ODM Electronic Visit Verification (EVV) Phase 2
Training Registration Quick Reference Guide
for 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=ODMEVVAgencyTrainingPhase2

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. Agency Name
   g. Provider Medicaid ID #

![Sign Up and Login Screen](image-url)
4. Click the **SIGN UP** button.
5. The **Sandatalearn** homepage will display. Your username is 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 in to 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, then part 3 and then part 4).
3. Scroll down to review all the available classes, and then click **Enroll** on the desired session date.

![Image of the Ohio Department of Medicaid - Electronic Visit Verification (EVV) Webinar Training for Agency Providers - Part 1 of 4 - Phase 2](image)

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

5. Repeat steps 2 thru 4 until you have registered for all 4 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.