



Electronic Visit Verification

Health and Human Services Learning Portal Guide

This guide provides step-by-step instructions for creating an account on the HHS Learning Portal, locating the EVV policy training courses and enrolling in a course.

Step 1: Access the HHS Learning Portal Website

Click the following link or type it into your browser to access the HHS Learning Portal: <https://learningportal.dfps.state.tx.us/login/index.php>

Step 2: Create an Account

Click the "Create new account" button (pictured below) located at the bottom, right side of the page:

Is this your first time here?

You must create an account for accessing any training on this portal.

If you have problem getting your new account confirmed, make sure your email provider allows emails from the domain:

learningportal.dfps.state.tx.us

This system relies on automatic emails that will be sent to the email account you used to create your login account. Please ensure that your email provider will accept automatic emails from @learningportal.dfps.state.tx.us by [adding this address to your system's "safe list."](#)

[Create new account](#)

Complete all the required fields in the “New account” screen and click the “Create my new account” button at the bottom of the page.

Note: Required fields are marked with the exclamation point icon:



The HHS Learning Portal will send an email to the email address that was entered to create the new account. Follow the instructions in the email to complete the account registration process.

If you use Outlook or Gmail as your email client and don’t receive the registration email in your inbox, check your junk mail or spam folders.

- If the email is in the junk mail or spam folders, you can follow these [instructions to add the HHS Learning Portal as a “safe sender”](#) to ensure future emails are received in your inbox.
- If you use a different email client and don’t receive the registration email, contact the HHS Learning Portal Help Desk by emailing: Learning_Portal_Helpdesk@hpsc.state.tx.us

Step 3: Login to Your Account

Go to the HHS Learning Portal home page at <https://learningportal.dfps.state.tx.us/>

Click the “Log in” button located at the top, right side of the page. Enter your username or email address and password, then click the “Log in” button:

A screenshot of the login form. At the top, the word "Log in" is written in red. Below it, there are two input fields: "Username / email" and "Password". Below the "Password" field is a checkbox labeled "Remember username". At the bottom of the form is a blue "Log in" button.

Step 4: Search for A Training Course

You will be taken to the Dashboard after logging in. Click “All courses ...” under the Find Courses menu at the top, left side of the page:



Click “Health and Human Services Commission Courses”:



In the “Course categories” menu, select “Health and Human Services Commission Courses / Electronic Visit Verification Training”:



Step 5: Enroll in a Training Course

All EVV training courses will be listed on the “Electronic Visit Verification Training” page. Each course has a title and a short description about the training:



Click the title of the training course that you would like to complete.

Click the “Enroll me” button to sign up for, and begin the training:



Disabling the Pop-up Blocker in Your Web Browser

The HHS Learning Portal uses a pop-up window (a new browser window) to show the training course and any additional resources presented in the course. You can follow these [instructions to disable your browser's pop-up blocker](#) to ensure the training course will load and appear correctly.