

Elsevier Performance Manager Quick Reference Guide

Elsevier* is the world's leading health sciences publisher, bringing a wealth of technology and content expertise to today's human services organizations. This guide:

- Gives you step-by-step help to access the Elsevier Performance Manager.
- Explains how to select a course.
- Explains how to review your educational transcript.
- Provides contact information if you need help.

Accessing the Elsevier Performance Manager

Access Elsevier:

- Directly at <http://tinyurl.com/ElsevierLogin>.
- From our provider website at <https://providers.anthem.com/ky> >Provider Training Academy > Elsevier Performance Manager.

Logging into Elsevier

Prior to logging into Elsevier, all providers must register. You can register through your agency administrator at ProviderExperienceKYProjects@anthem.com. Once you are registered, your credentials will be as follows:

- **Username:** This will be the first letter of your first name and your full last name.
- **Password:** Your initial password will be *hello* (all lowercase). Immediately upon login, you will be instructed to create a unique password for your account.



* Elsevier is an independent company providing health care education and learning management services on behalf of Anthem Blue Cross and Blue Shield Medicaid.



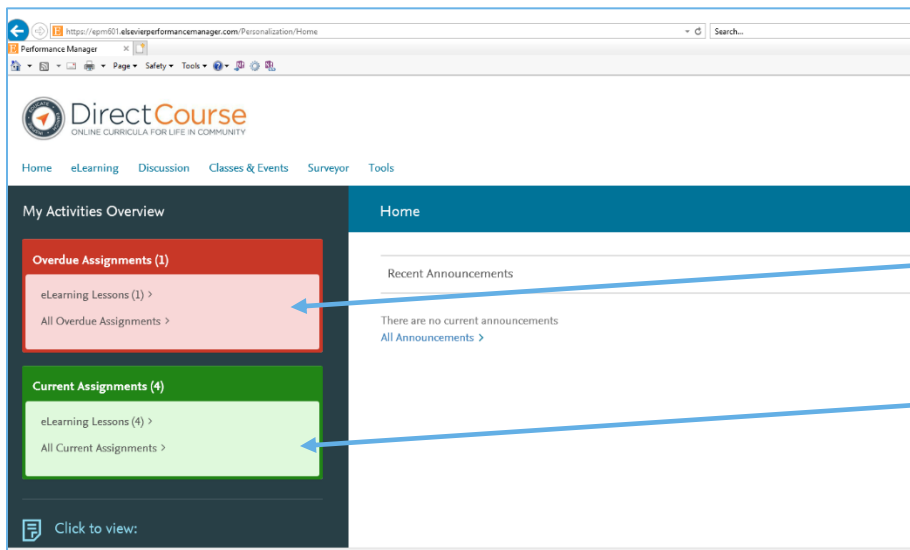
<https://mediproviders.anthem.com/ky>

Resetting your password

If you have forgotten your password, please select **Forgot Password?** on the login screen and enter your four-digit verification code to reset the password. Your four-digit verification code is the numerical representation of your birth month and birth year. For example, a birthday of June 10 would be 0610.

Accessing assigned training

On the *Home* page, you will see the *My Activities Overview*. These will be the courses that are currently assigned to you. Those items in the green box are current course assignments. If you have assigned courses that are past due, a red box will appear with the past due courses.



Assigned – past due assignments

Assigned – current assignments

To begin an assigned course, select the **eLearning Lessons** in either the green or red box. The list of the individual courses will appear. Select the course name to start the course.

