



## 2022 beWellnm Individual Marketplace Training Navigation Guide

### Welcome to beWellnm the New Mexico Health Insurance Exchange Learning Management System Edvance 360.

This navigation guide will help you understand how use the Home Dash board to locate training lessons, knowledge checks and exams **for plan year 2022 beWellnm Individual Marketplace Training and Certification**. You will also learn of the expectations for the training to better prepare yourself.

**New users requesting training** – *Please send and email request to [Partners@nmhix.com](mailto:Partners@nmhix.com)* As a new user you will receive and invite from the beWellnm Edvance 360 Learning Management system to set-up a **new user profile**. Once logged into the system the training will be available for you to take.

**Existing users requesting training** – *Please send an email request to [Partners@nmhix.com](mailto:Partners@nmhix.com)* If you are a current user of the beWellnm learning management system an update to your profile will be done with the information you will provide. Training will be assigned and you will receive and email instructing you to log into your existing account to take the training. You will also be provided your existing username to log in.

If you are a current user of the beWellnm learning management system platform and do not remember your **Password**, *click (Forgot your Password?)* You may also contact beWellnm at **1-833-862-3935** for further assistance.

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**All training request must include the following User information:**

- First and Last Name
- Company Name
- Title
- Contact phone number
- Email Address

**Login to the beWellnm Training Program at:**

<https://nmhix.edvance360.com/>



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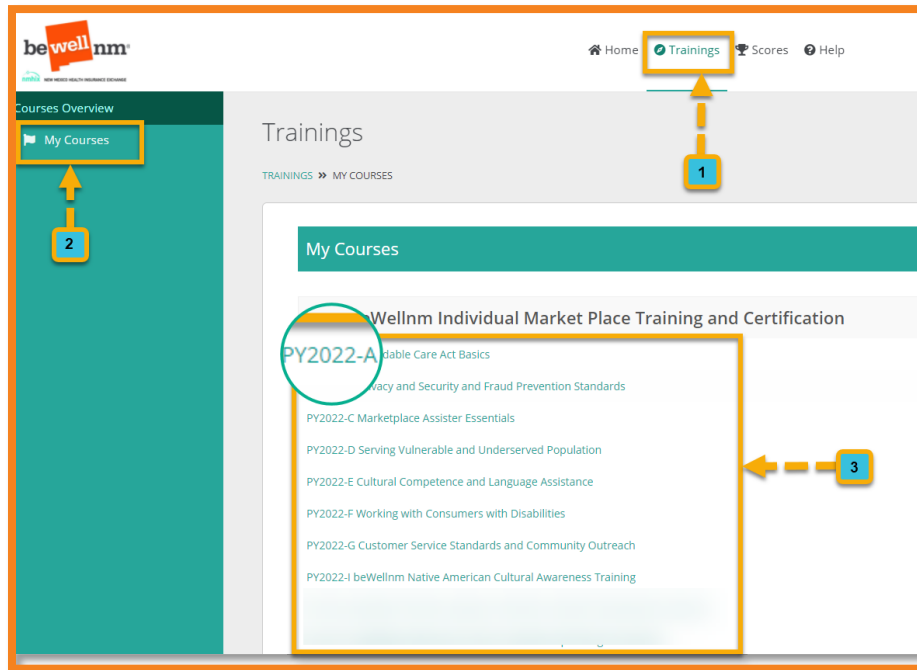
### What are the expectations to this training!

- The lessons and exams are not limited to time and can be saved until the user is ready to proceed again to move forward.
- All lessons must be viewed and **Marked Complete** in order to obtain full credit
- All Knowledge checks must be completed. Knowledge checks are not counted as a graded final exam but are necessary to complete to obtain full credit.
- All Lessons with Final Exams require at least an 80% grade to pass. You will have unlimited attempts to pass till the grade of 80% or higher is achieved.

### How to Navigate the home Page

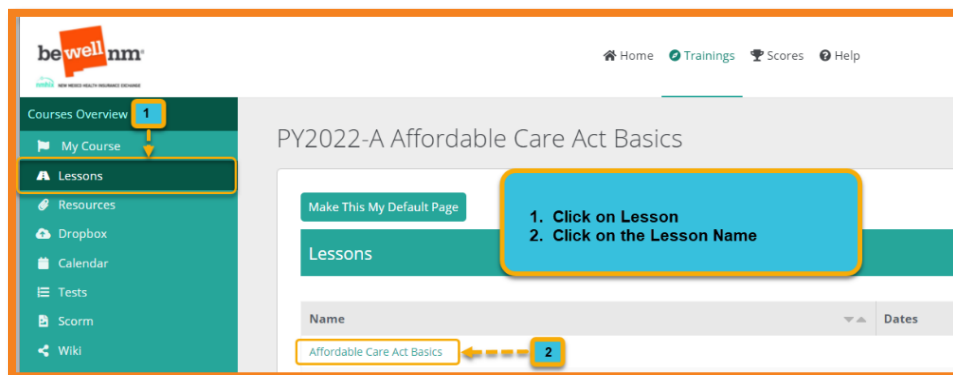


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1. *Click on **Trainings**.*
2. *Click on **My Courses**.*
3. *Click on the **Course Hyperlink** starting with **PY2022 A-** and **Course title**.*

