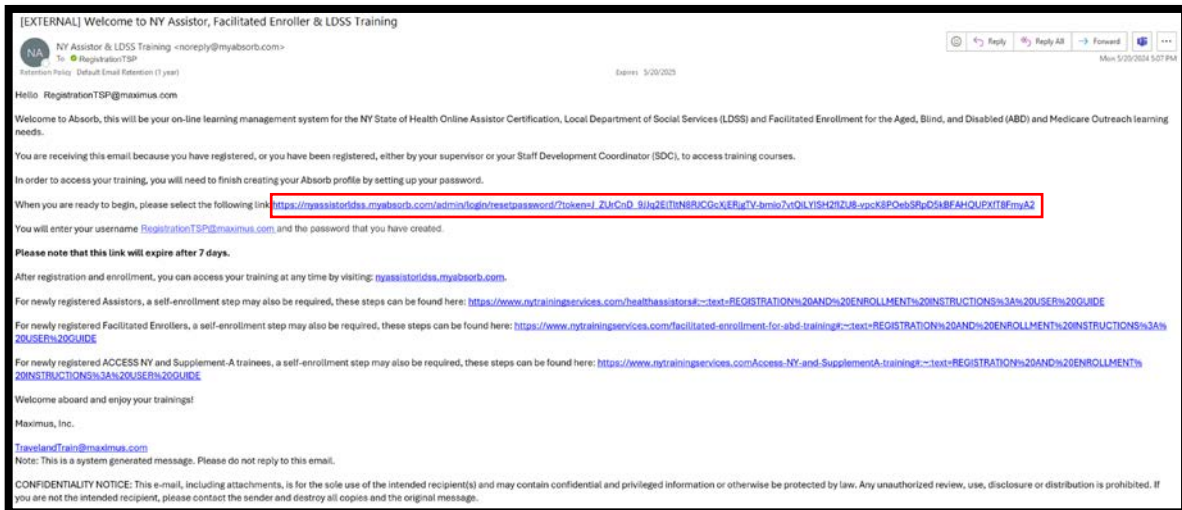
- Within one (1) business day, you will receive an email from noreply@myabsorb.com email address .



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

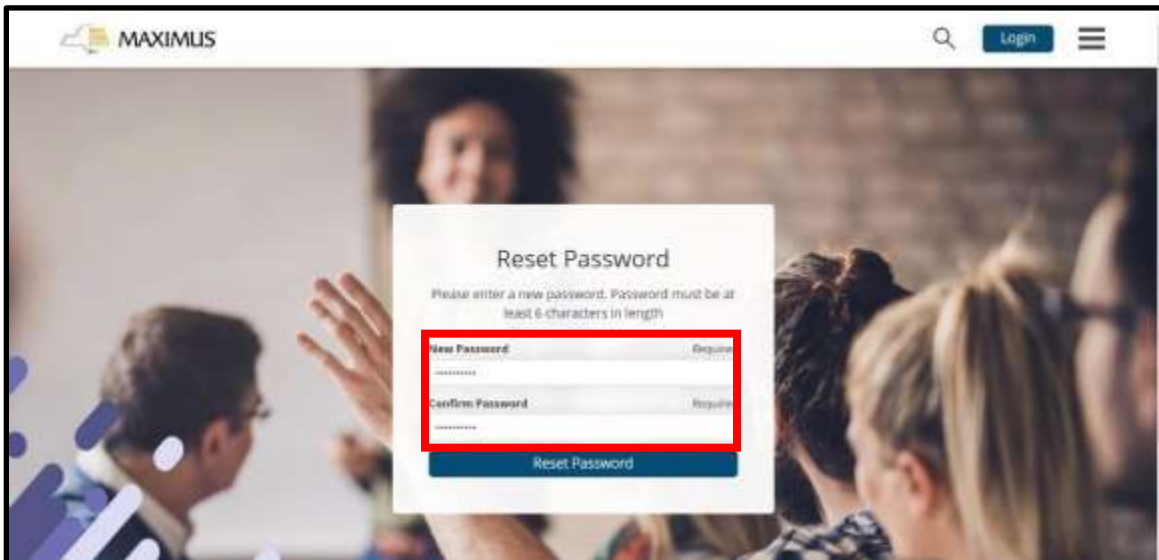


- This introductory email will provide you with a link to the Absorb Learning Management System (LMS) to set up your Password for the first time.



