

Tovuti Learning Management System (LMS)



Learning Tovuti

What is Tovuti (LMS)

Tovuti LMS is a robust training platform used to deliver Your Health Idaho training and certification for our state health marketplace.

What does Tovuti Have to offer?

- Intuitive for adult learning
- Easy to use
- Certificates and Badges
- Check lists on training deliverable
- Virtual Classroom
- Event planning and registration
- Course Progress
- Assessments/Quizzes
- Interactive Material



Getting Started

Getting Started

A welcome email will be sent to the email address on file. If you do not see the welcome email in your inbox, please check your junk or spam folder and MOVE it to your inbox. This will ensure easy access for future notifications on training.

If you do not receive a welcome email, please send notification to [Connectors](#) to request one be sent.

Getting Started: Welcome Email

Instructions:

1. Locate Tovuti LMS welcome email
 - Subject line: **Welcome to Your Health Idaho Learning Management System (LMS)**

[firstname],

An account has been created for you on Your Health Idaho's Learning Management System (LMS), using the credentials that are currently associated with your Idaho state license (agents/brokers only) that is listed at the Idaho Department of Insurance.

Please take a moment to complete the [registration](#) of your account.

Click login in the upper right. Enter the following login information:

Username: [username]

Temporary Password: [password]

Upon log in, you will be prompted to change your password. Remember to create a unique, strong, secure password.

Password Requirements:

15-20 characters

1 Uppercase letter

1 Lowercase letter

1 Number

1 Special character (!, @, #, &)

Should you have any questions or difficulty logging into your account, please contact Connectors@yourhealthidaho.org.

Getting Started: Registration Process

Instructions:

2. Click registration link

[firstname],

An account has been created for you on Your Health Idaho's Learning Management System (LMS), using the credentials that are currently associated with your Idaho state license (agents/brokers only) that is listed at the Idaho Department of Insurance.

Please take a moment to complete the [registration](#) of your account.

Click login in the upper right. Enter the following login information:

Username: [username]

Temporary Password: [password]

Upon log in, you will be prompted to change your password. Remember to create a unique, strong, secure password.

Password Requirements:

15-20 characters

1 Uppercase letter

1 Lowercase letter

1 Number

1 Special character (!, @, #, &)

Should you have any questions or difficulty logging into your account, please contact Connectors@yourhealthidaho.org.

Getting Started: Initial Login

Instructions:

3. Click login, located in the upper right corner.

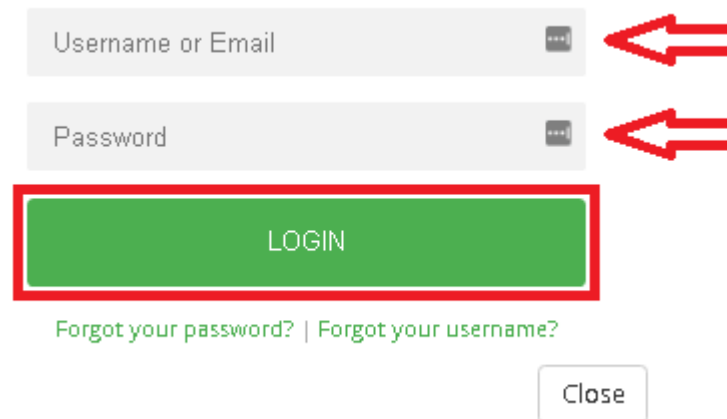


Getting Started: Initial Login

Locate and enter the *Username* and *Temporary Password* provided within the welcome email.

Instructions:

4. **Username:** Enter *Email Address*
5. **Password:** Enter *Temporary Password*



Username or Email

Password

LOGIN

[Forgot your password?](#) | [Forgot your username?](#)

Close

Click LOGIN

Getting Started: New Password

You will be prompted to change your password.

