

Dear Agency,

In an effort to streamline the process to register for IPA/Navigator/Certified Application Counselor (CAC) courses, we are implementing an on-line registration process for the three-day Navigator/CAC training program and for other training programs as offered. This easy process will allow you to view the training schedule and to register directly on-line.

We are requesting that you use the registration process described below moving forward. For your convenience, we created detailed instructions for you to use or forward to your staff.

Hello, you have been invited to enroll in a Navigator/Certified Application Counselor (CAC) training program. Please complete your registration via the MAXIMUS On-Line registration process described as follows:

- Right click on the MAXIMUS enrollment/registration link, [MAXIMUS - New York State of Health CAC-IPA- Navigator Training](#) and select "open hyperlink". Add this URL to your favorites so you can easily return to the registration page.
- Begin by entering the requested information on the Sign Up home page:

The screenshot shows a web interface for registration. At the top, a blue banner reads: "To use the key **NavigatorCourse**, please sign up for a new account or login to an existing one." Below this are two main sections: "Sign Up" and "Login".

Sign Up Section:

- Fields: Username *, Password (8 Char. Min) *, Re-enter Password (8 Char. Min) *, Employee Number, Assistor First Name *, Assistor Last Name *, Assistor Email *, Assistor Type *, CAC Agency Type *, Agency Name *, Agency address 1 *, Agency address 2, Agency city *, Agency state *, Agency zip *, Agency phone number *
- Buttons: Sign Up, Cancel

Login Section:

- Text: "If you already have a username and password, you can log in here to apply this enrollment key to your existing account."
- Fields: Username (containing "Stephen.Russell"), Password (masked with dots)
- Options: Remember Me, Forgot Password?
- Button: Login

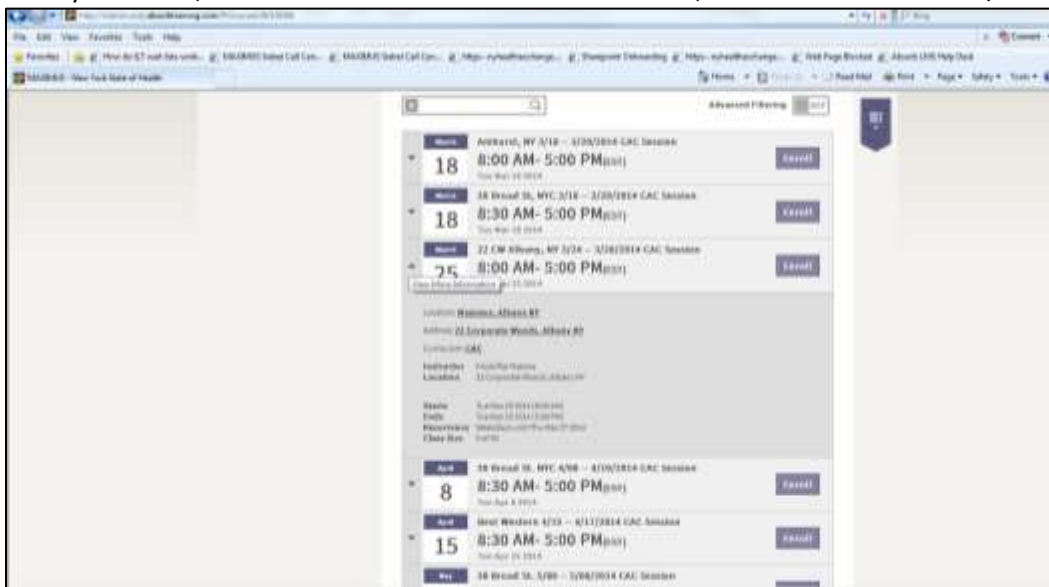
Annotations:

- A box labeled "Not Required Leave Blank" points to the Employee Number field.
- A box labeled "Enter Either: Hospital, FQHC, Health Center, CBO, Health Insurance Plan, Financial Vendor, Gov't. Agency, or Other" points to the CAC Agency Type field.
- A box labeled "Please enter either: Navigator or CAC" points to the Assistor Type field.
- A box labeled "Use After Sign Up" points to the Login field in the Login section.

- You will be prompted to create a unique username and password. Once created, you will see a message that confirms the username and password entered. This message is also emailed to you in case you forget them.
- The last step is to log in using your username and password. Once you complete this process, the course registration "Welcome" page will open.



- Click on “My Courses”, click “View” for a list of available courses, locations and the dates/times offered.



- Click “Enroll” to select the desired course session from the list.
 - Each course session has a maximum enrollment and registration deadline. If a session reaches maximum enrollment, a notification will display on the screen to select a different date. Enrollment must be completed 48 hours prior to the session start date.
- Once “Enroll” is selected, this completes the enrollment process and you will receive a confirmation email.
 - Enrollment can be changed and/or canceled via the on-line registration process.
- To change or cancel: Sign-in, select “My Courses”, click on “View” and choose “Change Session” or “Cancel Session”.
 - If you or a member of your staff are unable to attend a session, please be sure to update the registration status to allow others an opportunity to register.

For assistance with the on-line registration process, please contact Lynn Indelicatto at: LynnMIndelicatto@maximus.com

Thank You,

Gabrielle Armenia, Director
 Bureau of Child Health Plus Policy and Exchange Consumer Assistance
 And
 Steve Russell, Director of Training - MAXIMUS