Assigned Items

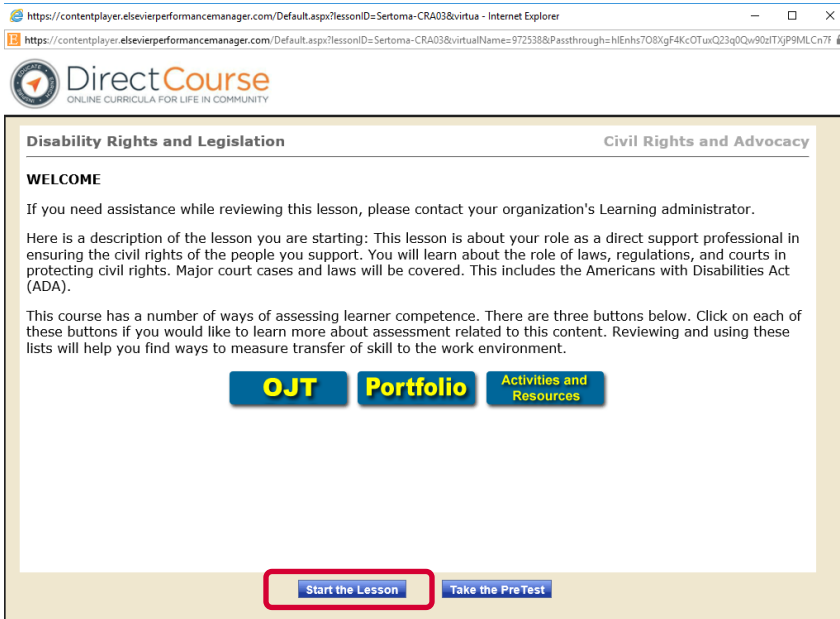
Assigned Items | eLearning Self Enroll

You Are Viewing Current eLearning Lessons. show module name

Available Filters: Current | eLearning Lessons | Select

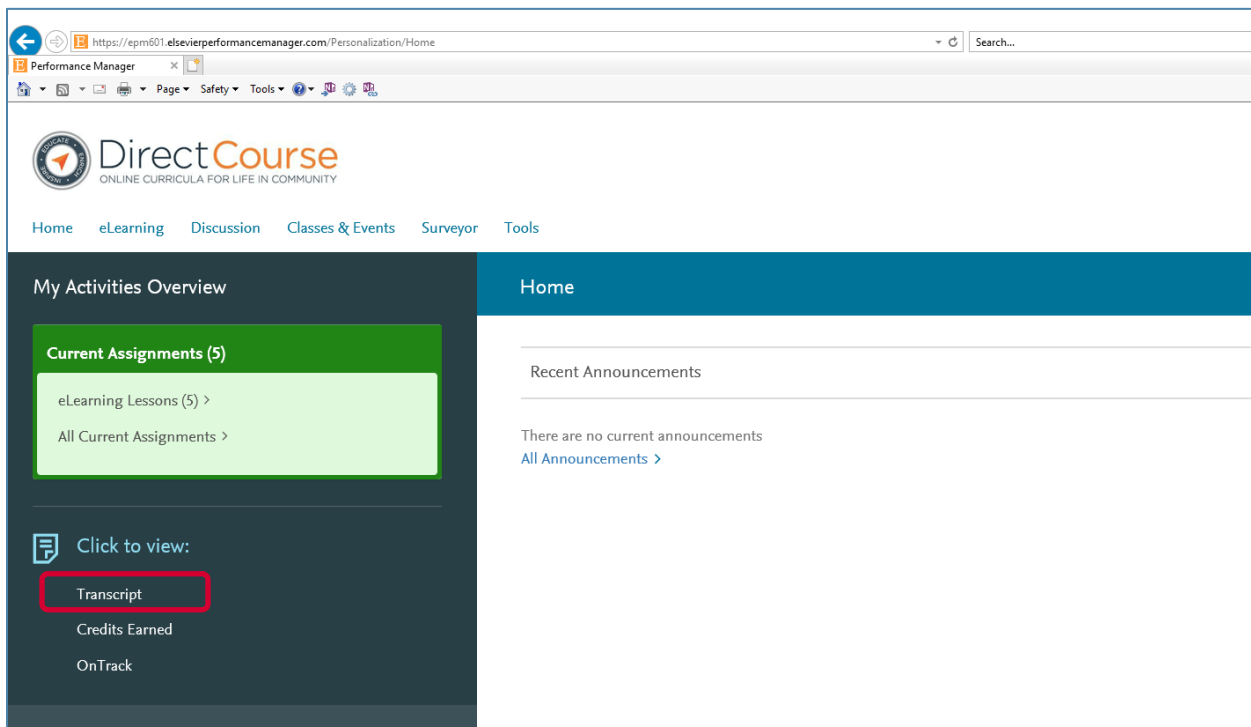
Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Module	Program Name	Assign Type	Eval
CDS: Civil Rights and Advocacy: Disability Rights and Legislation	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Introduction	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	

The course will begin in a separate browser screen. Some courses offer a pre-test to check your knowledge of the material prior to taking the course; this is an optional exercise. If you do not want to complete the pre-test, you may select **Start the Lesson**.



Reviewing your transcript

Once you have completed the course, the course will show as **Complete** on your transcript. You may access your training transcript from the *Home* page.



Selecting **Transcript** will bring up your *Learner Transcript*. This transcript can be printed or exported to an Excel spreadsheet.

Item Name	Program	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Civil Rights and Advocacy: Challenges and Strategies for Exercising Rights		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Disability Rights and Legislation		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Introduction		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy		Lesson	05/09/2019	X							SE

Elective self-enrollment

Elsevier offers additional courses beyond the course you have been assigned. To review and select additional courses, from the *Home* page, select the **eLearning** menu. Within the menu, select the **Self Enrollment** option.

https://epm501.elsevierperformancemanager.com/Personalization/Home

Direct Course
ONLINE CURRICULA FOR LIFE IN COMMUNITY

Home eLearning Discussion Classes & Events Surveyor Tools

My eLearning Lessons
Self Enrollment
Calendar

Current Assignments (5)

eLearning Lessons (5) >
All Current Assignments >

Click to view:

