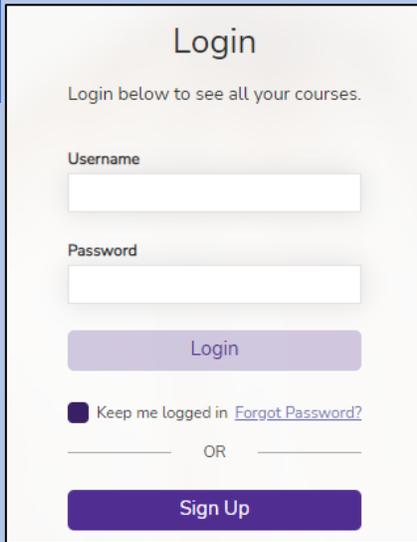


# MCO PNM Read-Only User Sign Up Guide (2026)

## Steps:

If you need any assistance with the Absorb LMS or signing up for training sessions, please reach out to [ohiotrainingteam@maximus.com](mailto:ohiotrainingteam@maximus.com)

# 1



**Login**

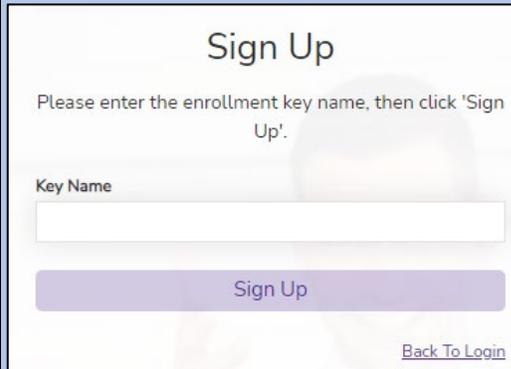
Login below to see all your courses.

Username

Password

Keep me logged in [Forgot Password?](#)

OR



**Sign Up**

Please enter the enrollment key name, then click 'Sign Up'.

Key Name

[Back To Login](#)

Use the Enrollment Key link provided in communications to access the Absorb Learning Management System (LMS).

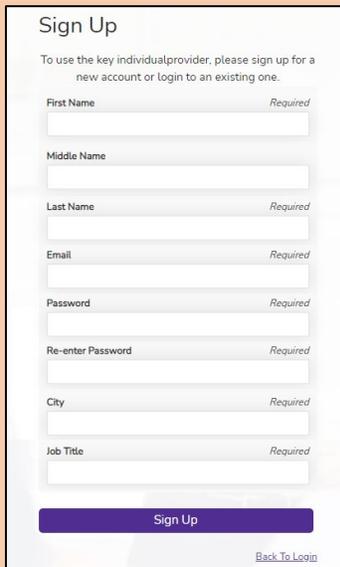
OR

Go to <https://ohiopnm.myabsorb.com/> and click **Sign Up** and enter the Enrollment Key.

**Note: Enrollment Key information is listed on Page 3 of this document.**

If you have previously set up an account in the Absorb LMS, log in and skip to Step 3.

# 2



**Sign Up**

To use the key individual/provider, 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

City Required

Job Title Required

[Back To Login](#)

Enter your demographic information and create a password for your Absorb account.

**Note: Your email address and the password you create will be used to login Absorb each time you access the system after the initial sign up.**

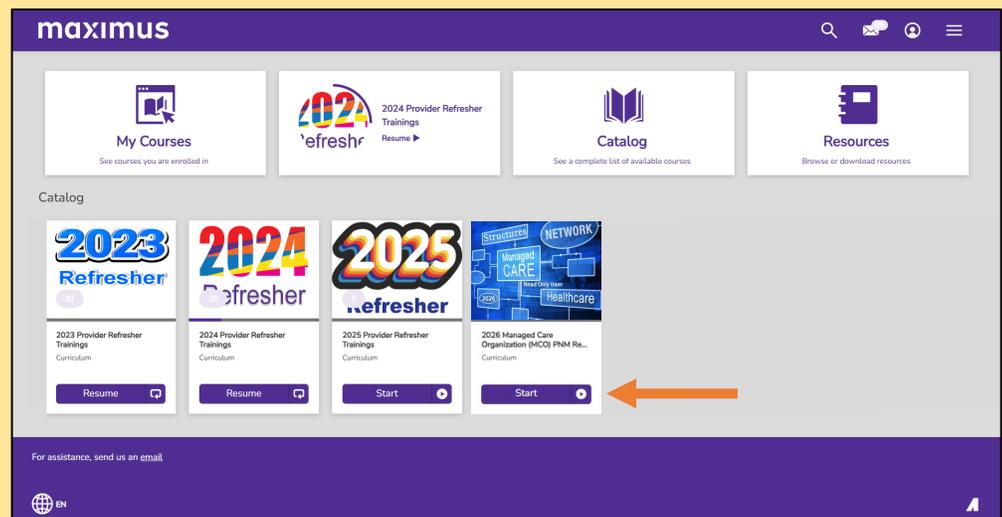
Once all information has been entered, click **Sign Up**.

# 3

After creating an Absorb account, you will be taken to the Dashboard.

Listed under the Catalog you will see all curricula that you have automatically been enrolled in.

To select the **2026 Managed Care (MCO) PNM Read-Only User** training, click **Start** or **Resume** to access the curriculum and locate training sessions and materials.



