ODM Electronic Visit Verification (EVV) Phase 2
Training Registration Quick Reference Guide
for Non-Agency Providers

To sign up for EVV instructor led classroom or webinar trainings follow the steps below:

1. Open a web browser (Internet Explorer, Mozilla Firefox or Google Chrome) on your computer.

2. Type Sandata’s Learning Management System (LMS) website in the browser address bar: https://www.sandatalearn.com?KeyName=ODMEVVNonAgencyTrainingPhase2

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. Phone
   f. Provider Medicaid ID #
4. Click the **SIGN UP** button.

5. The Sandatalearn homepage will display. Your username will be displayed in the green bar across the top of the screen.

6. Click on **My Courses** to view the available courses.
Selecting classroom training

1. From the *My Courses* screen, click the classroom training course.

2. Scroll down to review all the available classes, and then click **Enroll** on the desired session date.

3. You are now enrolled for your session. The selected classroom session displays with the location information and an enrollment email will be sent.
Note: What to do if you are unable to attend the chosen session?

1. Log back into the LMS website: [https://sandatalearn.com](https://sandatalearn.com)
2. Click on My Courses
3. Click on the classroom training course
4. Click the Change Session button to select a new date or the Cancel Session button to be removed from the enrolled session to select a new date now or at a later time.
Selecting webinar training

1. From the *My Courses* screen, click the webinar training course.

2. Click the *View* button under each part of the course. *You must enroll for a session for each part of the webinar in sequence order (attend part 1 first, then part 2 and then part 3).*
3. Scroll down to review all the available classes, and then click **Enroll** on the desired session date.

![Webinar Training screenshot](image)

4. Click on the title bar to return to the part 1, part 2 and part 3 listing screen.

![Webinar Training screenshot](image)

5. Repeat steps 2 thru 4 until you have registered for both parts of the webinar course.

**Note:** What to do if you are unable to attend the chosen session?

1. Log back into the LMS website: [https://sandatalearn.com](https://sandatalearn.com)
2. Click on **My Courses**
3. Click on the webinar training course
4. Click the **View** button under the webinar part which needs to be changed
5. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.