

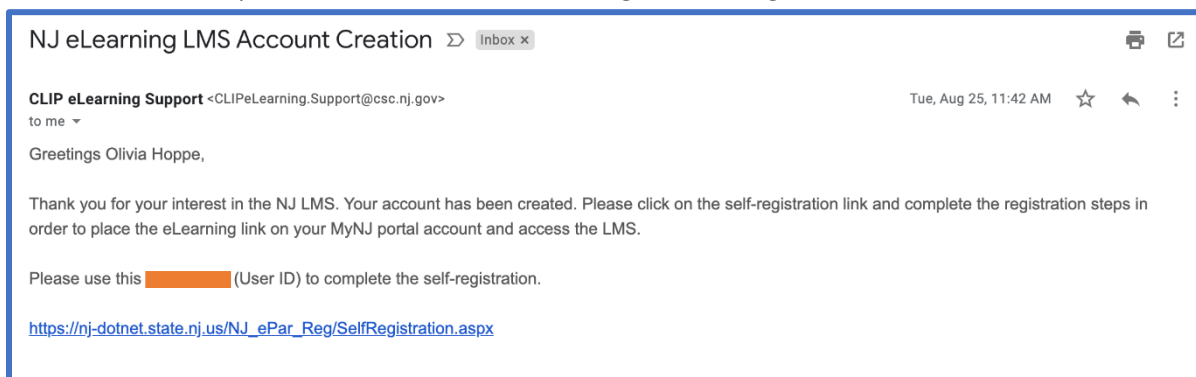


**Get Covered New Jersey**  
**Online Assister Certification Training**  
**User Reference Guide**  
**Updated: September 9, 2020**

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Welcome to Get Covered New Jersey's (GetCoveredNJ) Online Assister Certification Training. This year, GetCoveredNJ is using the State of New Jersey's Learning Management System (NJ LMS) to host our online Assister Certification Training. This User Reference Guide reviews how to register and access your assigned trainings through the NJ LMS.

1. Users will receive a notification email from the NJ LMS, seen in your inbox as **CLIP eLearning Support**. This email will include a registration link to create an account with MyNJ. Each user will receive a unique User ID number to use during account registration.



2. The registration link will take you to the NJ LMS. Use the email on file as well as the unique User ID number provided. Keep the check box blank.

The screenshot shows the "CSC Systems Access Registration" form. It has three steps: Step 1: Registration (active), Step 2: Link Application to your myNewJersey account, and Step 3: Access ePAR and/or eLearning. The form includes a checkbox for "Check if you are a State Employee" (unchecked). Below are input fields for "User ID or Employee ID", "First Name" (with error message "'First Name' Is Required"), "Last Name" (with error message "'Last Name' Is Required"), "Email Address" (with error message "'Email Address' Is Required"), and "Confirm Email Address" (with error message "The email addresses do not match."). There are "Cancel" and "Register" buttons at the bottom.

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- If you already had a MyNJ account, you may link your account here. If not, you will create a new MyNJ account.

The screenshot shows the 'NJ LMS External User + myNewJersey' registration page. It is on 'Step 2: Link systems to your myNewJersey account'. The main heading is 'Link NJ LMS External User to Your myNewJersey Account'. Below this, it asks 'Do you have a myNewJersey Logon ID?' with radio buttons for 'Yes' and 'No'. To the right, there are two informational boxes: 'Forgot Your ID or Password?' and 'Why Do I Need a myNewJersey Logon ID?'. The 'No' option is selected.

- For users creating a new account, fill out the following form:

This screenshot shows the same registration page as above, but with the 'No' option selected. Below the heading 'Information To Create Your New myNewJersey Account', there are several input fields: 'Choose a myNewJersey Logon ID:', 'Choose a myNewJersey Password:', 'Retype the Password:', 'First name:', 'Last name:', 'Question you want us to ask:', 'Your answer:', 'Email address:', and 'Retype your email address:'. There is also a link for users who forgot their ID or password.

- This screen appear after your account has either been created or linked with an existing account. Click **“ME.”**

The screenshot shows the user's dashboard. The top navigation bar includes 'HOME', 'ME', and 'RESOURCES'. The 'ME' tab is highlighted with a red circle. The main content area is currently empty.

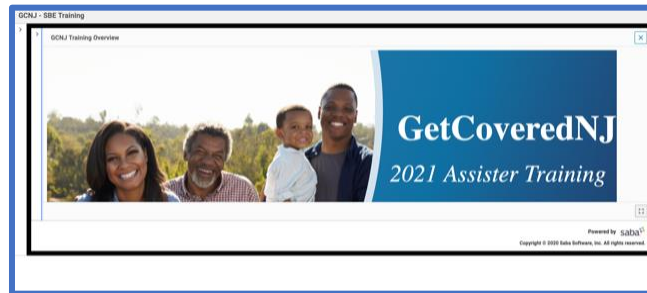
- You will now see your training assignment under **“Learning & Certifications.”** Click **“View Classes.”** Here, you may enroll into your training assignment.