- *Remember to create a unique, strong, secure password.*

Password Requirements:

- 15-20 characters
- 1 Uppercase letter
- 1 Lowercase letter
- 1 Number
- 1 Special character (!, @, #, &)

Instructions:

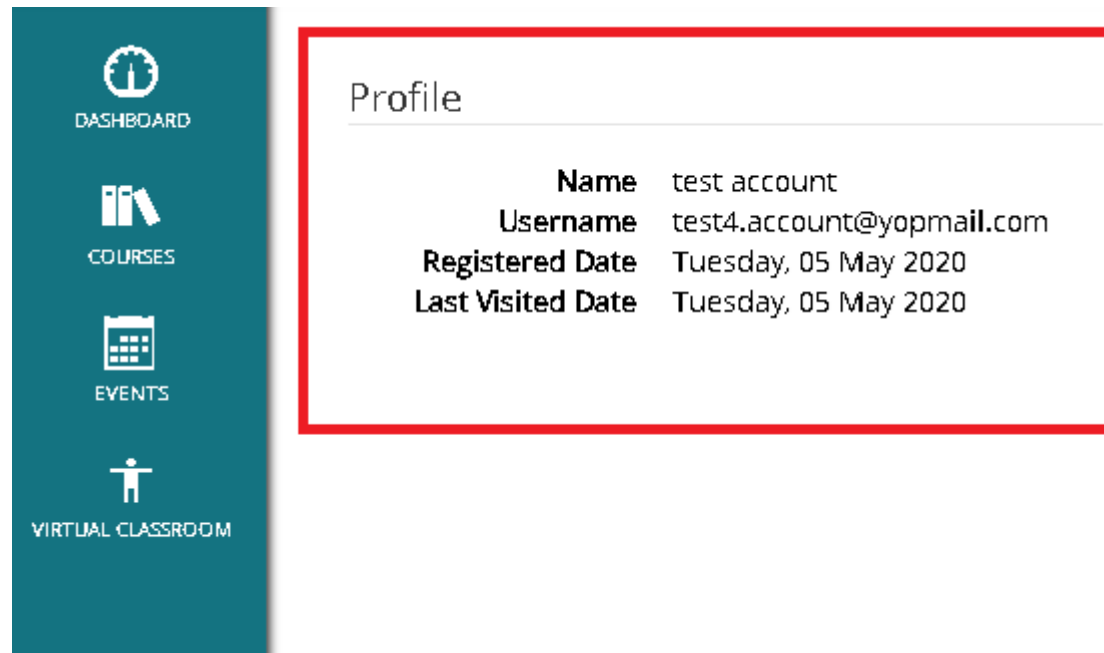
6. Create New Password and Re-enter

Click Submit

A screenshot of a web form titled 'Edit Your Profile'. The form has several input fields. The first field contains 'test account' and has a lock icon. The second field contains 'test4.account@'. The third and fourth fields are empty and have lock icons; red arrows point to these fields from the right. The fifth field contains 'test4.account@'. The sixth field contains 'test4.account@'. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Getting Started: Registration Complete

Upon completion of the registration process, a confirmation screen will appear.



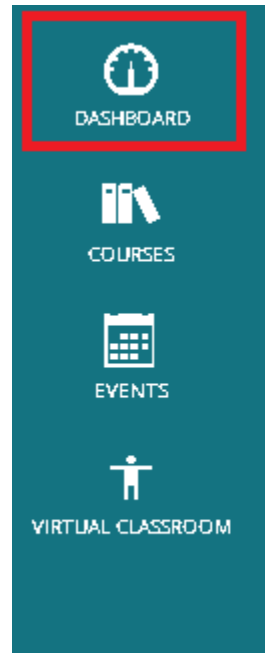
Profile	
Name	test account
Username	test4.account@yopmail.com
Registered Date	Tuesday, 05 May 2020
Last Visited Date	Tuesday, 05 May 2020



