

## Centene Learning Center - Registration

Step 1: In the internet browser, go to <https://centene.cmpsystem.com/>.

Step 2: In the **First Time Visitor?** section, select the **Create a New Account** button.

Step 3: In the **CNID/NPN** field, type the appropriate ID number, based on the on-screen instructions, and then select the **Submit** button.

Step 4: In the **Confidential Information** section, validate/populate your information in the provided fields, and then select the **Submit** button.

Step 5: In the **Personal Information** and **National Producer Number** sections, validate all of the populated information in the required fields.

Note: Required fields are indicated by an exclamation point.

Update any inaccurate information.

Step 6: In the **Password** section, create a password with a minimum of 12 characters, following the guidelines provided.

Please be sure to store your password in a secure location.

Step 7: In the **Email address** and **Mailing Address** sections, validate the populated information in the required fields.

Update any inaccurate or missing information.

Step 8: Click the **Register** button.

Your National Producer Number (NPN) will display as your **Username**.

Store it with your password in a secure location.

Step 9: Select the **Continue to Home** button.

Note that your **Dashboard**, **Transcript**, and **Profile** can be accessed by the navigation links at the top left corner of the page.

Those same features are also available in the navigation drop-down at the top right corner of the page. The **Log Out** link is also located there.

Step 10: In the **My Certifications** section, select the course link to begin the training process.

Step 11: When the curriculum displays, select the **AHIP Medicare Training** link to navigate to the AHIP site.

Complete any outstanding registration processes on the AHIP site and complete your AHIP training.

After you complete the AHIP training, you will be automatically be returned to the Centene Learning Center, and you can work through the other sections of the training, in order, from top to bottom.