## Viewing the Lesson



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## Mark Complete

*Each Lesson will have some functions you may want to pay attention to.*

On the bottom of the slide presentation, you can navigate forward or backward using the arrows and also expand the screen view. It is Important that you **Mark each Lesson Complete** to achieve full credit for taking the training.

The screenshot shows a training module titled "PY2022-A Affordable Care Act Basics". The main content area is titled "Affordable Care Act Basics" with a date of "05/18/2021". Below this is a "Description" section stating: "The Affordable Care Act is a comprehensive health care reform law that provides numerous rights and protections to consumers." The "Lesson Content" section shows "Lesson 1 of 10 Overview of the Affordable Care Act". A thumbnail of a slide is displayed, showing a family and the beWellnm logo. A callout box with a blue background and yellow border contains the text: "Remember to Mark Complete on each Lesson to obtain full credit." An arrow points from this callout to a "Mark Complete" button. At the bottom, an "Instructions" box states: "Use the < > Arrows at the bottom of the slideshow to navigate forward and backwards when viewing the slide. Remember to Click on Mark Complete to obtain credit for taking the Lesson."

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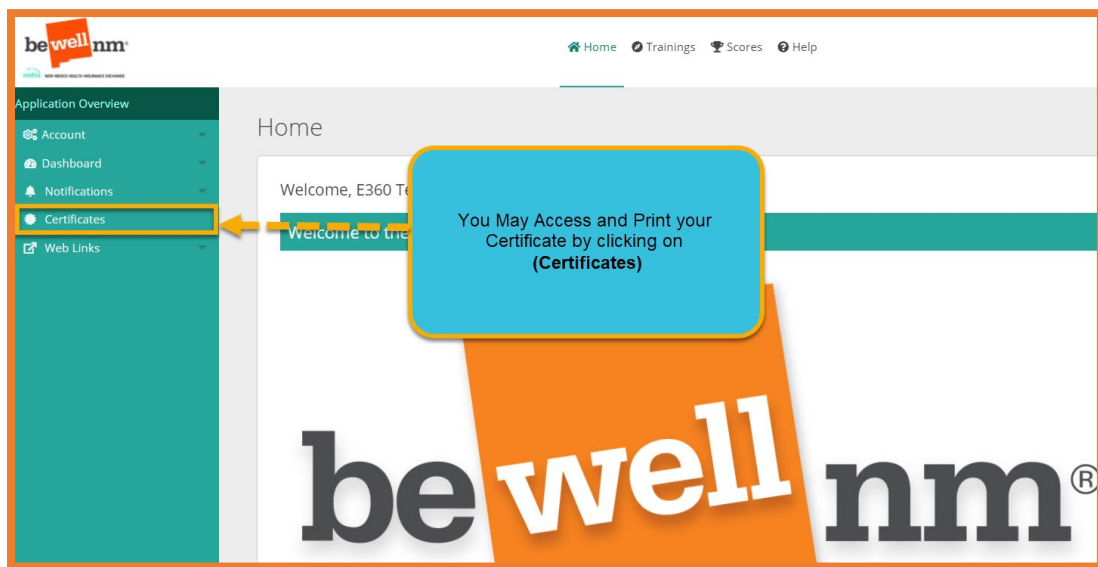
### Taking Knowledge Checks and Final Exams

In between all lessons, you will notice **Knowledge Checks** and **Final Exams** are listed in the order to take and will seamlessly flow as you complete each Lesson . All questions are either **Multiple Choice** and **True or False questions**.

Once all Course Modules have been completed and graded, you will receive a follow-up email assigning you the last course which will be a course that is titled, “**beWellnm Certification Training**.” Based on your role as an **Agent/ Broker** or **Enrollment Councilor**, this final course will be helpful to train the learner on how create a user name and password and establish with beWellnm for portal access.

### Printing My Certificate

Once you have completed the final **Certification Course**, a **Certificate** will be generated by the beWellnm Learning Management System and made available for the user to view or print.





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### **What will be done next and what they should expect?**

for certified enrollment councilors, how do we document their certification as an active CEC with NMHIX????? LMS can generate a report if that satisfies any regulations.