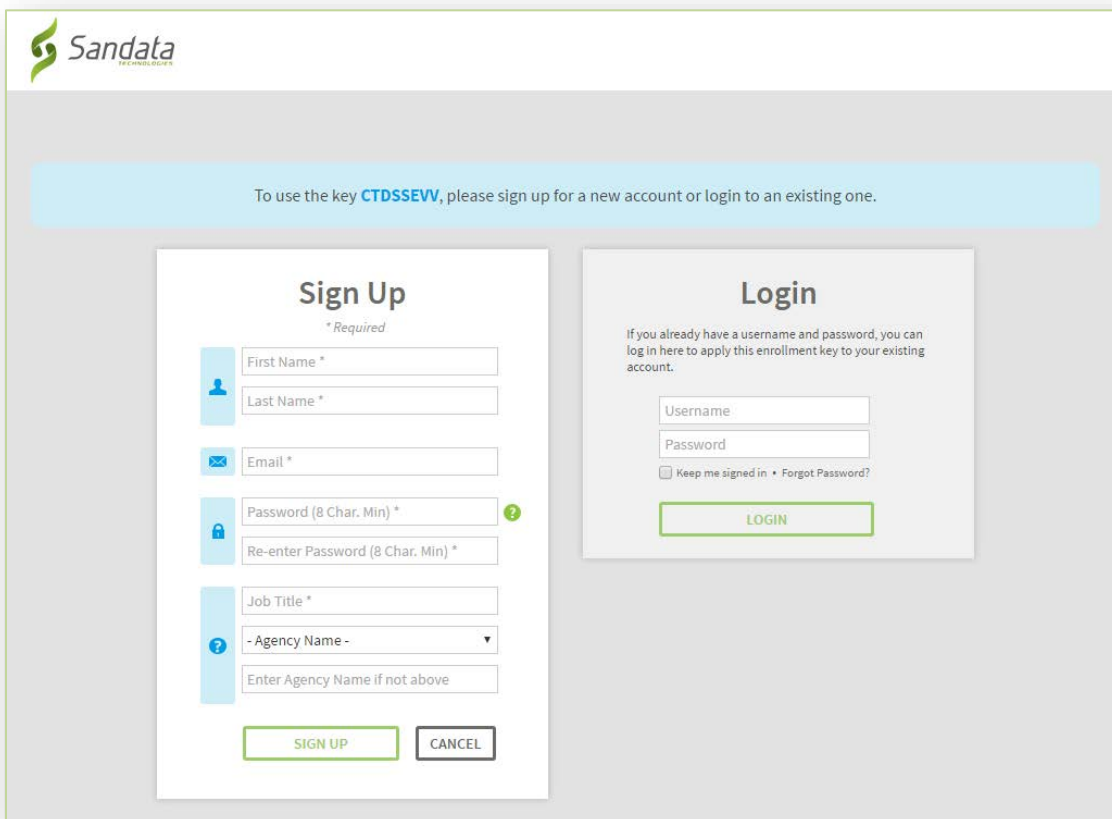


To register to review recordings of the EVV Provider Webinar trainings or How-to videos of the various visit check-in/check-out options, follow the steps below:

1. Open a web browser on your computer.
2. Go to the following website: <https://www.sandatalearn.com?KeyName=CTDSSEVV>
3. The **Sign Up** screen will appear asking for the following information:
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password (create a password – must contain at least 1 number, 1 letter and be at least 8 characters long)
 - e. Job Title
 - f. In the 'Agency Name' section, select or specify the name of the agency you work for. If your agency's name does not appear in this listing please specify it in the text field directly below the 'Agency Name'.



The screenshot displays the Sandata LMS user enrollment interface. At the top left is the Sandata Technologies logo. A light blue banner contains the text: "To use the key **CTDSSEVV**, please sign up for a new account or login to an existing one." Below this banner are two main sections: "Sign Up" and "Login".