This screenshot shows the dashboard with the 'Learning & Certifications' section expanded. It displays a 'My Plan' section with a 'Learning & Certifications' card. Below this, there is a table of training assignments. The 'View Classes' button in the 'ACTIONS' column is highlighted with a red circle.

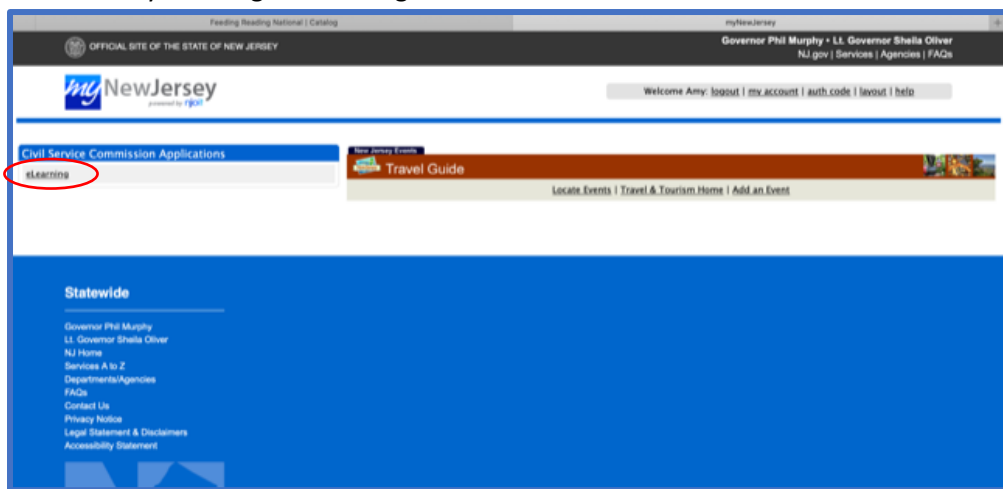
NAME	PROGRESS	DATE	ACTIONS
GCNJ - SBE Training Course Version 1.1 Support GCNJ SBE Modules	PENDING REGISTRATION	11/09/2020 83 days remaining	<a href="#">VIEW CLASSES</a>

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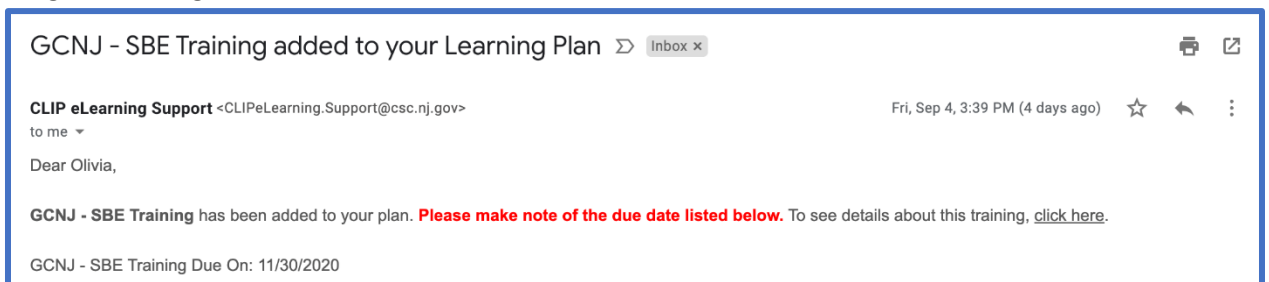
7. The NJ LMS will now enter into the training modules.



8. You may leave training and return at a time convenient for you. When returning to the training, please log into your MyNJ account via [my.state.nj.us](https://my.state.nj.us), and log in. Once logged into MyNJ, **click “eLearning.”** This will bring you back to your training. Remember, **click “ME”** on your NJ LMS dashboard to see your assigned training and certifications.



**NOTE:** You will receive a second notification email from the NJ LMS (“CLIP eLearning Support”) notifying you of your assigned training. Please refer to the first email to register and access your assigned trainings.



For any issues with account creation, please email [CLIPeLearning.Support@csc.nj.gov](mailto:CLIPeLearning.Support@csc.nj.gov). Please refer any Navigator and CDO questions to Olivia Hoppe and Rachael Richardson at [CDOQuestions@dobi.nj.gov](mailto:CDOQuestions@dobi.nj.gov), and all Broker/Agent questions to Tiray Silvis at [GCNJBrokers@dobi.nj.gov](mailto:GCNJBrokers@dobi.nj.gov).