User Dashboard

User Dashboard

Click Dashboard



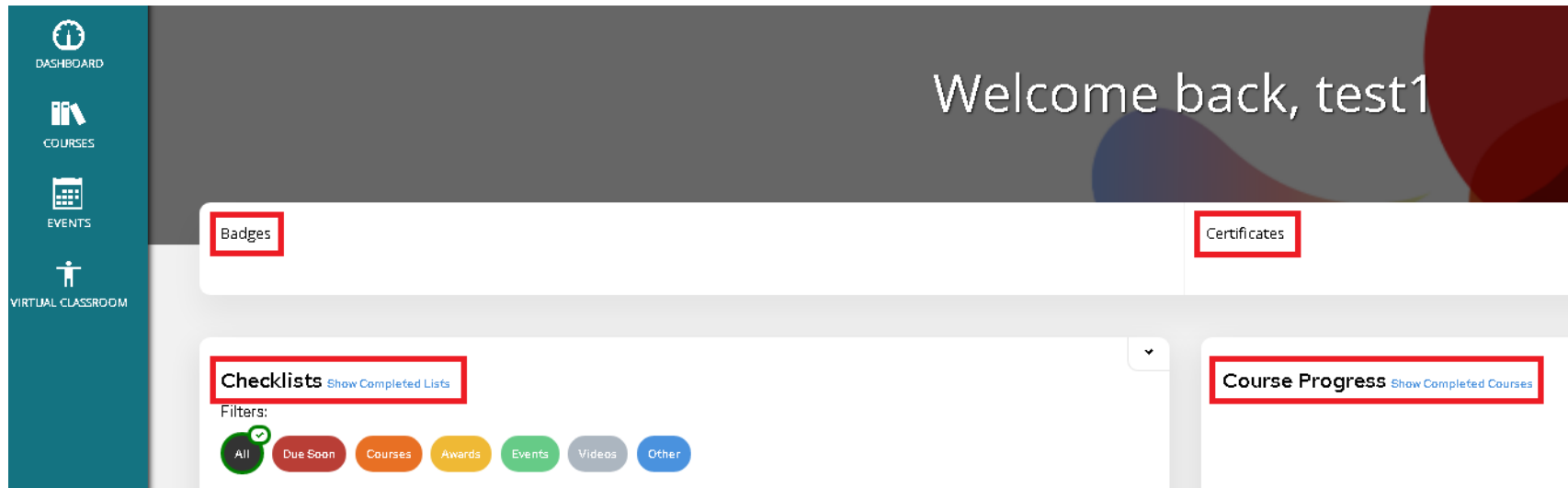
Profile

Name	test account
Username	test4.account@yopmail.com
Registered Date	Tuesday, 05 May 2020
Last Visited Date	Tuesday, 05 May 2020

User Dashboard

The User Dashboard provides:

- Badges (*milestone accomplishments*)
- Certificates (*Training Completion*)
- Checklists (*Verification of course completion*)
- Course Progress (*Started but incomplete courses*)