The "Sign Up" section is titled "Sign Up" with a "* Required" note. It contains the following fields:

- First Name *
- Last Name *
- Email *
- Password (8 Char. Min) * (with a green question mark icon)
- Re-enter Password (8 Char. Min) *
- Job Title *
- Agency Name - (dropdown menu with a question mark icon)
- Enter Agency Name if not above

At the bottom of the Sign Up section are two buttons: "SIGN UP" (green) and "CANCEL" (black).

The "Login" section is titled "Login" and includes the text: "If you already have a username and password, you can log in here to apply this enrollment key to your existing account." It contains the following fields:

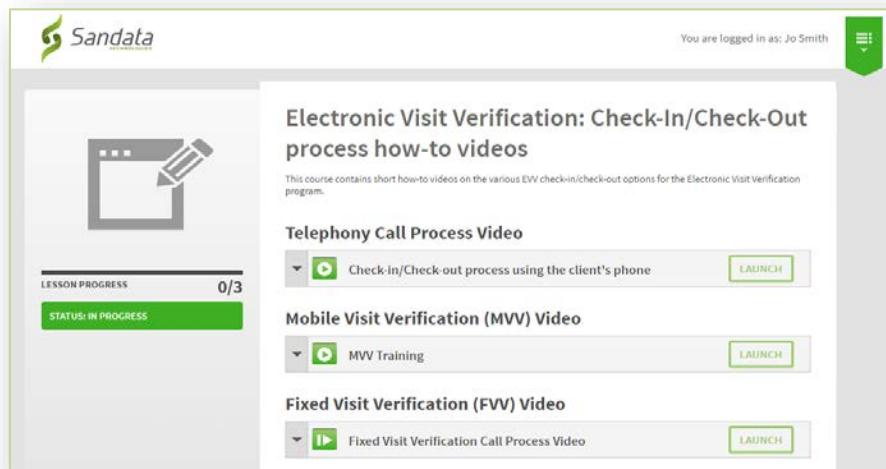
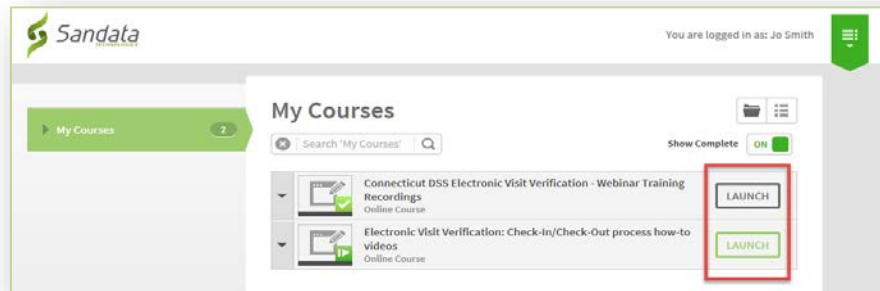
- Username
- Password
- Keep me signed in • [Forgot Password?](#)

A green "LOGIN" button is located at the bottom of the Login section.

4. Click the **SIGN UP** button.
5. The *Sandatalearn* homepage will display.
6. Click on **My Courses** to view the available courses.



7. Click the **Launch** button on a course line to open the course to begin reviewing the contents. A course may contain multiple topic lessons, in which case each topic will be launched individually.



8. When playing a video, use the buttons on the screen to control progress. Videos must be played in its *entirety* for the system to mark the topic as complete.



- You may click the 'X' in upper-right corner of the screen to close a learning topic.
- You may return to the homepage at any time by clicking on the Sandata Technologies logo in the upper-left corner of the screen.
- You may logout of your *Sandatalearn* account by clicking the menu list icon in the upper-right corner of the screen and choosing Logout.
- Please note in order to receive credit for viewing an EVV training session you must watch the *entire* recording for that session. Closing your browser or ending the video early will result in the system not recognizing that you have viewed that session.
- Once representatives from your agency have completed all sessions of the EVV training, you can view the completion of your training in the Transcripts section of the Learning Management System.
 - From this location you may print out your completion certificate and email to CT Customer Care at ctcustomercare@sandata.com to alert them that your agency has completed the mandatory EVV training.
 - Your agency will then receive an email confirmation and your agency's specific EVV Welcome Kit. This kit will contain all the information necessary to allow your agency to access your EVV system, add staff and validate clients.