



1.0 What is SabaSM?

Saba is the Medi-Cal Rx Learning Management System (LMS) one-stop shop for education and outreach information. Through Saba, you can view the Education & Outreach events calendar, register for events, take online courses, and provide training feedback.

Saba is only accessible to those who have successfully completed User Administration Console (UAC) registration and have role-based access to Saba.

The following resources are available to assist with registering for UAC:

- » *Medi-Cal Rx UAC Quick Start Guide*
- » *UAC Tutorials on the Medi-Cal Rx YouTube page*

2.0 Accessing Saba

Once the Delegated Administrator (Del Admin) has set up the Multifactor Authentication (MFA) and confirmed role access to Saba, complete the following steps to log in to Saba:

1. To access the Single Sign-On (SSO) option, navigate to <https://magellanhealthssso.okta.com/app/UserHome>. See *Figure 2.0-1*.

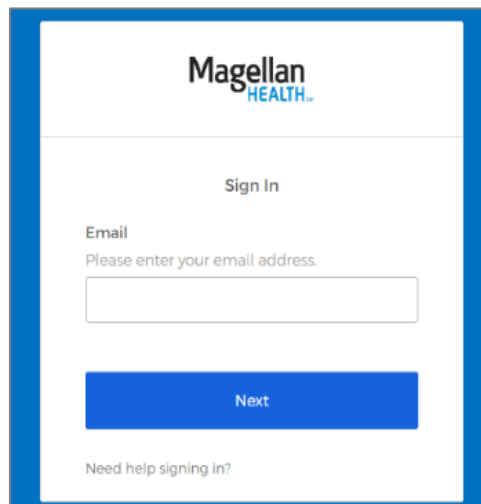


Figure 2.0-1: SSO Sign In Page

2. Once you are logged in, the role-access tiles can be found in the My Apps section of OktaSM. See *Figure 2.0-2*.
 - a. **Note:** The UAC tile appears for Del Admins only.
3. Click the **Saba** tile to access the Saba Home page. See *Figure 2.0-2*.

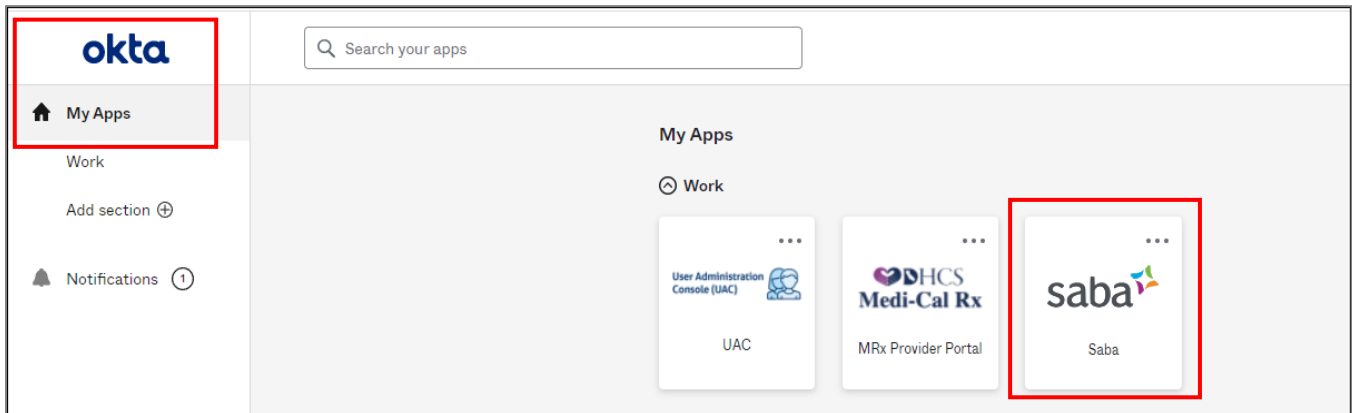


Figure 2.0-2: Applications on SSO Link Home Page

2.1 Alternative Methods to Access Saba

1. To access the Medi-Cal Rx Home Page at <https://medi-calrx.dhcs.ca.gov>, click the **Secured Portal Access** drop-down arrow (see *Figure 2.1-1*), then select the **Provider Portal** option and follow the instructions below (see *Figure 2.1-2*).



Figure 2.1-1: Secured Portal Access Drop-Down Menu

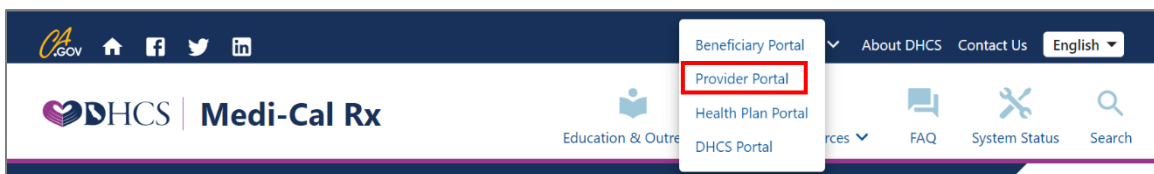


Figure 2.1-2: Selecting Provider Portal from the Secured Portal Access

2. Click the **Log In** button in the upper-right corner of the screen. See *Figure 2.1-3*.



Figure 2.1-3: Medi-Cal Rx Provider Portal – Logging In

3. The Login page appears. Enter your email and password and then click the **Login** button. See *Figure 2.1-4*.

Please log in with your email address and password.

Email

Password

Login

Need help signing in?

If you need assistance logging in, please contact us at 800-977-2273.