Accessing Courses

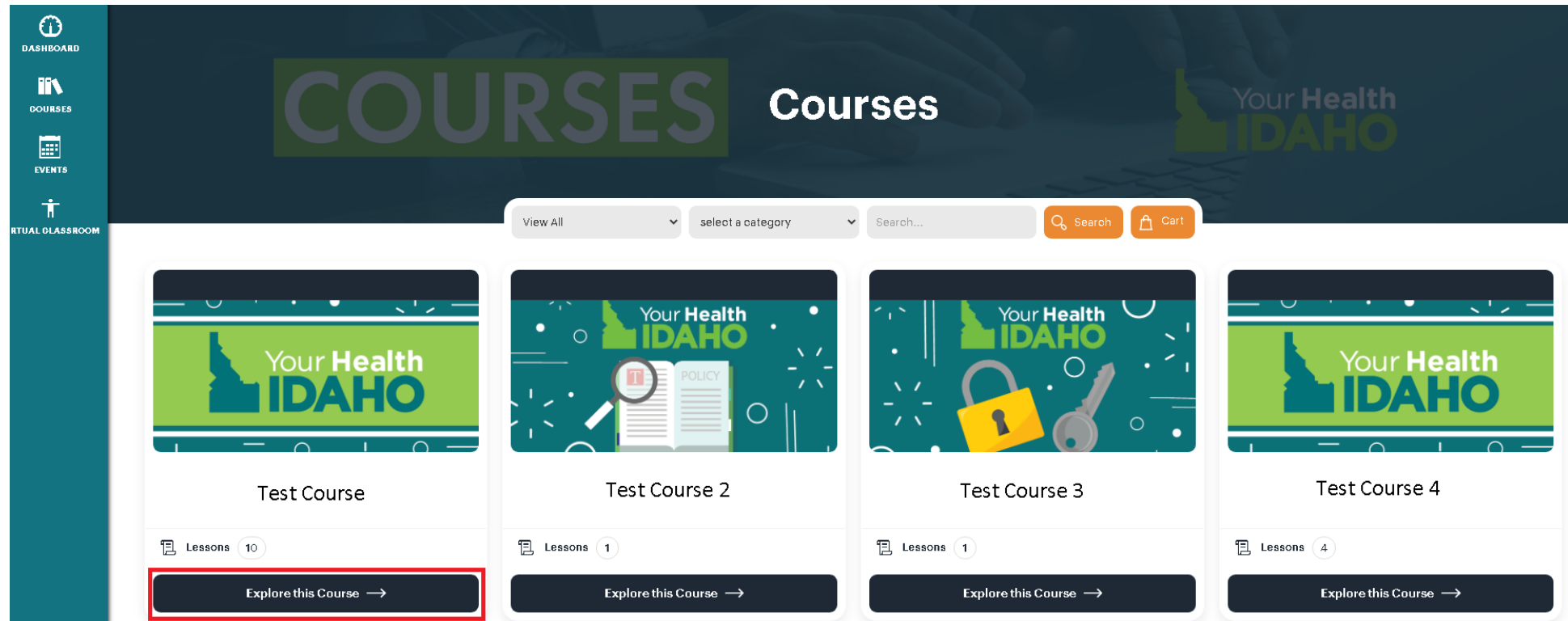
Assessing Courses

Click Courses

The screenshot shows a dashboard interface. On the left is a teal sidebar with four menu items: 'DASHBOARD' (with a clock icon), 'COURSES' (with a book icon and highlighted by a red box), 'EVENTS' (with a calendar icon), and 'VIRTUAL CLASSROOM' (with a person icon). The main content area has a dark grey header with the text 'Welcome back, test1'. Below the header are two white panels: 'Badges' on the left and 'Certificates' on the right. Below these is a 'Checklists' section with a 'Show Completed Lists' link. Under 'Checklists' are 'Filters:' and a row of seven colored buttons: 'All' (green with a checkmark), 'Due Soon' (red), 'Courses' (orange), 'Awards' (yellow), 'Events' (green), 'Videos' (grey), and 'Other' (blue). To the right of the 'Checklists' section is a 'Course Progress' section with a 'Show Completed Courses' link.

Assessing Courses

Courses available will appear in this view, to access the course




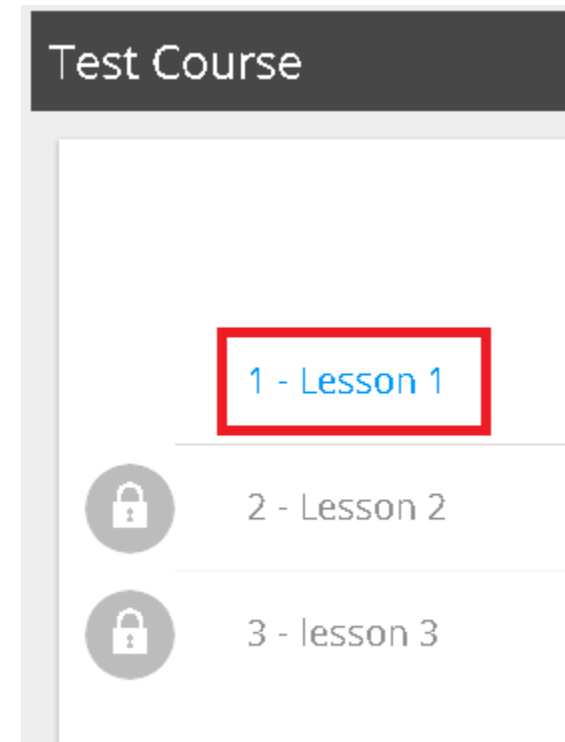
Click Explore this Course

Assessing and Completing Lessons

All Lessons are designed to be completed in sequential order.

