

## REGISTERING FOR TELLUS TRAINING

You can view each training, as many times as you wish, you just have to register each time you want to attend training.

- Live training provides an opportunity to ask questions during the training.
- A recorded training is pre-recorded and does not offer the ability to ask questions.

### **YOU DO NOT NEED A USERNAME OR PASSWORD TO VIEW TRAINING**

There are four separate training webinars, but you will register to attend/view each training the same way.

**Agency providers using 3<sup>rd</sup> Party EVV Solution** should attend: Claims Console training.

**Independent providers** should attend: Claims Console, and Nebraska DHHS Independent Provider training.

**Agency providers using Tellus** should attend: Admin Console, Mobile App, and Claims Console trainings (in that order).

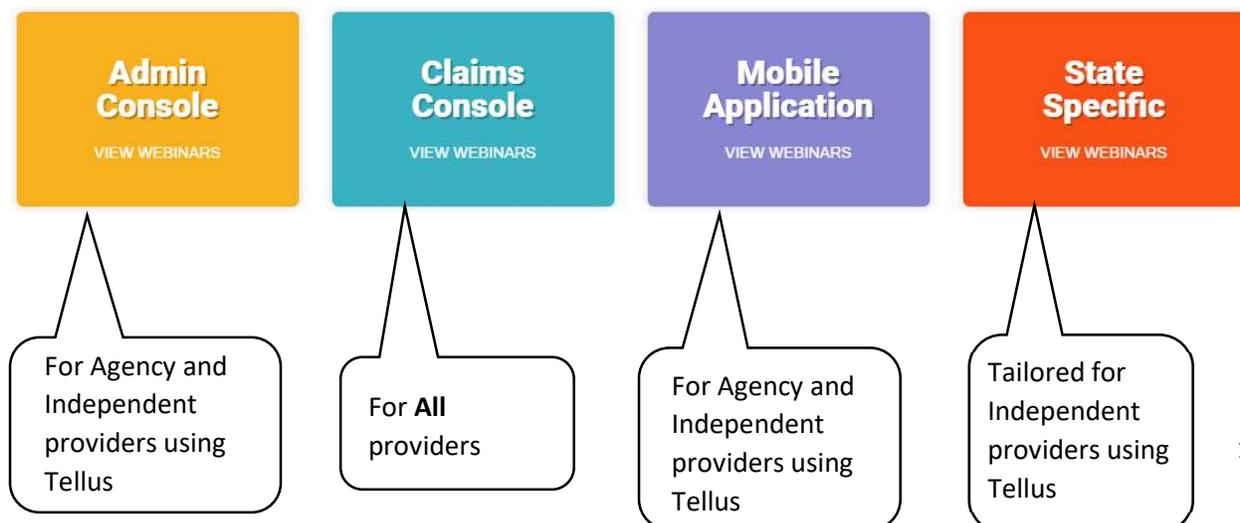
TO REGISTER FOR TRAINING:

#### **STEP 1:**

Go to the Tellus training website. CLICK THIS LINK: <https://4tellus.com/training/>

#### **STEP 2:**

Choose the training that you want to attend and click on that box:



**STEP 3:**

Choose how you want to attend training.

After you have chosen the webinar topic you would like to attend, you will now choose between attending a live webinar, listening to a pre-recorded webinar in English, or listening to a pre-recorded webinar in Spanish.

The example below is for attending training about the Admin Console, but these instructions work the same for any topic you choose.

The image shows a screenshot of a training page titled "Administrator Console". The page content includes the title "Getting Started With Your Administrator Console", a "Who:" section describing the audience as administrators and schedulers, and a "What:" section describing the training content. On the right side of the page, there are three buttons: "REGISTER NOW" (orange), "VIEW RECORDING" (green), and "VER GRABACIÓN" (green). Three callout boxes with blue borders and lines pointing to the buttons provide instructions: the top callout points to the "REGISTER NOW" button and says "Click here to listen and view prerecorded training"; the middle callout points to the "VIEW RECORDING" button and says "Click here to listen and view prerecorded training"; the bottom callout points to the "VER GRABACIÓN" button and says "Listen to Spanish version of the prerecorded training".

## **STEP 4 LIVE TRAINING:**

To register for LIVE training, complete the screen that opens after clicking “Register Now”:

The screenshot shows the registration form for the Tellus EVV Administrator Console and Scheduler. At the top center is a logo consisting of a green circle with a white figure inside, resembling a person or a stylized 'S'. Below the logo, the text "Tellus EVV Administrator Console and Scheduler" is displayed. The form includes a date and time selection dropdown menu, a "Show in My Time Zone" link, and a series of input fields for personal and contact information. A blue "Register" button is located at the bottom of the form. Several callout boxes provide instructions: one points to the date and time dropdown, another points to the email address field, and two others point to the "n/a" input fields for insurance and program information. The "Register" button is circled in red.

This is a drop-down menu. You can pick a date and time that best suit your schedule.