Figure 2.1-4: Login Page

4. The Okta MFA page appears. Complete the MFA based on your enrolled factor to continue. See *Figure 2.1-5*.

Okta Verify

Send Push

Or enter code

Do not challenge me on this device for the next 2 hours

Sign Out

If you need assistance logging in, please email us at MediCalRxEducationOutreach@magellanhealth.com.

Verify with Email Authentication

Send a verification code to s...n@gainwelltechnologies.com.

Send me the code

Sign Out

If you need assistance logging in, please contact us at 800-977-2273.

Figure 2.1-5: Okta Multifactor Authentication Page

5. The Provider Dashboard appears. Click the **Saba Learning Management System** button. See *Figure 2.1-6*.

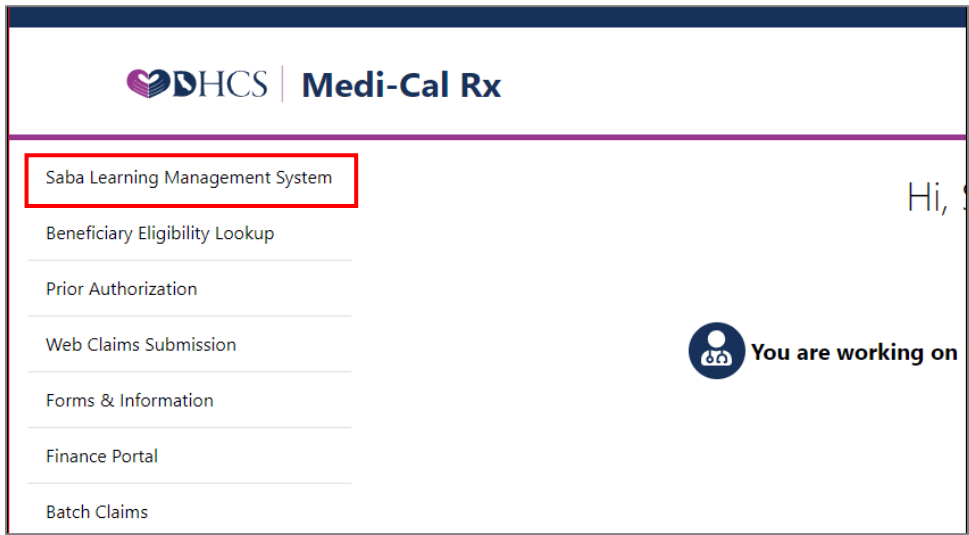


Figure 2.1-6: Provider Dashboard

3.0 Viewing the Training Calendar for Available Courses

1. Click the **Saba Learning Management System** button to open the Saba Home page. See *Figure 3.0-1*.

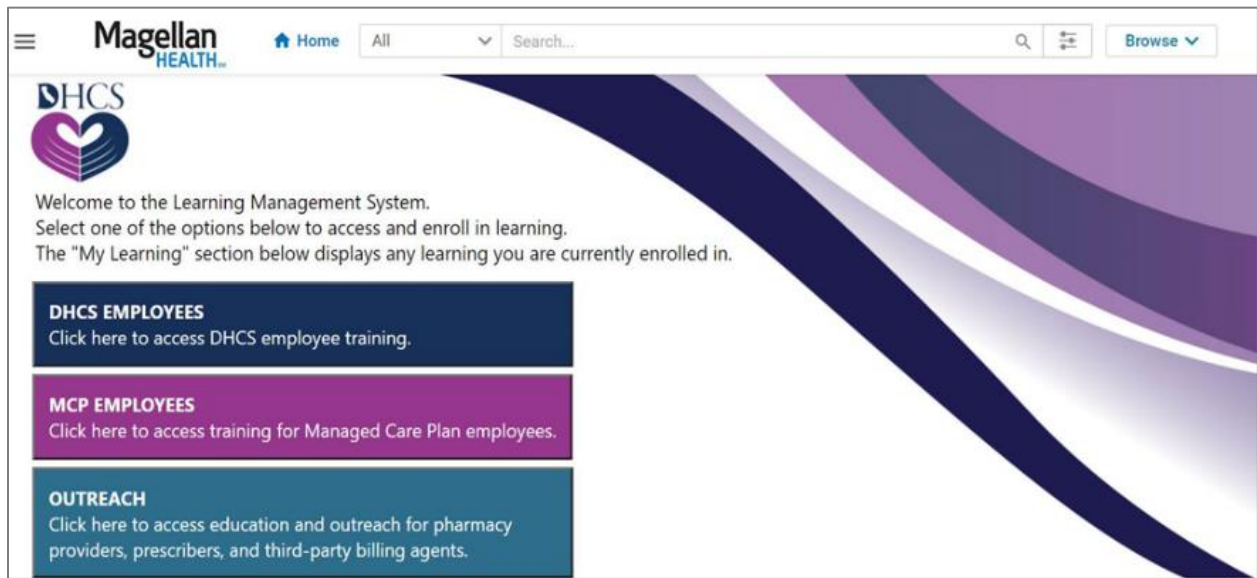


Figure 3.0-1: Saba Home Page

2. Scroll down and click the **Calendar** icon to view upcoming events. See *Figure 3.0-2*.

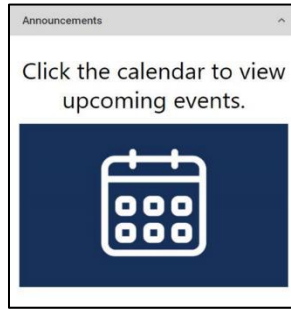


Figure 3.0-2: Saba Calendar Icon

3. The calendar appears. The **blue hyperlinks** represent available classes. See *Figure 3.0-3*.

