

Log into Novitas Medicare Learning Center

New Users

- From the **Sign In** screen, click Create Your Own Account
- Complete all fields as appropriate on the **Account Information** page. (Remember: all fields displaying a red asterisk (*) are required)
- Click **Save**

Forgot password

- From the Sign In screen, click **Forgot your password?**
- Enter your **Username (Email address)**
- Select Send by email or Answer **security questions**
- Click **Next**
- Answer Security Questions (if set up)

Change password

- Go to the Self icon on the upper left corner
- Click **Change Password**
- Enter old password and new password (2x)
- Click **Change Password**

Setting up forgotten password security questions

- Go to the Self icon on the upper left corner
- Click Question dropdown to select new question
- Enter **Answer**
- Click **Save**

Set my default time zone

- Go to the Self icon on the upper left corner
- Click **Profile Details**
- Select **Preferences**
- Select correct time zone from dropdown
- Click **Save**

Find a course or class

- Click on the **Library** icon in the header menu, or click the **Search** icon (magnifying glass) in the header menu to search for a specific course or class

Enroll in a class (Instructor led training)

- Go to the events Calendar in Novitas-solutions.com.
- Click **Register** under the desired class
- Log in to Novitas Learning Center, then click **Register**

Enroll in a course (Online training)

- Click the **Library** icon in the header menu to see available courses, or click the **Search** icon (magnifying glass) in the header menu and you're your search
- Click **Select** button
- Click **Start**

Drop a course

- Click the **My Courses** from the Novitas Learning Center home page
- Place a checkmark next to the course and click **Cancel Registration**

Launch a webcast

Note: Please disable all pop up blockers.

- Just prior to class start time (approx 15 minutes), From the Novitas Learning Center home page, click **My Dashboard**
- Click the name of the class under your calendar
- Click **Launch**

Print handouts

- From the Novitas Learning Center home page, click **My Dashboard**
- Click the name of the class under your calendar
- Click applicable resource links in the **Full Description** section

Print a diploma

- From the Novitas Learning Center home page, click **Completed Training**
- Click the **Diploma** icon next to the course
- Click **Print** or **Export to PDF**

Print a transcript

- From the Novitas Learning Center home page, click **Completed Training**
- Click **Print** or **Export to PDF**

Need assistance with Novitas Learning Center?

Email: NovitasLearningCenter@novitas-solutions.com