


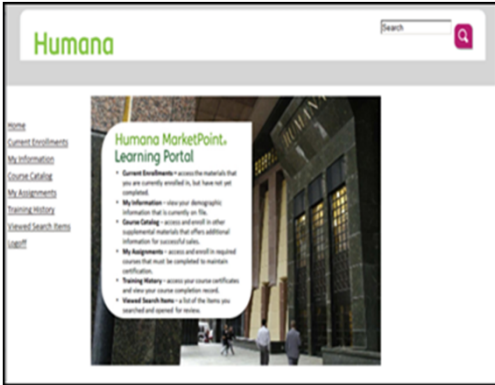
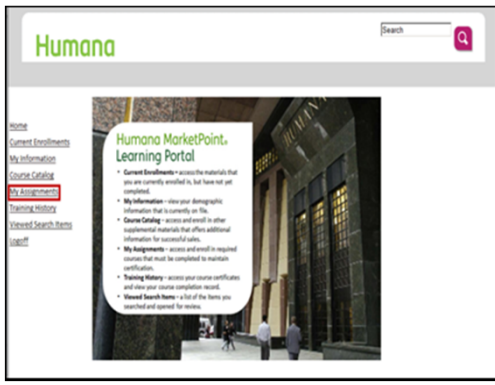
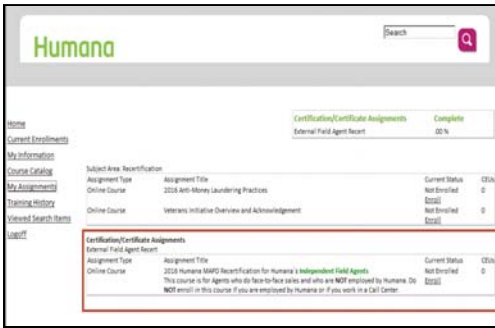



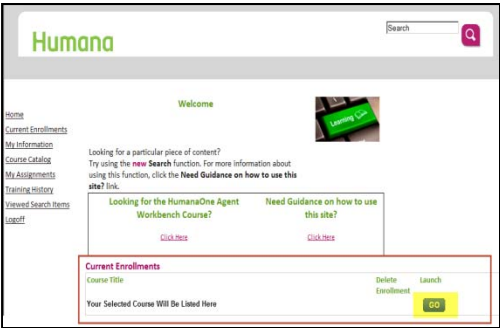

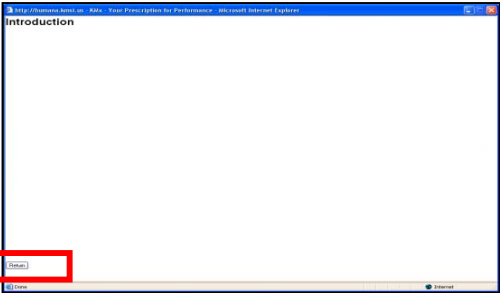
# How to Access the Humana Online Courses through My Assignments

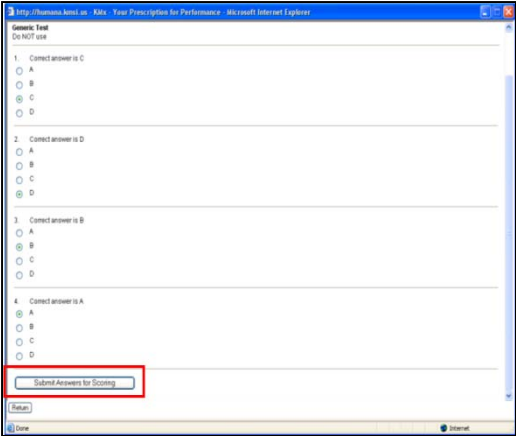
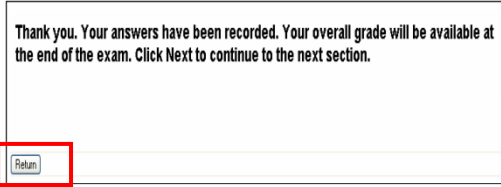
*Print this document as reference.*

