

# Registering for the Sandata Learning Management System

To sign up for eLearning:

1. Click the link sent in the email.

<https://www.sandatalearn.com/?KeyName=IndianaEVV>

Complete the fields in the Sign Up section of the screen.

2. Click the **SIGN UP** button.

## Sign Up

To use the key agency, please sign up for a new account or login to an existing one.

First Name *Required*

Middle Name

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Agency Name: *Required*

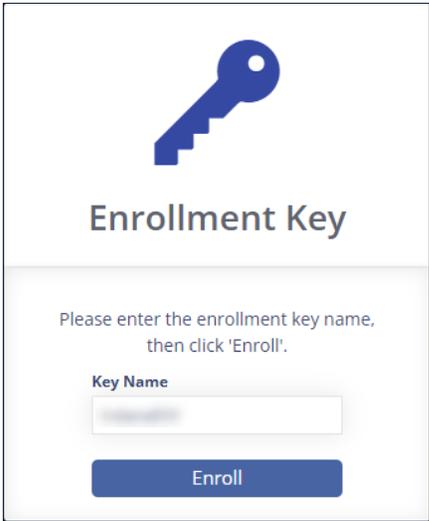
Provider Medicaid ID # *Required*

Sign Up

[Back To Login](#)

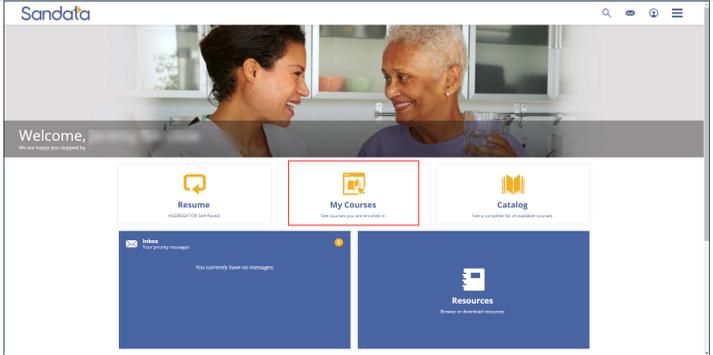
**Note:** Click the **Enroll** button, if displayed.

The Enrollment Key pop-up displays when accessing Sandata Learn using the link sent in the registration email when users are already enrolled. The pop up also displays when users are assigned additional courses. After registration is complete, disregard the registration link and use <https://sandatalearn.com> to access course material.



3. The Sandata learn dashboard will display.

4. Click on **My Courses** to view the available course.



5. Click the folder to open and view the available training courses.

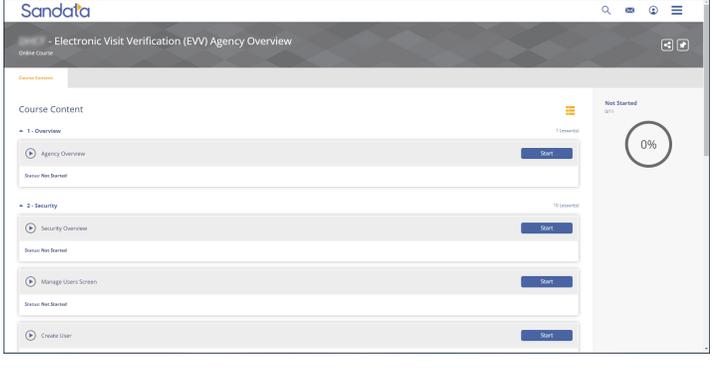


6. Click the course name or the **Start** button to open the course.



7. Click the **Start** button to start the session.

Upon completion, the lesson progress shows a status of "Completed."



8. To access the completion certificate, click on the menu bar in the upper-right corner of the screen and choose the Transcript option. After the initial registration, going forward users must use <https://sandatalearn.com> to log in and review course materials.