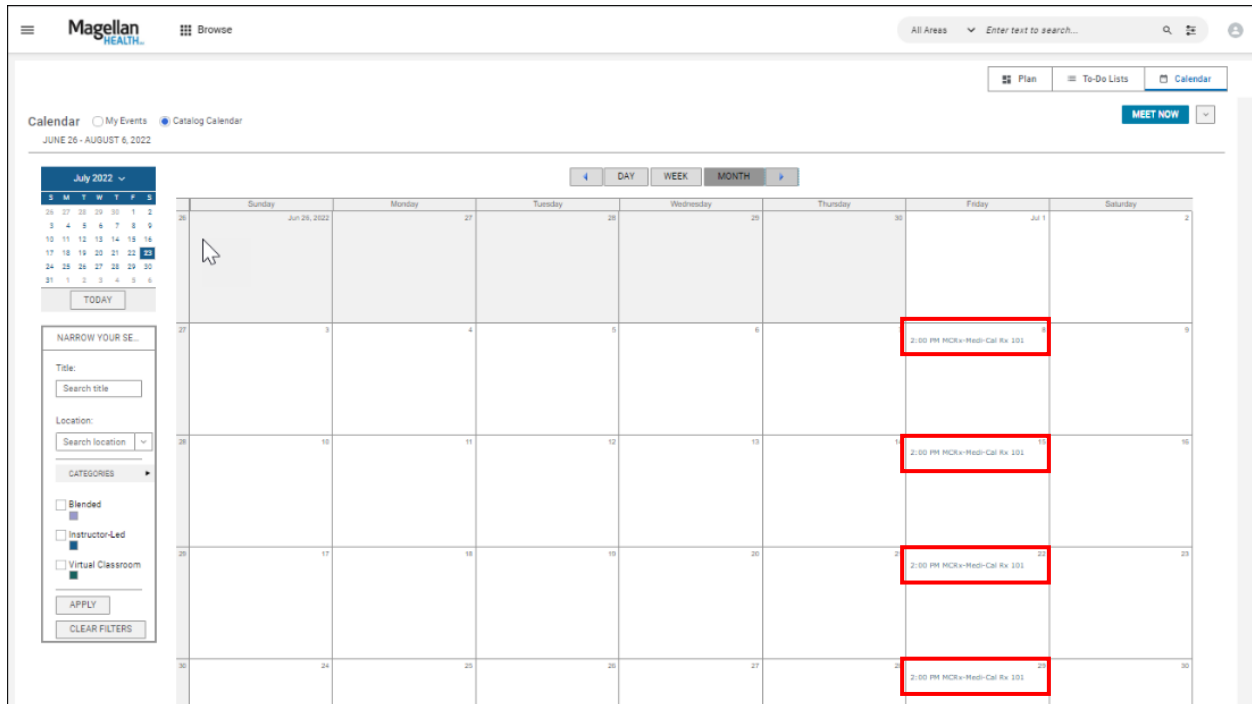


Figure 3.0-3: Saba Calendar

4.0 Registering for a Course from the Training Calendar

1. Click the **blue hyperlink** on the calendar for the class you wish to attend. See *Figure 4.0-1*.

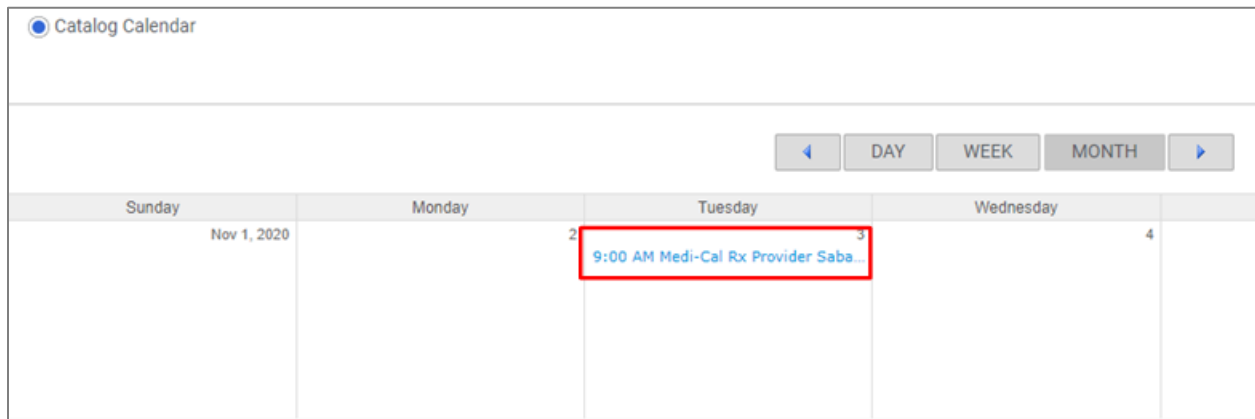


Figure 4.0-1: Class Hyperlink

2. The Enrollment page appears. Click the **Enroll** button to register for your preferred session. See *Figure 4.0-2*.

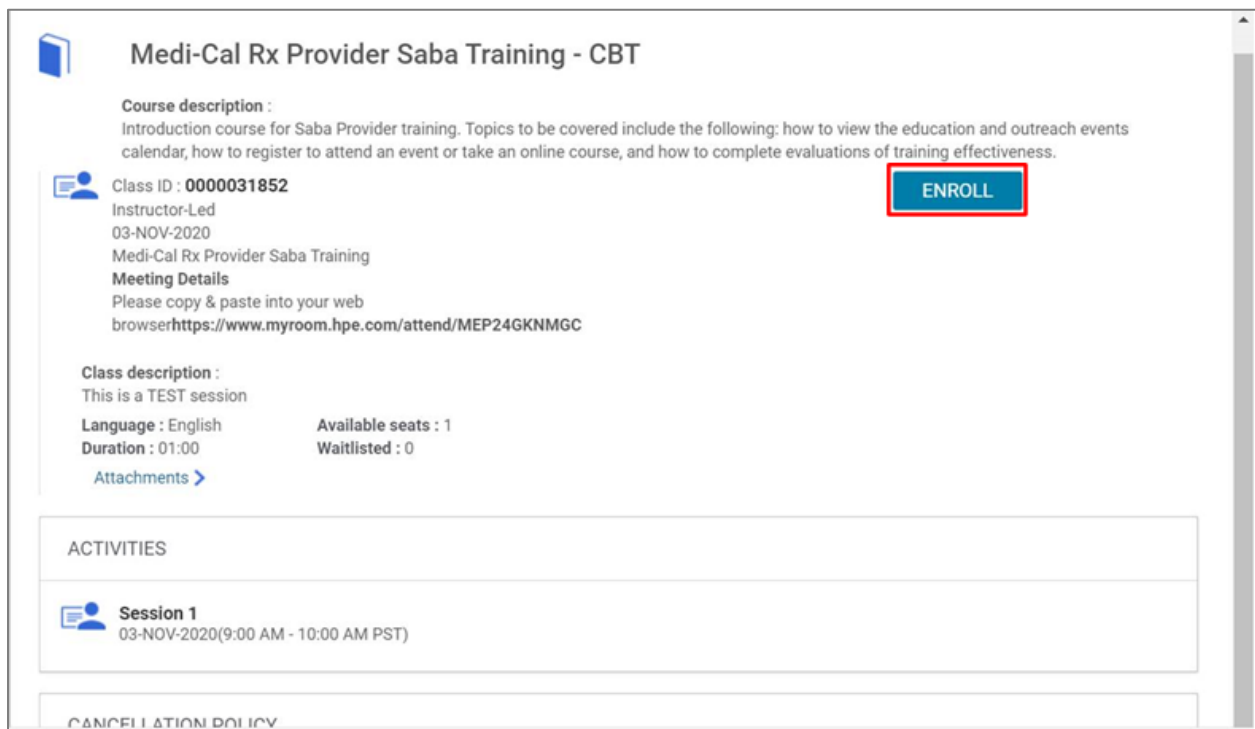


Figure 4.0-2: Enrollment Page

3. The Confirmation page appears. See *Figure 4.0-3*.

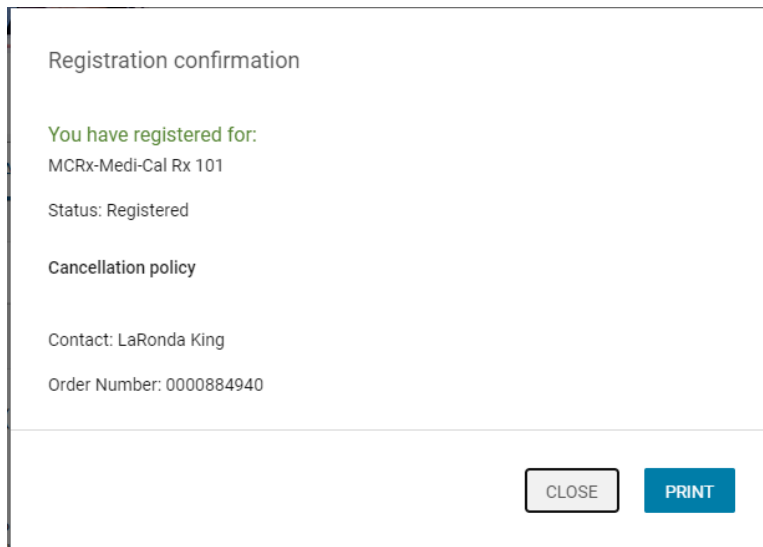


Figure 4.0-3: Confirmation Page