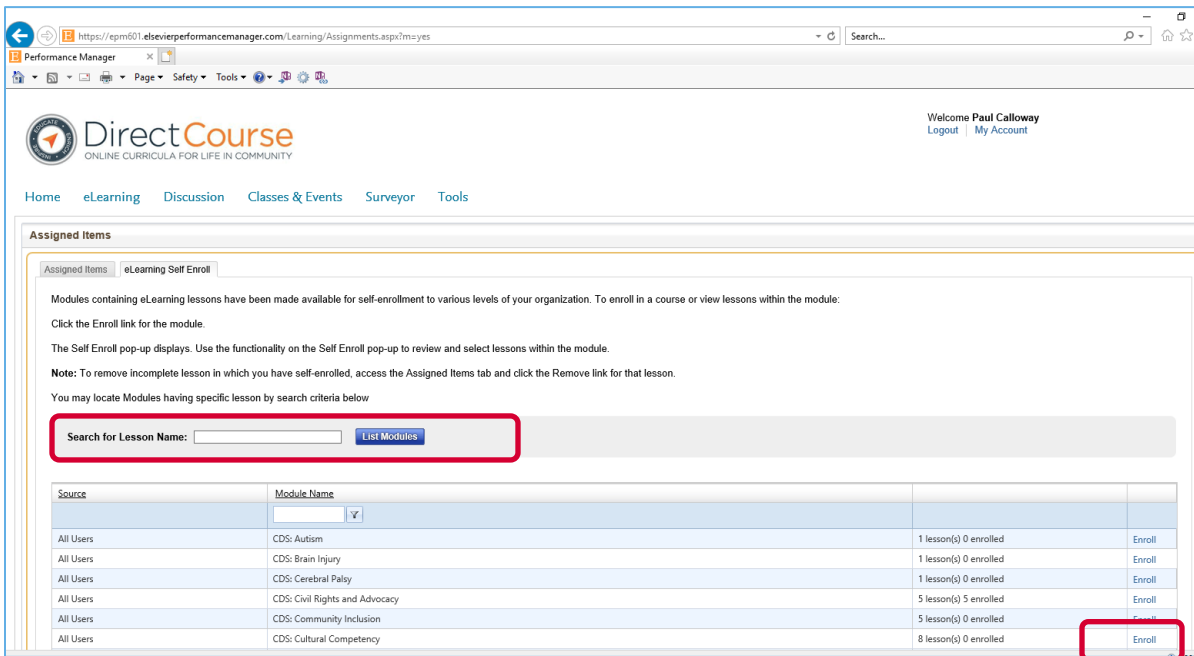
Transcript
Credits Earned
OnTrack

Home

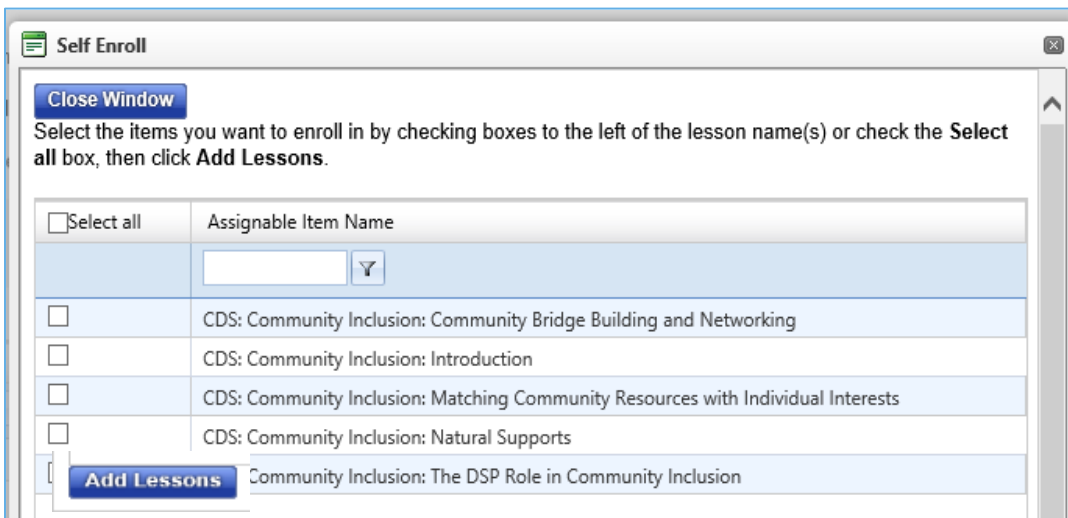
Recent Announcements

There are no current announcements
[All Announcements >](#)

The catalog of courses that are available will appear. You can directly enroll in a course or you may use the search feature to look for specific topics and course modules. Some modules have multiple courses.



Once you select **Enroll**, a module/course selection screen will appear so you can select specific courses from each module. You may select all or select individual courses within each module. Once you select **Enroll**, select the **Add Lessons** button. The courses will appear in your *Current Assignments* on the *Home* page.



If you have issues or concerns, please email ProviderExperienceKYProjects@anthem.com.