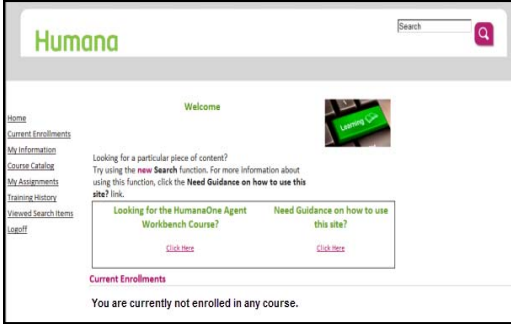
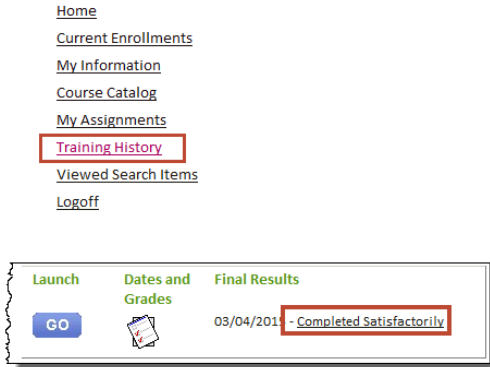
For assistance call your dedicated Humana Medicare Agent Support. If you do not know the number, call 800-309-3163 for direction to the appropriate number.

Step	Action	What You Will See
1	<p><i>Internet Explorer</i> is recommended: Log in to <a href="http://www.humana.com">www.humana.com</a></p> <p>Enter your <b>Username</b> and <b>Password</b> (this is user name and password that you created for the Agent Portal) and click the <b>Sign In</b> button.</p>	
2	<p>After you log in to the Agent Portal, you will see this page:</p> <p>Find and click the:</p> <ul style="list-style-type: none"> <li>• <b><u>Education tab</u></b></li> <li style="text-align: center;">OR</li> <li>• <b><u>Agent Education link</u></b></li> </ul> <p>Either will take you to Step 3</p>	
3	<p>You will now be on the <b>Agent Education</b> page.</p> <p>Scroll down to the <b>MarketPoint Learning Portal</b> section and click the link:</p> <ul style="list-style-type: none"> <li>• <b><u>MarketPoint Learning Portal</u></b></li> </ul>	

