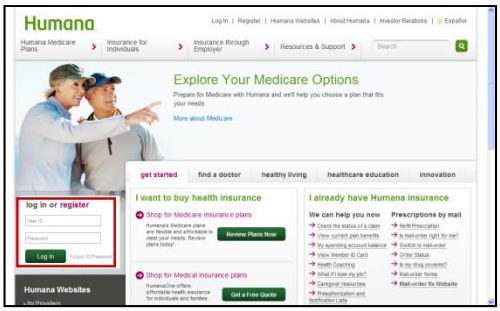
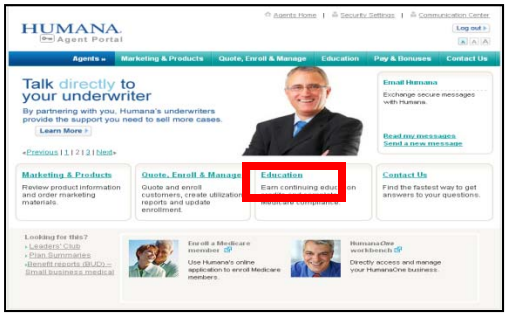
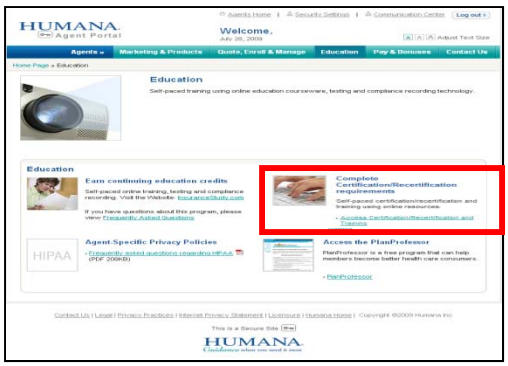
Accessing MAPA for Independent Agents Training through the Agent Portal

***Print** this document as reference.*

For assistance call your dedicated Humana Medicare Agent Support. If you do not know the number, call 800-320-2631 for direction to the appropriate number.

Step	Action	What You Will See
1	*Internet Explorer* is recommended: Log in to **www.humana.com** Enter your **User ID** and **Password** and click the **Log In** button.	
2	After you log in to the Agent Portal, you will see this page**:** Find and click: • **Education**	
3	You will now be on the **Education** page. Scroll down to the **Certification/Recertification requirements** section and click the link: • **Access Certification/ Recertification and Training** As shown on the right…..	

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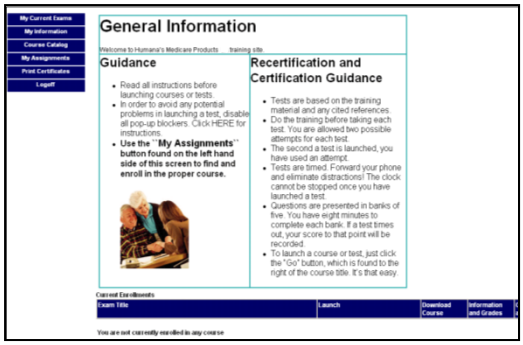
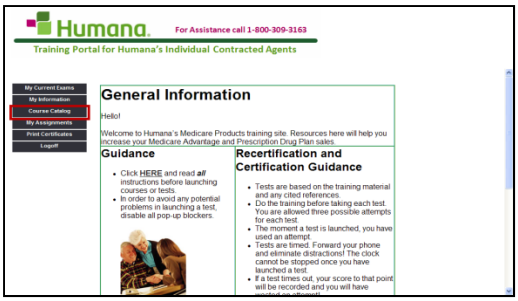
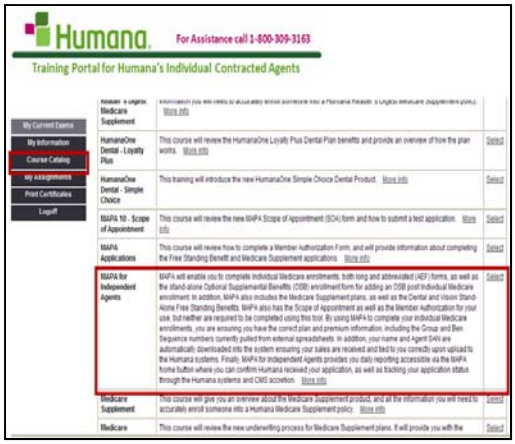
Step	Action	What You Will See
4	This brings you into your **General Information** home page. At this time you are **NOT** yet enrolled in the needed course.	
5	From the **General Information** home page: • Click the **Course Catalog** link found in the left navigation list.	
6	You will see the Course Catalog listing. • Under the Browse heading, click the **View** link for the Delegated Catalog.	
7	The catalog will open. It is **VERY** important click the correct title to open the training materials that apply. • Find the course title, **MAPA for Independent Agents**. Click **Select** to enroll in the course. Click prompt **Enrollment Complete – Return to Home Page** (to My Current Enrollments)	

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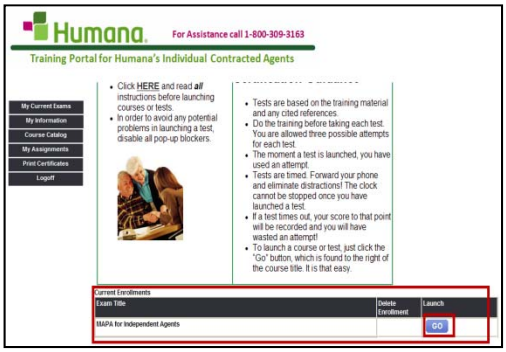
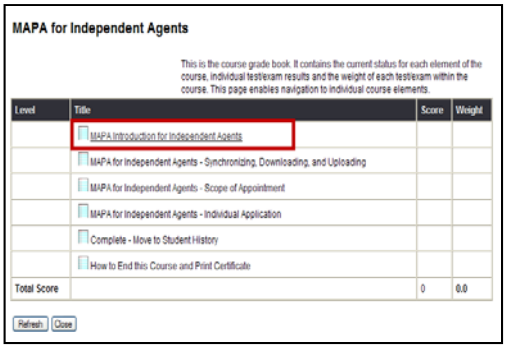
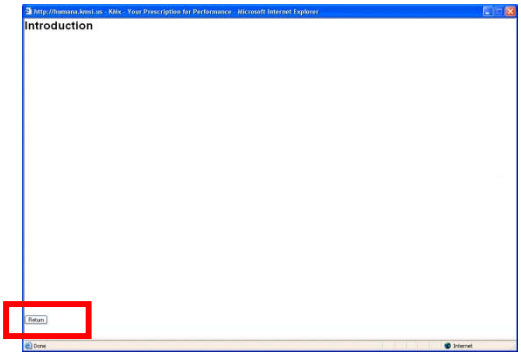
Step	Action	What You Will See
8	You will find the course now loaded on your **General Information** home page as one of your **Current Enrollments.** • Click **GO** to launch and open the desired course outline	
9	Click the first link to begin. As you complete each module – the next link will be available. Complete the modules in order.	
10	When an opened module completes – click the **RETURN** button to bring you back to the course outline and choose the next module link to continue on in the course.	

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