Click [1. Lesson](#)

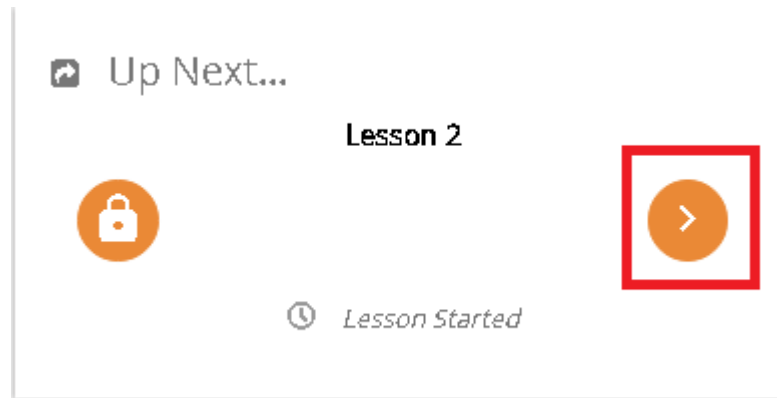
Clicking on a lesson with  will not be granted access until the Prior course has been completed.



Moving to the Next Lesson

Upon completion of the first lesson, to the right side will indicate the next course available.

Click



Accessing Assessments/Quizzes

Some Lessons will have Knowledge Check Assessments or Quizzes attached. In order to progress to the next lesson or complete a course.

Click Take the Quiz

Up Next...



Take the Quiz

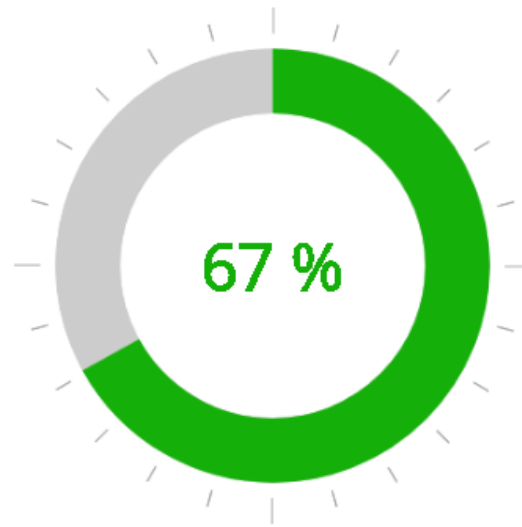
Lesson Started
Score: 100% (5 / 5) - 1 attempt

Note: If there is another lesson after passing the assessment or quiz, the lesson will unlock allowing access to the next lesson or will indicate a Mark Complete button.

Course Progress

All courses have been designed to indicate progression through the course.

