



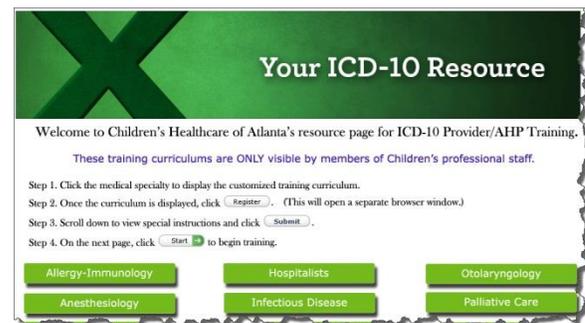
Registering for Training

1. Log into Aspen-TotalLMS.

2. There is a corkboard area with a pinned note saying "ICD-10 Physician/AHP Training (CLICK here!)". Click there!



3. This will cause a new browser window (or tab) to open. You will see a grid of green buttons, each with the name of a specialty or discipline. Find yours and click it.



4. This will open *another* new window (or tab), this one showing the curriculum corresponding to the button you just selected.

First, click the Register button. This will expand the curriculum to show the courses it contains.

Take a moment to read the bulleted items in **blue**: they spell out some important information about the training and how to complete it in the system.

Click the Submit button. This will confirm your enrollment in the selected courses.

Name	Start Date
Curriculum: ICD-10 Physician Training (General Surgery Specialty)	
Required: At least 2	
<input checked="" type="checkbox"/> CBT (external) : Documenting in ICD-10 CM*	Available Capacity: Unlimited Status: Registration already processed
<input checked="" type="checkbox"/> CBT (external) : ICD-10 and General Surgery*	Available Capacity: Unlimited Status: Registration allowed
<input type="checkbox"/> CBT (external) : (Optional) Documenting in ICD-10 PCS	Available Capacity: Unlimited

You must register for activities marked with an asterisk (*) in order to meet the completion requirements.

- You will **automatically** be registered for (2) required CBT's.
- It is recommended that you select the 3rd, optional CBT.**
- After clicking 'Register', there will be a separate 'Start' launch button for each CBT.
- 80% or better is required for successful 'Completion'.
- If 80% or better is not achieved, on screen text will prompt you to restart the module to retake it.
- If you are unable to retake or complete any of the modules, the system will bookmark your progress.

If you are unfamiliar with launching and re-launching modules, [read this tip sheet for help.](#) (Opens in a new window).

Submit 2

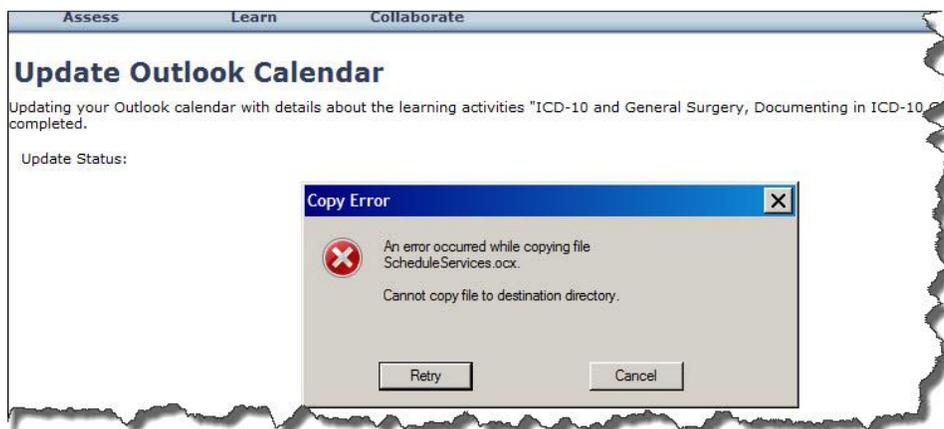


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Note: Certain curricula contain both required and optional courses.

- ✓ **Required** courses will show a “check mark” in the checkbox to the left of the course name. Users can not uncheck the checkbox. **You will NOT receive a completed status on your transcript until all required courses are completed.**
- ✓ **Optional** courses will show the checkbox “unchecked”. To register for the optional course, place a check in the box by clicking on it.

5. The system will attempt to add the courses to your Outlook calendar, which will open yet another window (or tab) and generate an error. You can cancel the error message and close the window or tab.



6. Finally, you are taken to a screen congratulating you for completing the registration process. Here you can click the Start buttons to begin training.

Home > Activity Details Thursday, February 27, 2014 2:56:46 PM EST contractor

Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

[Click here to view invoice details](#)

Activity Details

ICD-10 Physician Training (Nephrology Specialty)

Cancel All

	Name	Status	Date and Time	More Information	Required by Parent	Actions
	Curriculum: ICD-10 Physician Training (Nephrology Specialty)			Summary		
<input checked="" type="checkbox"/>	CBT (external): Documenting in ICD-10 CM	Registered		Summary	Yes	<input type="button" value="Cancel"/>
<input checked="" type="checkbox"/>	CBT (external): ICD-10 and Pediatrics: Nephrology	Registered		Summary	Yes	<input type="button" value="Cancel"/>