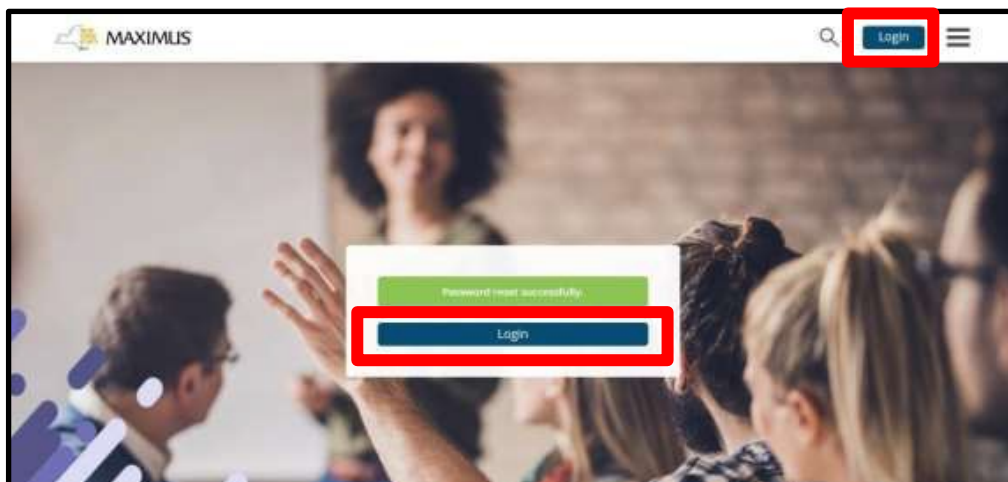
Step 5: Selecting your Password

- Create a password at least 6 characters in length.



The screenshot shows the MAXIMUS website header with the logo on the left and a search icon, 'Login' button, and menu icon on the right. The main content area features a 'Reset Password' modal form. The form includes the title 'Reset Password', a instruction 'Please enter a new password. Password must be at least 6 characters in length', and two input fields: 'New Password' and 'Confirm Password'. Both fields are marked as 'Required' and have red boxes around them. A 'Reset Password' button is located at the bottom of the form.

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



The screenshot shows the MAXIMUS website header with the logo on the left and a search icon, 'Login' button, and menu icon on the right. The 'Login' button is highlighted with a red box. The main content area features a modal form with a green success message 'Password reset successfully.' and a blue 'Login' button, which is also highlighted with a red box.

Step 6: Logging In

- The Absorb LMS home page is located [here](#).
 - 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

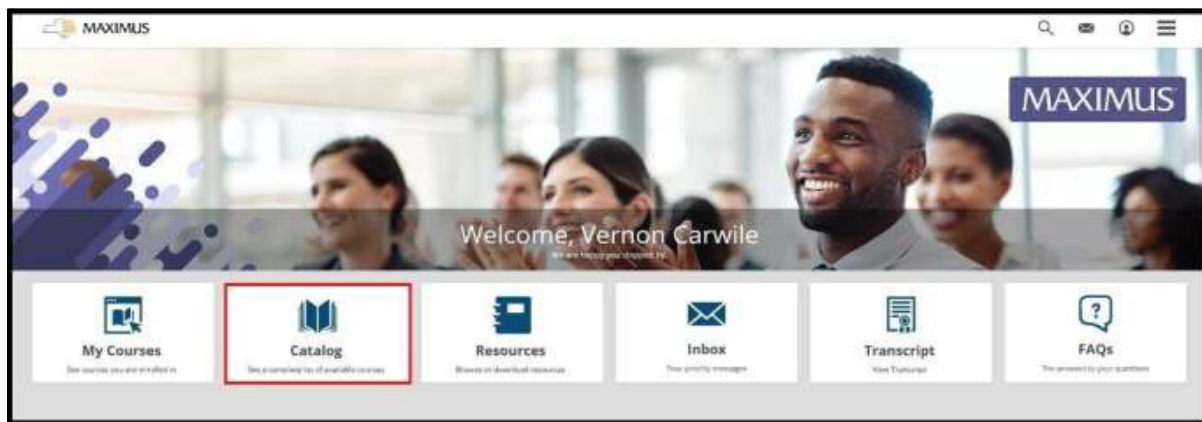
Note:

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**.

