

Purpose: For completing required CMS Trainings

Part 1 - Enrolling to take the online training(s)

- A. Follow link: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/WebBasedTraining.html>
- B. Under WBT Courses, click on Log in (near center, lower third of the page)
- C. See the 'Need an Account?' button
Click on this box
- D. Create a Login ID
- E. Fill out all fields that have a red asterisk and leave the non-asterisk fields blank. Refer questions for completing to your supervisor.
- F. When you get to the 'Organization' field, click on Select
 - a. Type your agency name in 'Find Organization' and select agency (if available)
 - b. **If no record is found for your agency:** From the 'Select Organizations' screen, leave the 'Find Organization' field blank and click Search
 - c. Select '**CMS-MLN Learners Domain – Organization**' and click Save
- G. You may leave 'Job Title' and 'Manager' blank
- H. Select your Time Zone and click Create
- I. You will receive an email verification code which expires 30 minutes from delivery to you
Cut and paste the email verification code into the Email Verification screen and click Go
- J. Login with the User ID and Password you just created (if you are logged out)
- K. Review the Rules of Behavior (by clicking on the **Bold** words which opens a new tab)
When you are done reading the Rules of Behavior, close that tab
Click Agree
- L. See the Search Catalog box (near the top of the screen)
Type in: Combating Medicare Parts C and D
Hit Enter
- M. Among the top results you will find our required segment.
Combating Medicare Parts C and D Fraud Waste and Abuse (April 2020) (30 minutes)
Click on one of the above course titles
- N. Read the information page and notice the enroll button (scroll to bottom)
Click Enroll
- O. See Course Credit Option and Course Mode Option
Select Credit (under Course Credit Option)
Select Normal (under Course Mode Option)
Click Enroll
- P. You will be redirected to the Course Information page, notice the Open Item button (scroll to bottom)
Click Open Item
- Q. The Info Tab pop up window will open
In the Country box select United States
In the Zip Code box type your agency zip code
Click Next and the State/Territory box will auto fill
Click Continue*

*If a box at the bottom of the screen appears saying that pop-ups are blocked, then click "allow once" and yes

**If you got the "pop-up blocked notification", click Open Item again and re-initiate Step O and click Open Item, one more time, to begin the training

Part 2 - Taking online trainings and documentation process

- A. A new window will open

- B. Click Introduction box on the top left of the screen
- C. The first page of this Web-Based Training Course will appear
Click anywhere or press Enter to begin the training course
- D. Follow the prompts to complete this training course
- E. Select Post Assessment (top left side of screen)
- F. Once you have completed the Post Assessment
Click Close Course
Click the lower-positioned x in right corner to close this page (Not the X to close the browser)
- G. You are now back on the Course Information Page
Click Transcript (on the top of the screen)
- H. You are now on the All Training Page
Click View Certificate button (to the right of your course) *
- I. A window appears at the bottom of your screen asking you if you would like to Open or Save
Click Open
- J. Your certificate will open in a new window
Click the printer icon on the top left of the screen to print this certificate
Go to File (at the top left of this screen)
- K. Click SAVE AS and save this document Logout of mlnlms.com
Notice the circle with your initials (at the top right of the screen)
Select the drop-down arrow next to your initials
- L. Click on Logout

*If no certificate is available to view, navigate back to your Course Information Page and complete the SURVEY on the right side of the screen – it may be entitled WBT Survey