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4	This brings you into your home page.																																																					
5	<p><b><u>Courses in My Assignments</u></b></p> <p>To access the required courses, click the <b>My Assignments</b> link.</p>																																																					
6	<p>The My Assignment page appears.</p> <p>Locate the appropriate Recertification course, <b>2016 Humana MAPD Recertification for Humana's Independent Field Agents</b>.</p> <p>Click the <b>Enroll</b> link.</p>	 <table border="1" data-bbox="873 1251 1365 1577"> <thead> <tr> <th colspan="3">Certification/Certificate Assignments</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td colspan="3">External Field Agent Recert</td> <td>0%</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td colspan="4">Subject Area: Recertification</td> </tr> <tr> <td>Assignment Title</td> <td>Assignment Type</td> <td>Current Status</td> <td></td> </tr> <tr> <td>2016 Anti-Money Laundering Practices</td> <td>Online Course</td> <td>Not Enrolled</td> <td>0</td> </tr> <tr> <td>Veterans Initiative Overview and Acknowledgment</td> <td>Online Course</td> <td>Not Enrolled</td> <td>0</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td colspan="4">Certification/Certificate Assignments</td> </tr> <tr> <td colspan="3">External Field Agent Recert</td> <td>0%</td> </tr> <tr> <td>Assignment Title</td> <td>Assignment Type</td> <td>Current Status</td> <td></td> </tr> <tr> <td>2016 Humana MAPD Recertification for Humana's Independent Field Agents</td> <td>Online Course</td> <td>Not Enrolled</td> <td>0</td> </tr> <tr> <td colspan="4">This course is for Agents who do face-to-face sales and who are NOT employed by Humana. Do NOT enroll in this course if you are employed by Humana or if you work in a Call Center.</td> </tr> </tbody> </table>	Certification/Certificate Assignments			Complete	External Field Agent Recert			0%	<hr/>				Subject Area: Recertification				Assignment Title	Assignment Type	Current Status		2016 Anti-Money Laundering Practices	Online Course	Not Enrolled	0	Veterans Initiative Overview and Acknowledgment	Online Course	Not Enrolled	0	<hr/>				Certification/Certificate Assignments				External Field Agent Recert			0%	Assignment Title	Assignment Type	Current Status		2016 Humana MAPD Recertification for Humana's Independent Field Agents	Online Course	Not Enrolled	0	This course is for Agents who do face-to-face sales and who are NOT employed by Humana. Do NOT enroll in this course if you are employed by Humana or if you work in a Call Center.			
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7	<p>You will receive a message stating that enrollment was complete.</p> <p>Click the <b>Enrollment Complete – Return to Home Page</b> link.</p>	 <p>The screenshot shows the Humana One Agent interface. At the top, there is a search bar and the Humana logo. A red box highlights a message that says "Enrollment Complete - Return to Home Page". Below the message, there is a navigation menu with links for Home, My Current Exams, My Information, Course Catalog, My Assignments, Training History, Viewed Search Items, and Logout.</p>
8	<p>You will find the course now loaded on your <b>Welcome</b> / home page as one of your <b>Current Enrollments</b>.</p> <ul style="list-style-type: none"> <li>Click <b>GO</b> to launch and open the desired course outline.</li> </ul>	 <p>The screenshot shows the Humana One Agent interface. At the top, there is a search bar and the Humana logo. Below the search bar, there is a "Welcome" message and a "Current Enrollments" section. The "Current Enrollments" section has a red box around it, and a yellow "GO" button is visible. The "Current Enrollments" section contains a table with columns for Course Title, Delete Enrollment, and Launch.</p>
9	<p>Click the first link to begin. As you complete each module – the next link will be available. Complete the modules in order. You may go back and review within the course – but do not go ahead.</p>	 <p>The screenshot shows the "Your Selected Course Title" page. It contains a table with columns for Level, Title, Score, and Weight. The table lists four modules: Module 1, Module 2, Module 3, and Module 4. The Total Score is 0.0 and the Total Weight is 0.0. There are "Return" and "Done" buttons at the bottom of the table.</p>
10	<p>When an opened module completes – click the <b>RETURN</b> button to bring you back to the course outline and choose the next module link to continue on in the course.</p>	 <p>The screenshot shows a course module page titled "Introduction". At the bottom of the page, there is a red box around a "Return" button.</p>

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11	<p><b><u>About the test:</u></b></p> <p>Test modules are counted and timed. The <i>moment</i> you click to enter a test, it uses one of your attempts. You must complete the entire test in the allotted time.</p> <p><b>DO NOT BACK OUT of a TEST once you have started it.</b></p> <p>After you scroll through and answer <b>ALL</b> the questions, you <i>must</i> click the <b>Submit Answers for Scoring</b> button at the end of the questions.</p> <p><b>NOTE:</b> Before beginning any test, it is important for you to review all training and reference materials before taking each test!</p>	
12	<p>It will record your answers. Click <b>Return</b> to go back to the course outline to see if you passed. You only have <b>THREE</b> attempts to pass the test.</p> <p>If necessary, re-click on the test link to test again. Do this <b>only</b> after you have thoroughly reviewed the content and discussed it with your manager or supervisor.</p>	

Step	Action	What You Will See
13	<p>After completing and successfully passing all modules, the completed course is removed from your <b>Current Enrollments</b> list and shows completed in <b>My Assignments</b>.</p> <p>You will find your completed course information under <b>Training History</b>.</p>	
14	<p>To print your certificate for your records. Return to <b>Welcome / home</b> page:</p> <ul style="list-style-type: none"> <li>Click the <b>Training History</b> button found in the left navigation list</li> </ul> <p>In the resulting screen – click the <b>Completed Satisfactorily</b> hyperlink found on the right hand side of the page, next to the course title.</p>	
15	<p>The certificate is for your records. Completion of your on-line courses will be electronically communicated to Humana:</p> <ul style="list-style-type: none"> <li>Click the <b>Print Page</b> button found at the bottom of the screen.</li> <li>Click <b>DONE</b> when complete</li> </ul>	