4. You will also receive a confirmation email. See *Figure 4.0-4*.

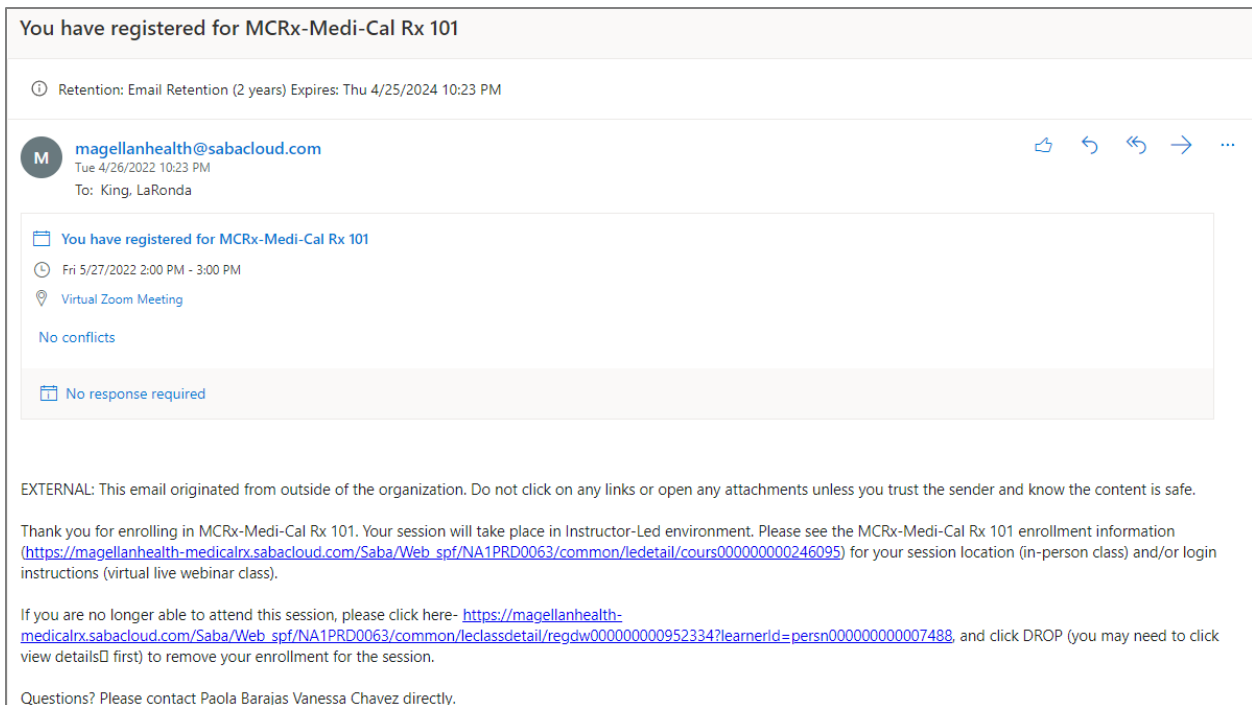


Figure 4.0-4: Confirmation Email

5.0 Accessing the Outreach Landing Page

Available courses can also be viewed by accessing the Saba Outreach Landing Page.

1. From the Saba Home page, select the **Outreach** button. See *Figure 5.0-1*.

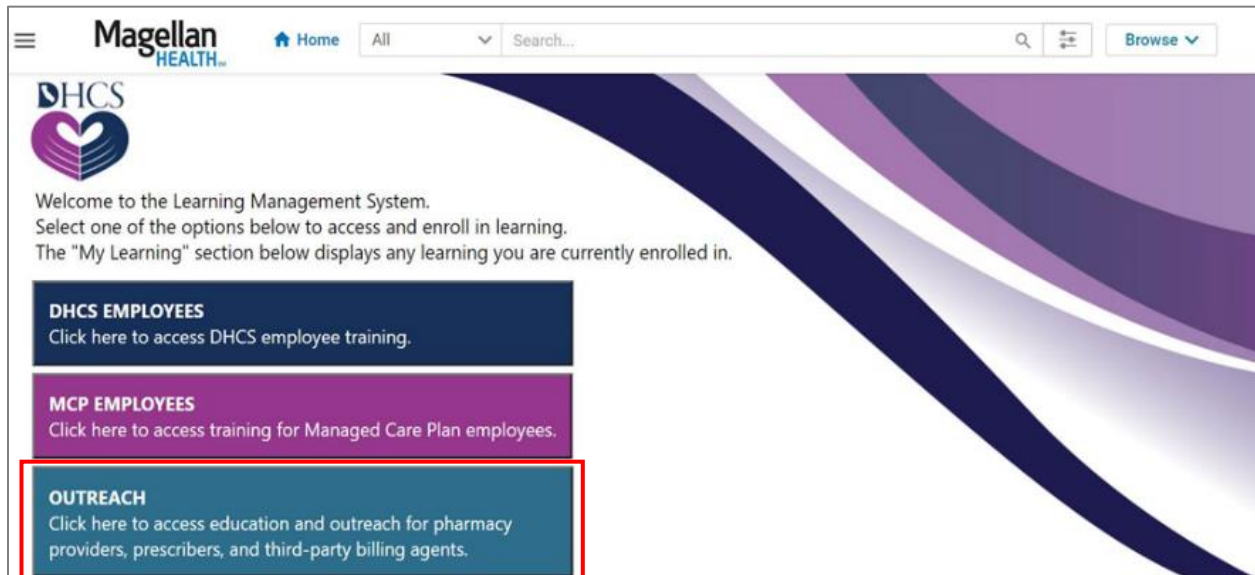


Figure 5.0-1: Saba Home Page

2. The Saba Outreach Home page appears. Select the hyperlinks as shown in the image below to access information on various Medi-Cal Rx topics, including available instructor-led courses and prerecorded videos. See *Figure 5.0-2*.

