**Learning Management System (LMS)**

**Registration for Independent Providers**

**Quick Reference Guide**

To sign up for and take training in the LMS, please follow the steps below:

1. Open a web browser (Google Chrome, Mozilla Firefox, or Microsoft Edge) on your computer.
2. Type the enrollment URL below in the browser address bar, copy and paste it in the address bar or click on the link: [https://www.sandatalearn.com?KeyName=CAindependent](https://www.sandatalearn.com/?KeyName=CAindependent)
3. Complete the fields in the **Sign-Up** section of the screen
	1. First Name
	2. Last Name
	3. Email Address
	4. Password (must be at least 8 characters long and include at least one number)
	5. CalEVV Identifier (received via email just after self-registration)



1. Click the **Sign-Up** button.
2. The *Sandatalearn* homepage will display.
3. Click on **My Courses** to view the available course.



1. Click the CA folder to open to the course.



1. Click the course name or the **Start** button to open the course.



1. Click the **Start** button to start the session. *(\*Note: Sessions must be completed in order. When one session is completed, the next session is unlocked for review.)*



Upon completion, the lesson progress will show a status of “COMPLETED”

1. To access the completion certificate, click on the menu bar in the upper-right corner of the screen and choose the **Transcript** option.



You may log in to Sandata Learn at any time to review course materials by going to: <https://sandatalearn.com> and entering your login and password.