

Litmos Instructions



STEP ONE

LITMOS ACCOUNT SET UP AND MANAGEMENT

Account setup → link: <https://sfhp.litmos.com/self-signup>

- Chrome Browser is recommended
- The email address you used to create account is your login name
- The code to use is: Welcome123
- Include your NPI in the sign up (enter 000 if you do not have an NPI)
- Update your password once you have logged in
- Provider Training FAQ:
<https://www.sfhp.org/providers/training/>

If you need any assistance with Litmos,
email provider.training@sfhp.org.

STEP FOUR (If applicable)

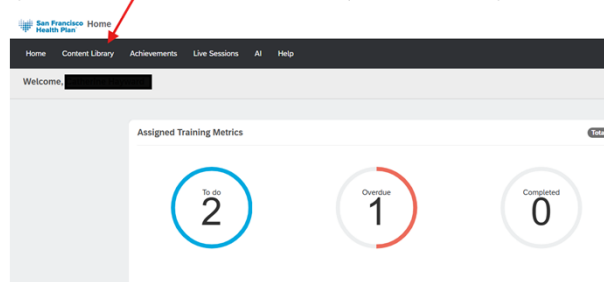
Once you have completed the training, complete the survey at the end of the course or use the link below and complete the survey.

Please share your feedback on the training experience by following the link to a brief 5 question survey: <https://forms.cloud.microsoft/r/rGCKeFM3t?origin=jprLink>

Your feedback will help us ensure trainings are helpful and easy to access.

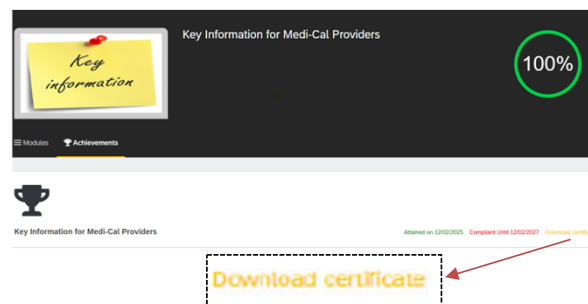
STEP TWO

Log into Litmos using your email and the password you created. Once you log in you will see your Dashboard/ Home and a list of the training courses available to you. Click on the **Content Library** in the top black to find the course or courses you need to complete.



STEP FIVE

After completing the course, you'll see an *Achievements* tab appear next to Additional References. Click on it to download and print your Certificate of Completion.

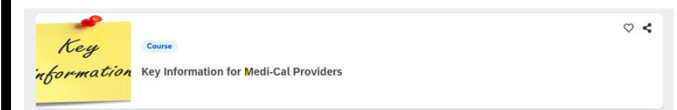


STEP THREE

Search the library or scroll through the list of trainings to find the ones you need.

Select the course you want to take. Clicking on the title will open the course for you to begin.

You can stop and resume at any time.



STEP SIX

Save a copy of your Certificate of Completion. Your medical group may request this as evidence of completion.

Different training must be completed again at different intervals. Litmos will send a reminder when it is time for your next training.



Litmos- Learning Management System

- Litmos is our free training platform for all the required training modules
- Users can create accounts using their work email address (*preferred*)
- Users need to sign up using a clinic address
- After completing a course, users can print certificate of completion as proof.
- Each site or delegate is responsible for tracking completed training
- Litmos will automatically send email reminders when it is time to take a course or training again at required intervals