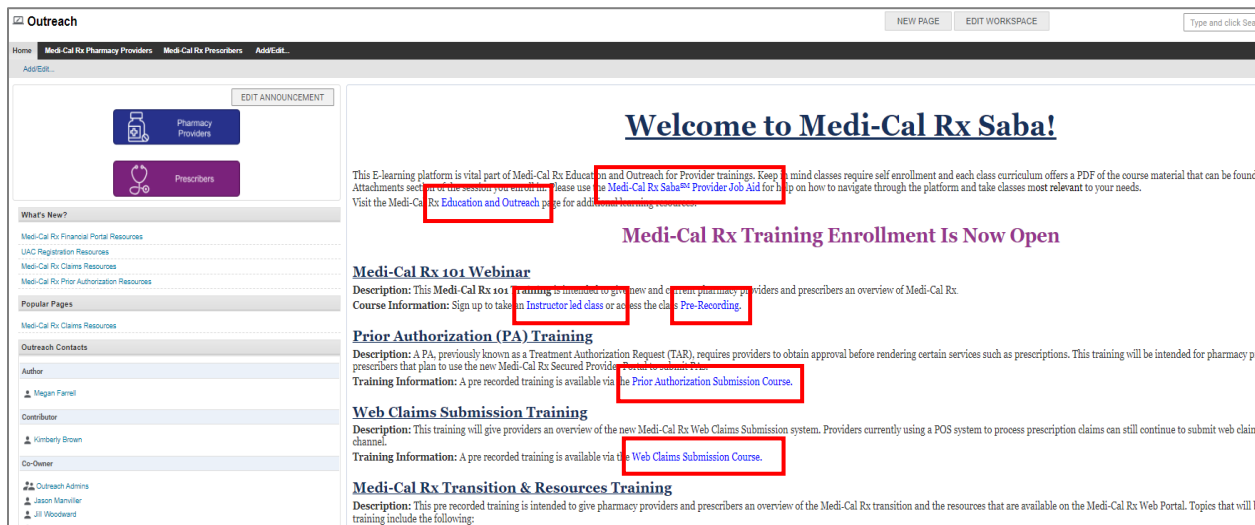


Figure 5.0-2: Saba Outreach Home Page

6.0 Dropping a Registered Class

Should your schedule change and you are no longer able to attend the session for which you registered, you should drop from the course to allow space for others. To drop a course, complete the following steps:

1. Pull up the confirmation email for the session you wish to drop.
2. Click the **second hyperlink** in the email that starts with "If you are no longer able to attend this session, please click here..." See *Figure 6.0-1*.

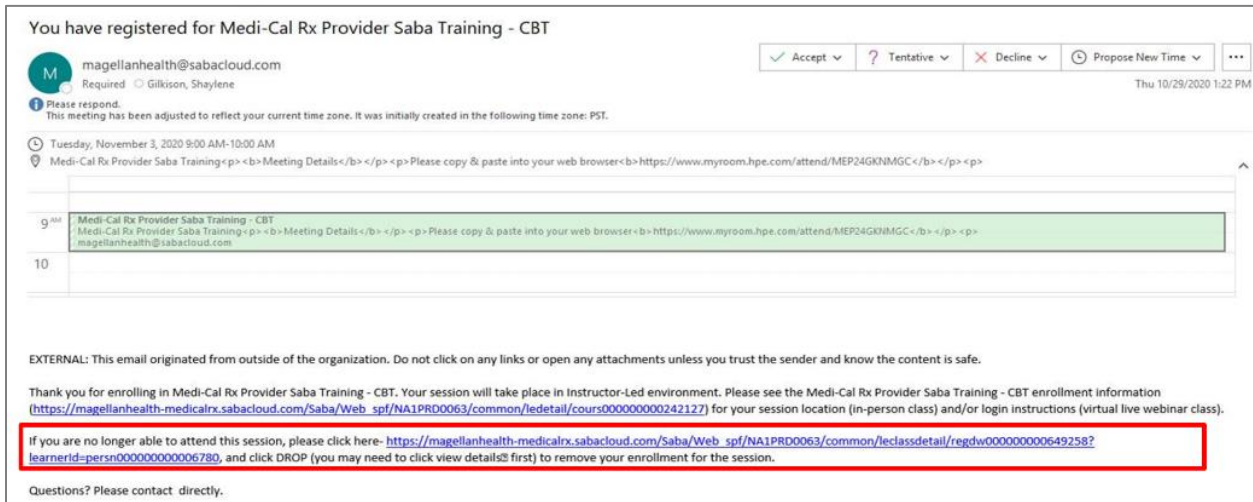


Figure 6.0-1: Drop Link in Confirmation Email

3. The Class Details Page opens. Click the **Drop** button on the right side of the page. See *Figure 6.0-2*.

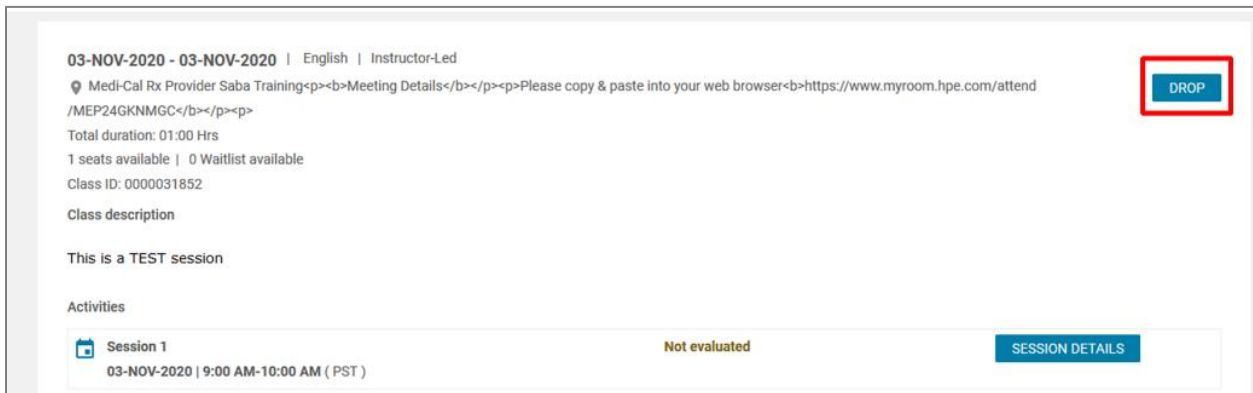


Figure 6.0-2: Class Details Page

4. A **Cancel This Order** pop-up window appears. Click the **Yes** button to confirm your drop from the registered course. See *Figure 6.0-3*.