Make sure you have an email account

You do not need to populate anything here. Just type in 'N/A'

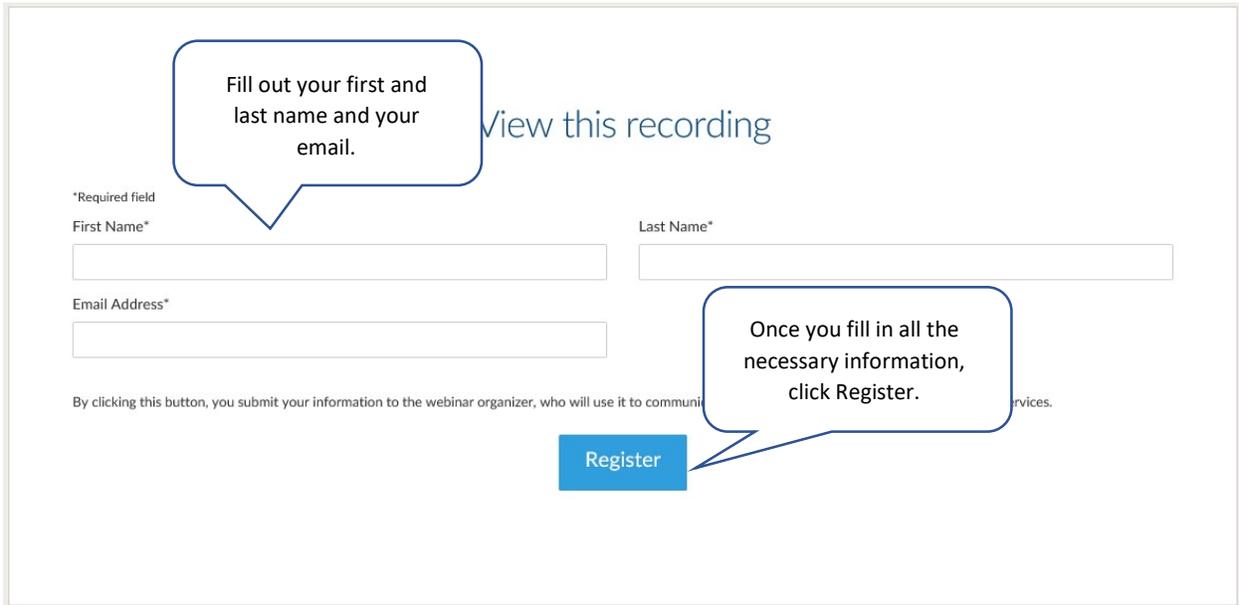
Once you fill in all the necessary information, click Register.

You do not need to populate anything here. Just type in 'N/A'

Register

#### **STEP 4 RECORDED TRAINING:**

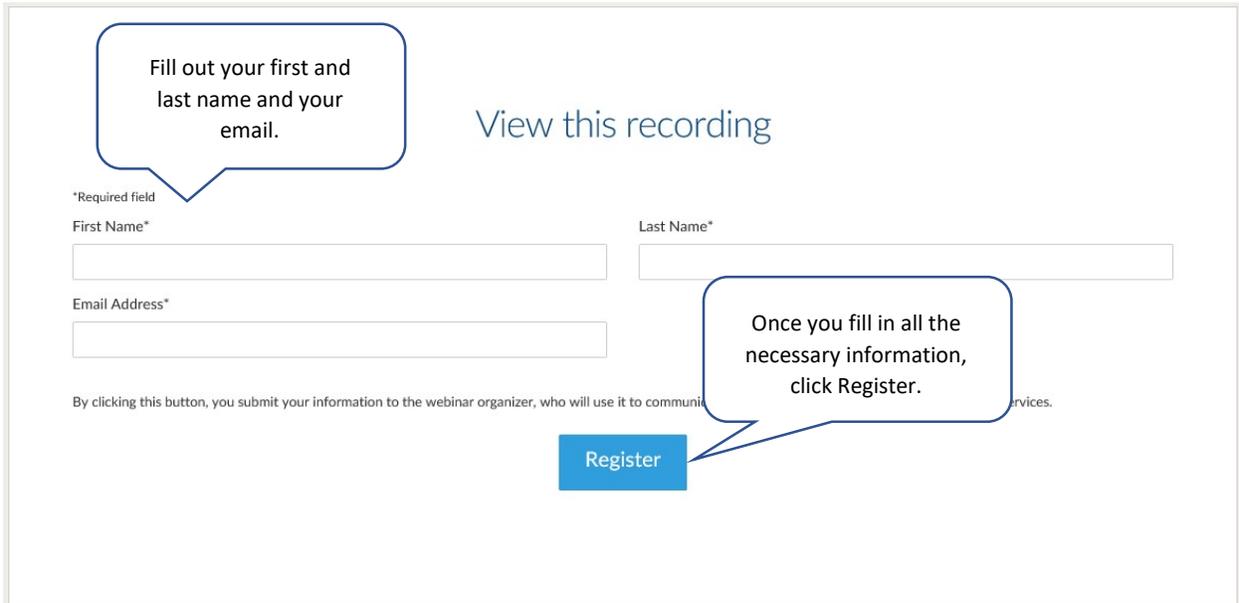
To register for a RECORDED training, complete the screen that opens after clicking “View Recording”:



The image shows a registration form for a recorded training. At the top right, there is a link that says "View this recording". Below this link are three input fields: "First Name\*", "Last Name\*", and "Email Address\*". Each field has a small asterisk and the word "Required" above it. A blue callout bubble points to the "First Name" field with the text "Fill out your first and last name and your email." Below the input fields is a blue "Register" button. Another blue callout bubble points to the "Register" button with the text "Once you fill in all the necessary information, click Register." At the bottom of the form, there is a small line of text: "By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you about our services."

#### **STEP 4 SPANISH TRAINING:**

To register for a RECORDED training in SPANISH, complete the screen that opens after clicking “Ver Grabacion”:



The image shows a registration form for a recorded training in Spanish. At the top right, there is a link that says "View this recording". Below this link are three input fields: "First Name\*", "Last Name\*", and "Email Address\*". Each field has a small asterisk and the word "Required" above it. A blue callout bubble points to the "First Name" field with the text "Fill out your first and last name and your email." Below the input fields is a blue "Register" button. Another blue callout bubble points to the "Register" button with the text "Once you fill in all the necessary information, click Register." At the bottom of the form, there is a small line of text: "By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you about our services."