



KnowledgePoint Quick Reference Guide

What is KnowledgePoint?

KnowledgePoint is our Learning Management System (LMS) that is supported by our vendor, Docebo. Alliance Health uses this online tool for tracking and delivering training to our provider network.

Follow these steps to create your KnowledgePoint profile and register for the Permanent Supportive Housing Training course

Creating a User Profile (Self-registration)

- Click [KnowledgePoint](#) to register
- On the **Sign In** window, go to **New User** and click **Register**

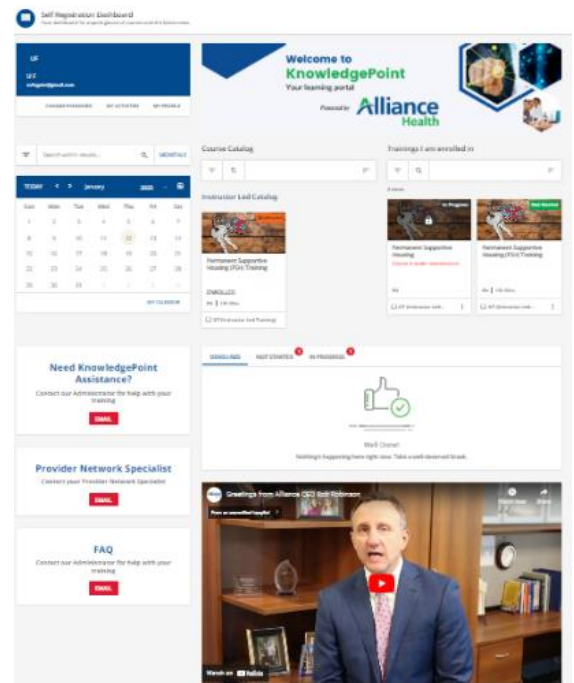
- On the **Register** window, complete the required information

- Enter the registration code: **newuser**
- After viewing the Privacy Policy, click (✓) on the box to accept it

- Then click on **NEXT** in the lower right corner

After following the steps to create your User Profile, the **Self Registration Dashboard** will launch.

Please review the dashboard and watch the 'Greetings from Alliance CEO Rob Robinson' video at the bottom of the page.



Enrolling in Instructor-Led Training

On Self Registration Dashboard

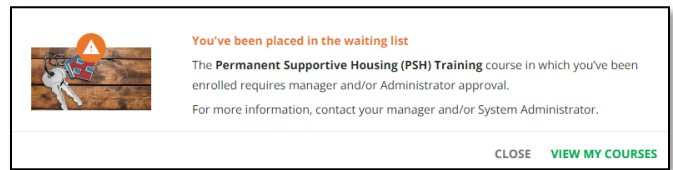
- Look for the Instructor-Led Catalog in the center of the page
- Click on Permanent Supportive Housing Training



- To select your session, click on the dropdown arrow as shown below

- Select **Session**

- Click Enroll (Waiting List)



- Congratulations! **You've been placed on the waiting list.**

NEXT STEPS: The Alliance Health instructor will review your request for enrollment and enroll you in the training. Once registration has been approved, your training icon status will change from **Waiting List** to **Not Started**.

Once your registration has been approved, there are a few additional steps required prior to attending the training.

Accessing Your Course

- On the **Sign In** window, complete the required information to log in to your account
 - Username:** The email that was used to register

- Click **Sign In** to launch the Self Registration Dashboard

- Your approved training can be found under the **Trainings I am enrolled in**, section



- Click **Download Now**



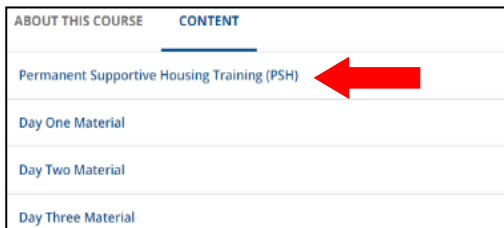
- Repeat these steps to download the remaining 9 training documents.