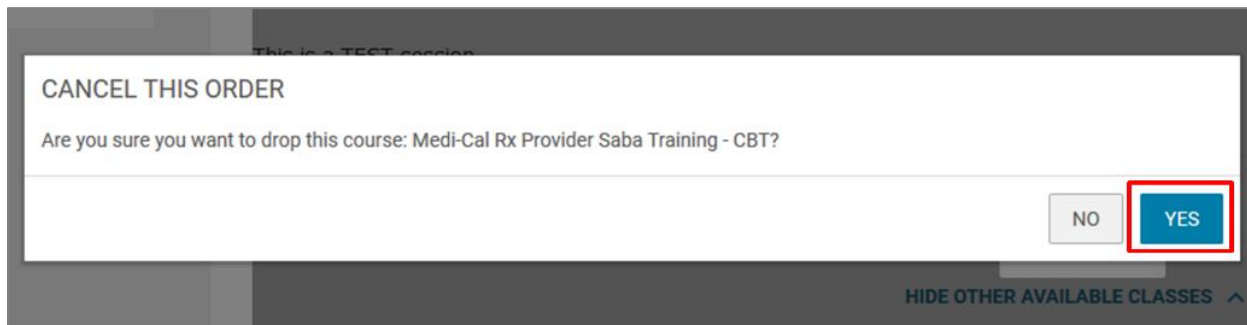


Figure 6.0-3: Cancel This Order Pop-Up Window

5. Enter a reason for dropping the course in the **Audit Reason** pop-up window and click **Save**. See *Figure 6.0-4*. You are now dropped from the course.

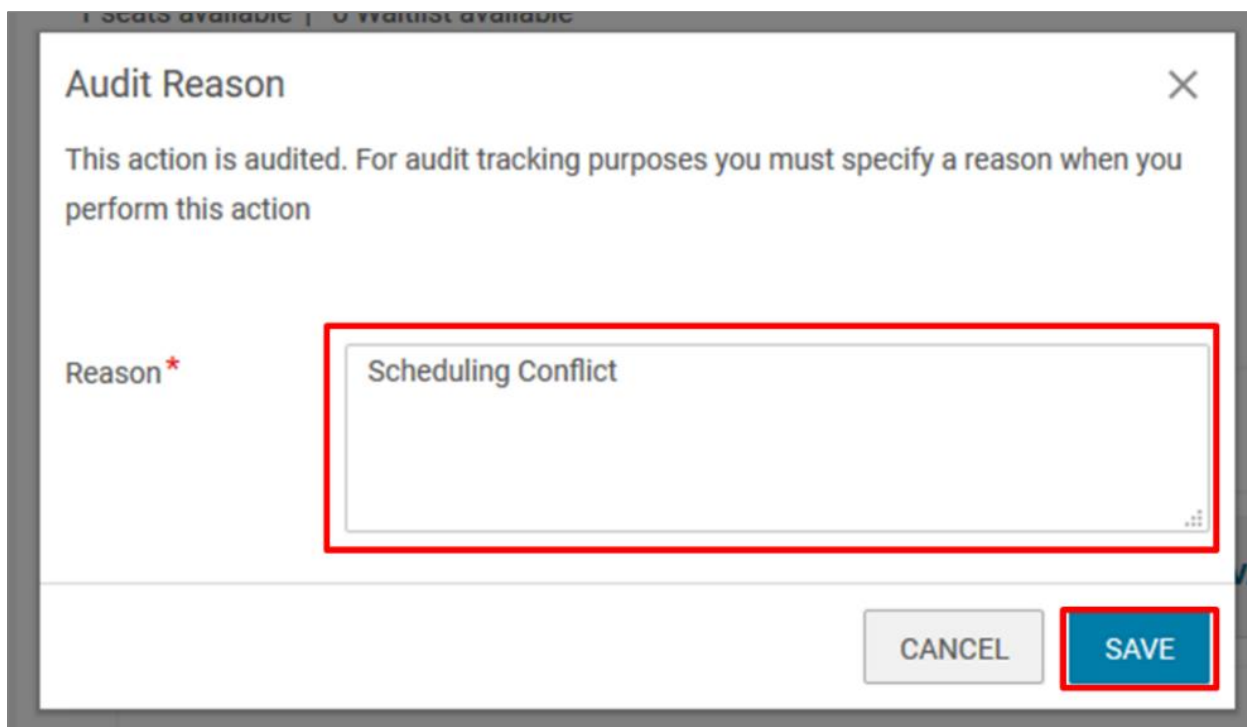


Figure 6.0-4: Audit Reason Pop-Up Window

7.0 Attending a Class

1. On the day of the instructor-led training, log in to the Medi-Cal Rx Secured Provider Portal and navigate to the Saba LMS. The Saba Home page appears. See *Figure 7.0-1*.