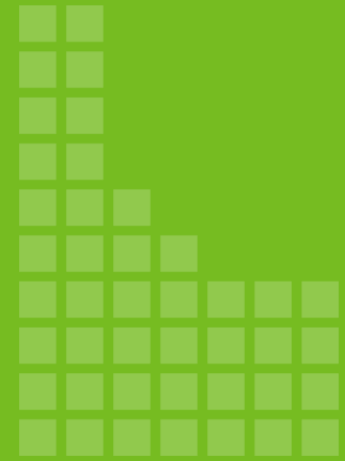
Progress



🕒 lesson 3

✓ Lesson 2

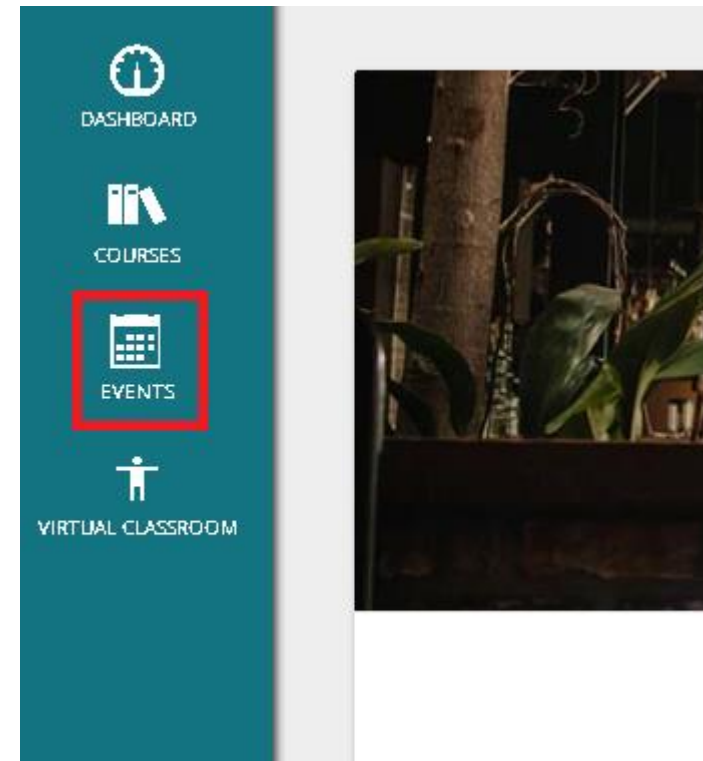
✓ Lesson 1



Events

Events

Events will provide information on upcoming trainings

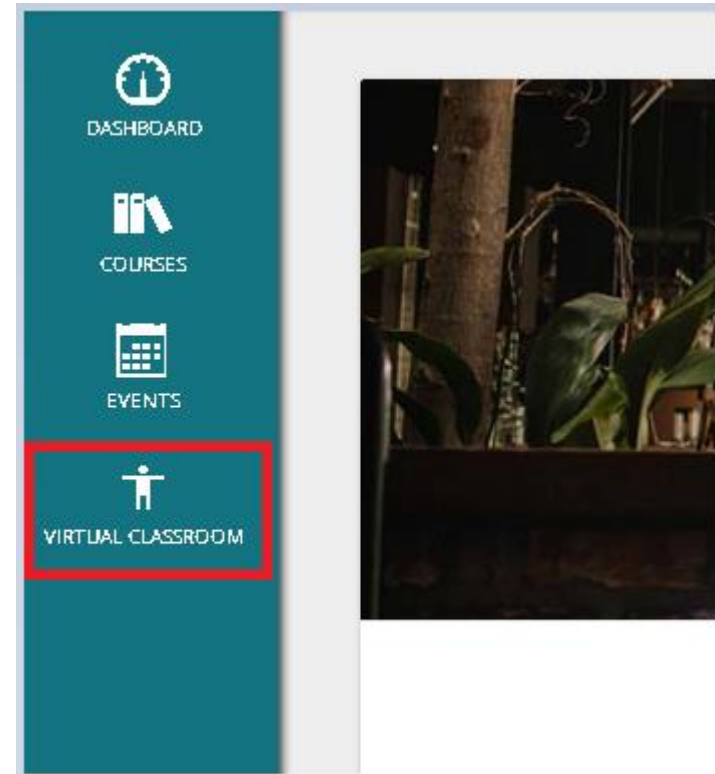




Virtual Classroom

Virtual Classroom

Virtual Classroom is available for Webinars



Questions?

Contact Us!

Connectors

Email: Connectors@yourhealthidaho.org

Support

Submit a [Support Request Ticket](#)

Email: Support@yourhealthidaho.org

Phone: 1-855-944-3246