Download The Course Material

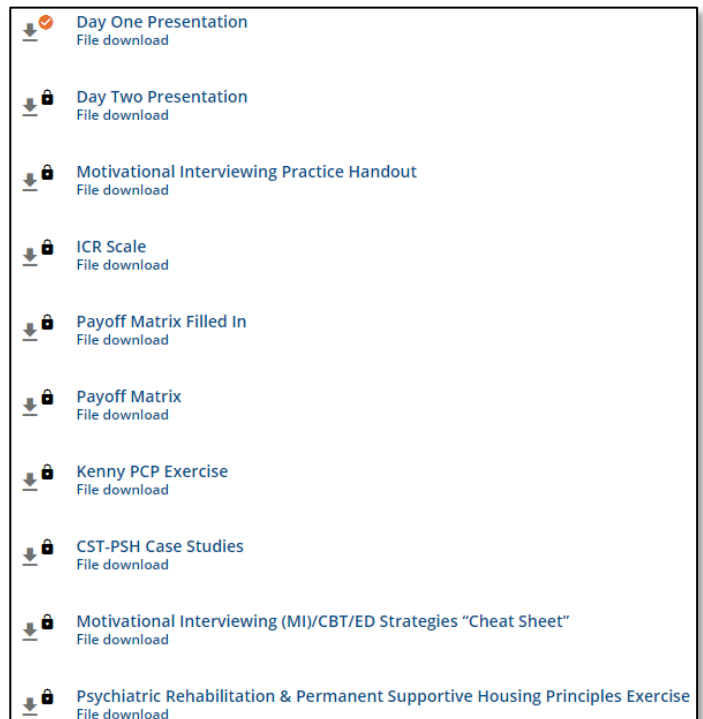
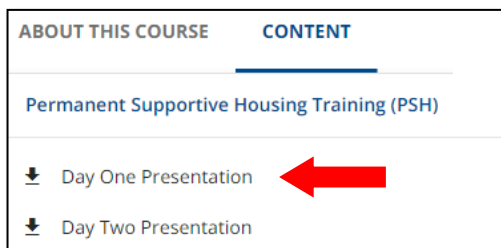
- Click on the Permanent Supportive Housing (PSH) Training icon to open the course
- Click on the **CONTENT** tab



- Click on **Permanent Supportive Housing (PSH) Training** to download the documents for your course



- Click **Day One Presentation**



NEXT STEPS: You've downloaded all your materials and should find them in the Downloads folder on your computer. **You are required to print and bring these documents to the training.**

Congratulations! You are ready for the in-person instructor training. Be sure to arrive 15 minutes early. Bring a copy of the training materials.

Joining the Live Instructor Training

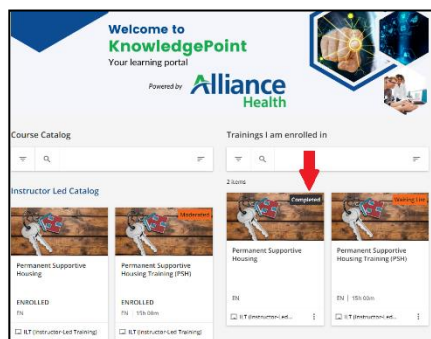
When attending the in-person training, be sure to:

- Download and print all training materials to bring with you
- Arrive at the designated location a few minutes early to ensure that you receive credit for attending the entire training
- After attending the 2-day training, see **Accessing Course Evaluation**

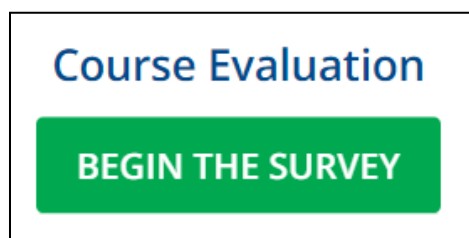
After you have completed your training and the instructor has marked you as present, follow the instructions below to complete the course evaluation and print your certificate.

Accessing Course Evaluation

- Log in to **KnowledgePoint**
- Click on the **Permanent Supportive Housing Training** icon under the **Trainings I am enrolled in** section



- Click on the Content tab to download the **Course Evaluation** (See page 2 for a reminder of how to access the Content tab)
- Click on **Begin the Survey**



- Once completed, click **Submit**

Accessing the Certificate

- Click on the **Permanent Supportive Housing (PSH) Training** icon under the **Trainings I am enrolled in** section
- Click **Download Your Certificate**



Course completed on 01/6/2023

DOWNLOAD YOUR CERTIFICATE

- Click **Open file** to view the certificate

Signing Out of KnowledgePoint

- From the **Self Registration Dashboard**, click the **three lines** in the upper left corner



- Click **Sign Out**



Send Questions to:
KnowledgePoint@alliancehealthplan.org