

## **KanLearn Course Enrollment Instructions:**

**Existing KanLearn Users:** If you already have a KanLearn account and have forgotten your password, please use the “forgot password” link on the main log-in page. You will receive an e-mail to change your password. Be certain to check your junk mail folder after using the “forgot password” link for an e-mail from [kdhe.kanlearn@ks.gov](mailto:kdhe.kanlearn@ks.gov).

If you have forgotten your username, please e-mail the training team at: [MedicaidTraining@ks.gov](mailto:MedicaidTraining@ks.gov).

**New KanLearn Users:** If you do not have a KanLearn account, create one by following this link: <https://app.learnsoft.com/LSGLM/Login/kdhelogin.aspx>.

- Under the login button, choose “click here” next to “new user.”
- Fill in all required information and click “save”.
- Wait for an e-mail from [kdhe.kanlearn@ks.gov](mailto:kdhe.kanlearn@ks.gov) confirming that the account has been made and is pending approval. Be certain to check your junk mail folder.
- Individuals will then receive an “account approved” e-mail. This process can take up to 24 hours. Please do not attempt to make more than one account as this will delay the approval and registration process.
- After receiving the “account approved” e-mail, you can log-in to your account and enroll in courses.
- In KanLearn, please use the search feature at the top of the user dashboard to search for Course Number **700** for Medicaid Trainings or **600** for Professional Development sessions or for each course of interest by name. Then, click **Details- Enroll(Self)**.
- You will then receive a confirmation e-mail from either [kdhe.kanlearn@ks.gov](mailto:kdhe.kanlearn@ks.gov) or [Kanlearn@learnsoft.com](mailto:Kanlearn@learnsoft.com). If this e-mail has not been received, please check your junk mail folder.

### **On the day of training:**

- Log into [KanLearn](#) and click the “conference” or “webinar” button next to the appropriate course.
- Participants should join each virtual classroom at least 10 minutes prior to the start time of the course, so any technical issues you may encounter can be promptly resolved.
- A Meeting ID and Passcode will be sent to you prior to the meeting start time from [MedicaidTraining@ks.gov](mailto:MedicaidTraining@ks.gov).
- Participants more than five minutes late to any course may not be admitted to the virtual classroom.

Don't miss these opportunities to enhance your understanding of Kansas Medicaid and KanCare. ***Remember, registration is first-come, first-served, and spots are limited, so don't delay.***