

Instructions to Register for Annual Training – Idaho Providers

Step 1: Access the training platform: [CLICK HERE](#)

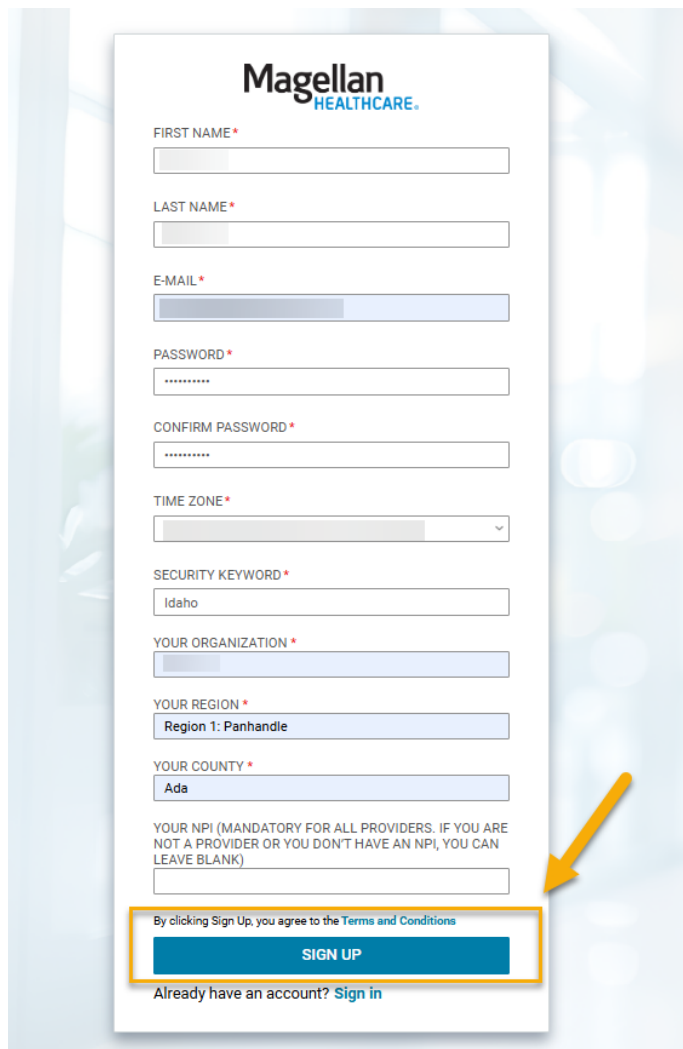
Step 2: Register

- a. Click **SIGN UP**.

A screenshot of the Magellan Healthcare login and registration interface. The form is white with the Magellan Healthcare logo at the top. It contains two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a link that says 'Forgot password?'. There are two buttons: a blue 'SIGN IN' button and a grey 'SIGN UP' button. The 'SIGN UP' button is highlighted with a yellow border.

1. The registration form will appear. Complete the form and note the following:
 - Under Security Keyword enter: **Idaho**
 - The security keyword is a required field.

2. Once the form is complete, click **SIGN UP**.



The image shows a registration form for Magellan Healthcare. The form includes the following fields and options:

- FIRST NAME ***: Text input field.
- LAST NAME ***: Text input field.
- E-MAIL ***: Text input field.
- PASSWORD ***: Text input field with masked characters (*****).
- CONFIRM PASSWORD ***: Text input field with masked characters (*****).
- TIME ZONE ***: Dropdown menu.
- SECURITY KEYWORD ***: Text input field with the value "Idaho".
- YOUR ORGANIZATION ***: Text input field.
- YOUR REGION ***: Dropdown menu with the value "Region 1: Panhandle".
- YOUR COUNTY ***: Text input field with the value "Ada".
- YOUR NPI (MANDATORY FOR ALL PROVIDERS. IF YOU ARE NOT A PROVIDER OR YOU DON'T HAVE AN NPI, YOU CAN LEAVE BLANK)**: Text input field.

Below the NPI field, there is a checkbox labeled "By clicking Sign Up, you agree to the [Terms and Conditions](#)".

The **SIGN UP** button is highlighted with a yellow border. An orange arrow points to the button from the right side of the form.

At the bottom of the form, there is a link: "Already have an account? [Sign in](#)".

Note: If you've previously registered and are logging back in, simply enter your username (your email address) and password on the initial login screen, then click SIGN IN.

Step 3: Begin your training

- b. From the My Learning section, locate your Annual Training.

c. Click View.

The screenshot shows the Magellan Healthcare dashboard. At the top, there is a navigation bar with the Magellan Healthcare logo, a home icon, and a 'Browse' button. Below the navigation bar is a large banner that says 'Welcome Idaho Providers'. Underneath the banner is a 'Discover' section. In the 'Discover' section, there is a 'My Learning' card. The card features a photo of four people smiling and a title '2025 Annual IBHP Training_Idaho... Assigned'. A yellow arrow points to a 'VIEW' button with a dropdown arrow next to it.

d. Click on any course to begin your training.

The screenshot shows the course details page for '2025 Annual IBHP Training_Idaho Provider Training'. The page has a header with the course title, curriculum ID '0000054357', and a progress bar showing '0%'. Below the header is a tabbed interface with 'Paths', 'Overview & Other Information', and 'History' tabs. The 'Paths' tab is active, showing a list of sub-courses. A yellow arrow points to a 'VIEW' button in the right-hand column of the sub-courses list. The sub-courses listed are: '2025 Annual Fraud, Waste, and Abuse Training_Idaho Provider Training', '2025 Annual Cultural Competency Training_Idaho Provider Training', and '2025 Updates to the IBHP Provider Handbook Supplement_Idaho Provider Training'. Each sub-course has a 'Pending Registration' status and a 'Course' label.