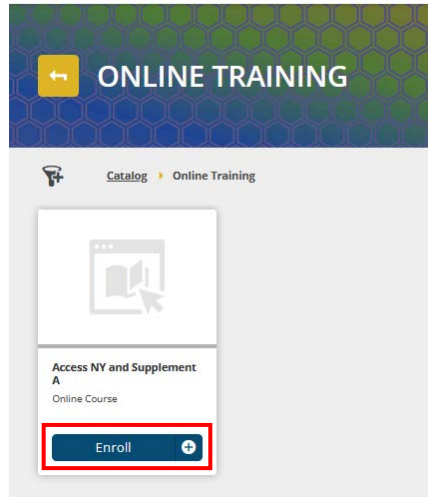


- Next, click on the **Online Training** folder.



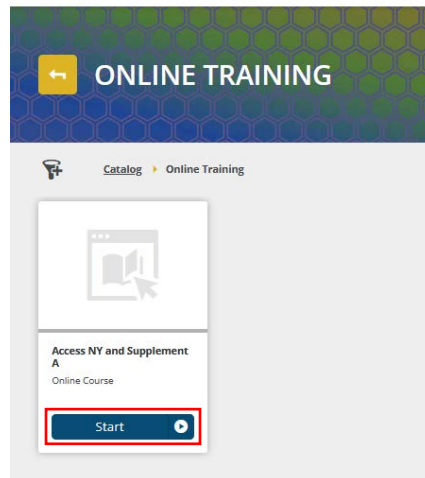
Step 8: Enrolling in the Course

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 commonly 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.

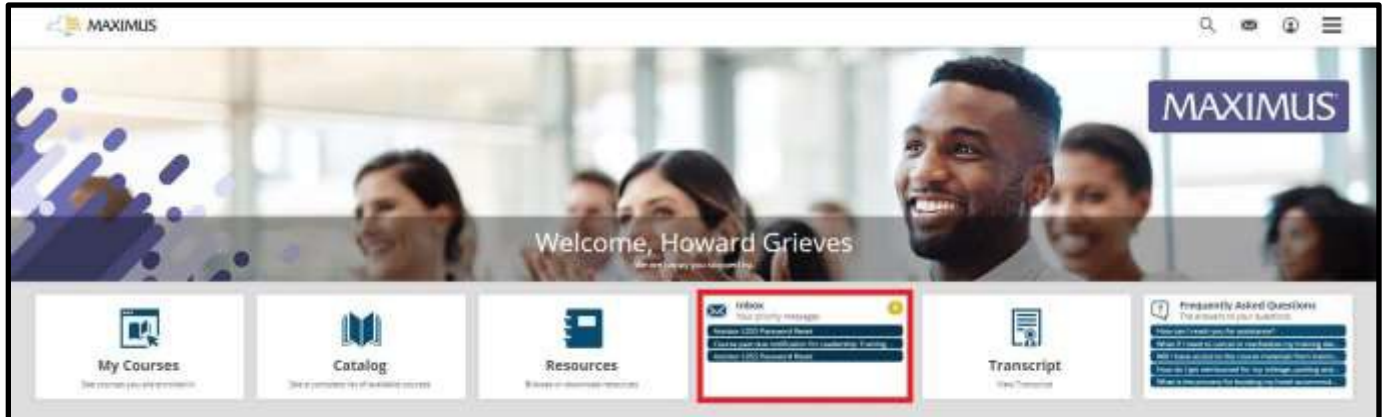


Note:

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.