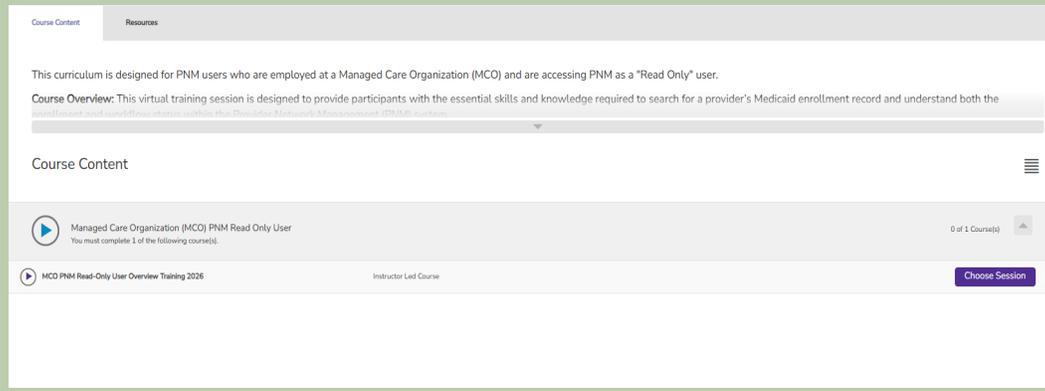
The screenshot shows the Maximus dashboard with a navigation bar at the top containing 'maximus', search, and user icons. Below the navigation bar are four main tiles: 'My Courses' (with a sub-link 'See courses you are enrolled in'), '2024 Provider Refresher Trainings' (with a 'Resume' button), 'Catalog' (with a sub-link 'See a complete list of available courses'), and 'Resources' (with a sub-link 'Browse or download resources'). The 'Catalog' section is expanded, showing a grid of curriculum cards for '2023 Refresher', '2024 Refresher', '2025 Refresher', and '2026 Managed Care Organization (MCO) PNM Re...'. An orange arrow points to the 'Start' button on the 2026 curriculum card.

TO LOCATE ENROLLMENT KEY INFORMATION FOR THE LEARNING MANAGEMENT SYSTEM, PLEASE VIEW TO PAGE 3 OF THIS DOCUMENT.

# MCO PNM Read-Only User Sign Up Guide (2026)

## Steps:

4



Under the Course Content heading, all the planned training courses/topics appear.

Each training course/topic has its own set of training sessions. You can sign up for a session under each topic listed, if you desire.

Locate the course you wish to enroll in and click the **Choose Session** button to sign up for a specific date and time the session is offered.

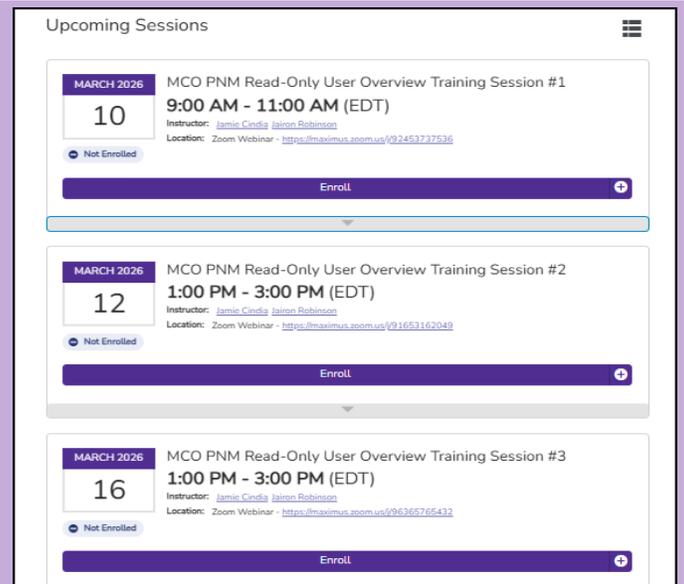
5

The course sessions display listing the date, time, and location (a *Zoom URL for virtual sessions*).

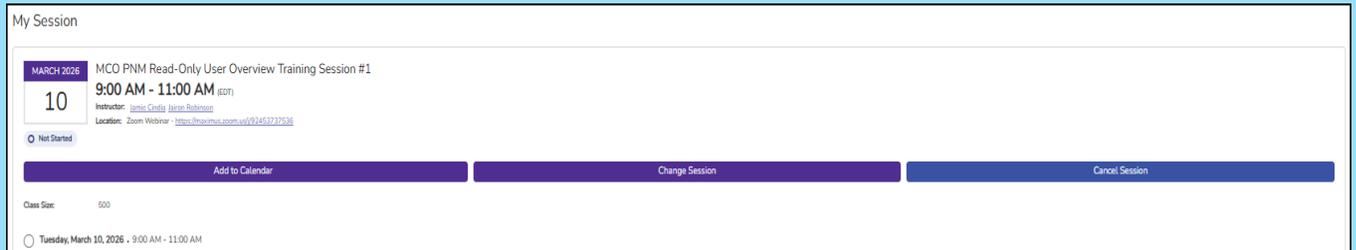
Click the arrow at the bottom of the session listing for more information about the session.

Determine which session you wish to sign up for and click **Enroll**.

An email confirmation will be sent to the email address you used to sign up, confirming your enrollment in the training session and providing a calendar invite for the date, time, and link to the session.



6



If you would like to change or cancel a session after signing up, click the corresponding **Change Session** or **Cancel Session** button to make the appropriate update.

To return to the Course Content section and sign up for additional sessions or access training materials, click  at the top of the page.

## MCO PNM Read-Only User Sign Up Guide (2026)

Provider Group	Enrollment Key	Enrollment Key Link
Managed Care Organizations	managedcare	<a href="https://ohiopnm.myabsorb.com?KeyName=managedcare">https://ohiopnm.myabsorb.com?KeyName=managedcare</a>