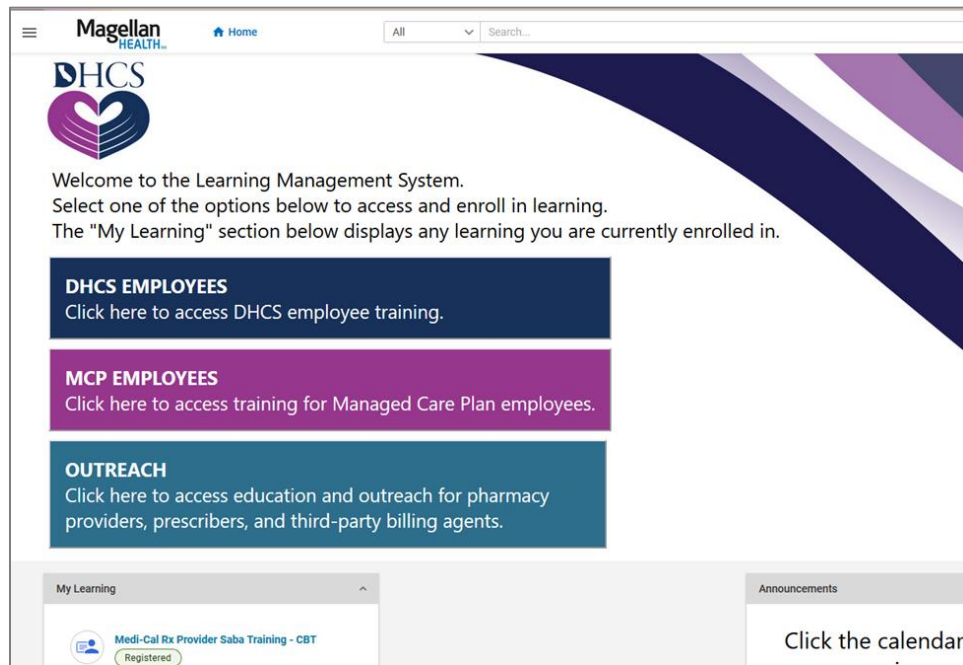


Figure 7.0-1: Saba Home Page

2. Scroll down to the **My Learning** section on the left side of the screen to view your enrolled classes. Click the **View Details** button for the training you wish to attend. See *Figure 7.0-2*.

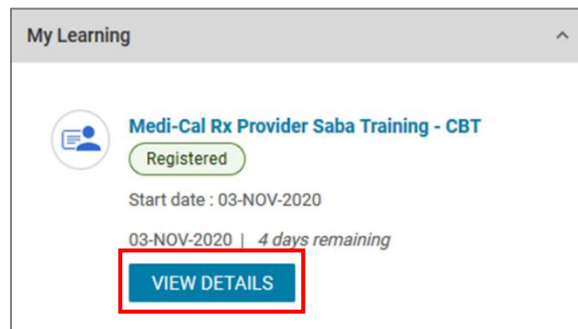


Figure 7.0-2: Enrolled Classes in My Learning

3. To attend a live virtual training via Zoom®, scroll down to the **Overview** section and click the **hyperlink** to join the session. See *Figure 7.0-3*.

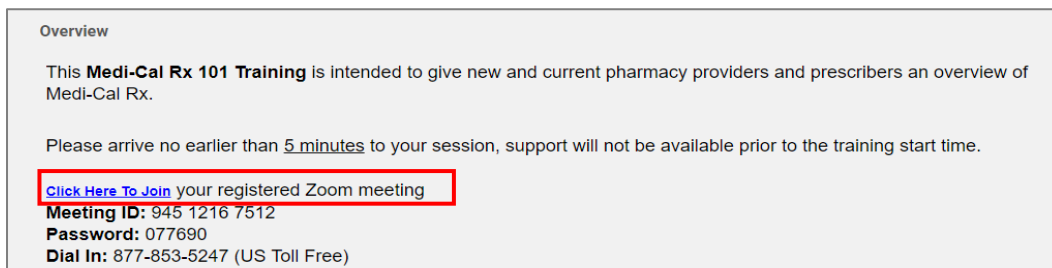


Figure 7.0-3: Session Details Button

8.0 Completing a Training Evaluation

After completing the training, you will receive an email to complete an evaluation on training effectiveness.

1. Click the **link** in your email to complete the evaluation. See *Figure 8.0-1*.

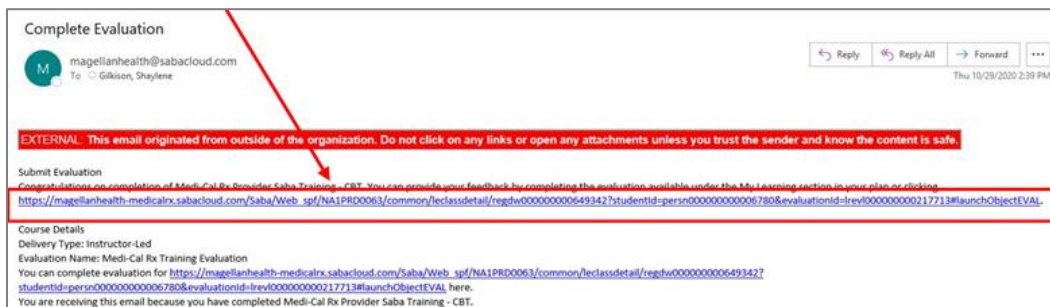


Figure 8.0-1: Enrolled Classes in My Learning

2. When the Medi-Cal Rx Training Evaluation page appears, click the **Start** button to be taken directly to the evaluation. See *Figure 8.0-2*.

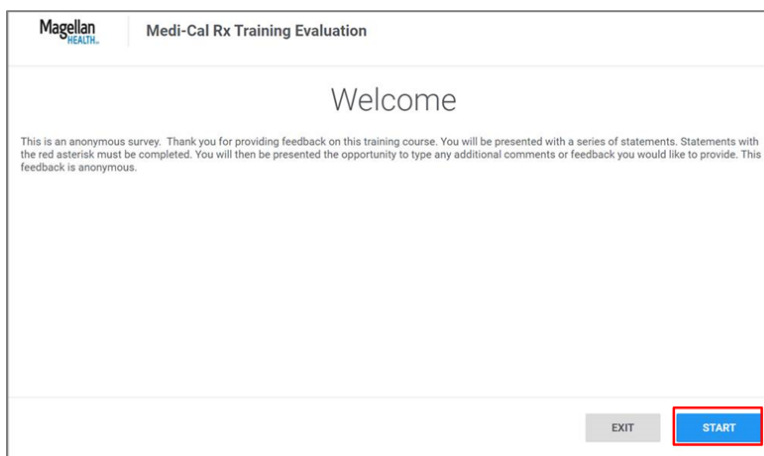


Figure 8.0-2: Medi-Cal Rx Training Evaluation