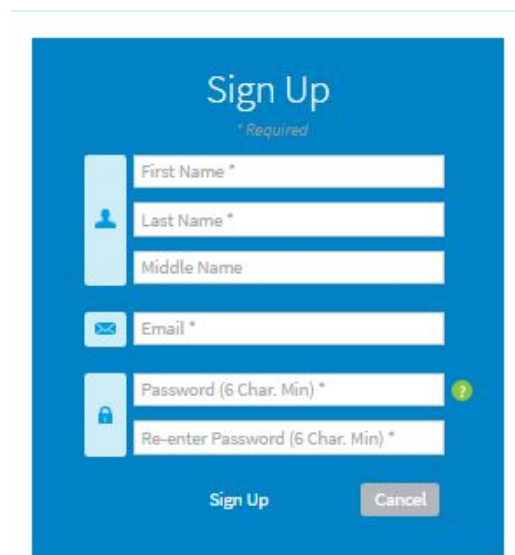




Welcome to the Office Practicum eLearning Center! This guide will help you navigate throughout the system, easily access your eLearning with an Enrollment Key, and track your progress.

To begin, navigate to the eLearning home page with the Enrollment Key you were given. You must fill in all required fields, designated with a star, in order to create an account. Your email address will be the username you will use to log in to the eLearning system in the future.



The image shows a 'Sign Up' form with a blue header and a white background. The title 'Sign Up' is in blue, with a small red asterisk and the word 'Required' below it. The form contains several input fields: 'First Name *', 'Last Name *', 'Middle Name', 'Email *', 'Password (6 Char. Min) *', and 'Re-enter Password (6 Char. Min) *'. Each required field has a red asterisk. There are icons for a person, an envelope, and a lock next to the respective fields. A green question mark icon is next to the password field. At the bottom, there are two buttons: 'Sign Up' and 'Cancel'.

After you create an account, you will login to <https://connexin.myabsorb.com> with your created username and password. If you forget your password, click the **Forgot Password** link, and follow the directions to have a temporary password sent to the email address you enrolled with.

This guide will show you how to enroll in your Courses. For more information on navigating through the home page and your courses, please see the Learner Quick Reference Guide for Absorb eLearning.






Getting Started with your eLearning

Once you login to the eLearning, you will be brought to the homepage. You have only been enrolled in the “All Roles” Curriculum, which contains the OP Overview session. You will also need to enroll in the courses that are particular to your role in the office (e.g., Front Desk, Nurse, Provider, Biller). To enroll in those courses, you can access the Catalog. *Note: Normally courses will load under My Courses and the Catalog within a few minutes. Please allow up to 2 hours for your courses to fully load based on internet traffic.*

Enroll in Your Core Curriculum from the Catalog

When you first log in to the eLearning, please enroll in the **Core Curriculum** related to your role.







1. Click the **Catalog** tile  on your homepage. *The catalog displays all the courses that are available to you, and the courses you are already enrolled in.*
 - a. To toggle between including and omitting the courses you are already enrolled in from the list, click the **Show Enrolled**  button.
 - b. To toggle how the list is displayed, click the **List View**  and the **Folder View**  buttons.
2. Scroll down to see a list of courses that you can enroll in. Your curriculum will start with the name of your Role (**Billing, Front Desk, Nurse or Provider**) followed by the words “**Core Curriculum**” in the title. You will want to enroll in the Core Curriculum that is specific to your role.
3. Click the **Enroll** button  next to the course you want to enroll in. You may enroll in as many core curricula as is needed for your role in the office.

Search the Catalog for Additional Courses and Snippet Videos

Once you have enrolled in your Core Curriculum, you can search for and enroll in additional Courses and extra Snippet Videos.



1. Click the **Catalog** tile  on your homepage. *The catalog displays all the courses that are available to you, and the courses you are already enrolled in.*
2. Type a search term in the **Search** field  and click the magnifying glass or press the **Enter** key. *The catalog will display any available courses or resources that match the search term. This includes webinars, quick reference guides, or any other content materials.*
3. To further narrow the search results, click the **Down** arrow  to the left of the course, and then click on a tag with a more specific term.
4. Click the **Enroll** button  next to the course you want to enroll in.