

Accessing Mandatory Compliance Training For UH Employees

Overview

This document covers the process for UHNJ end users to login to the HealthStream Learning Platform (HLC) to access assigned HCCS training.

Logging into the Training:

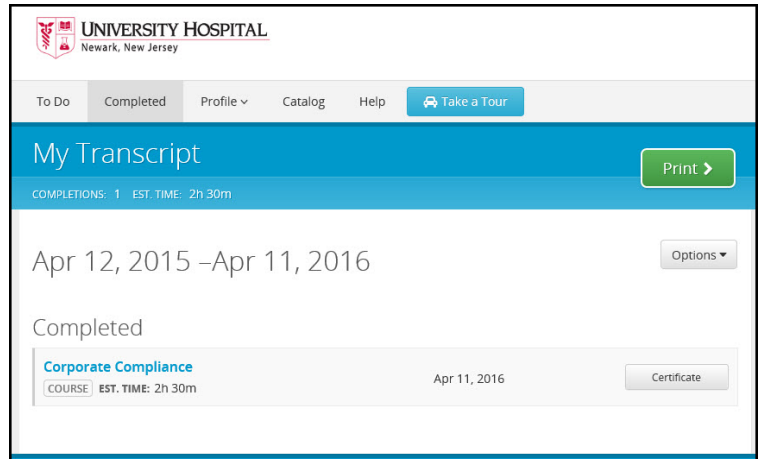
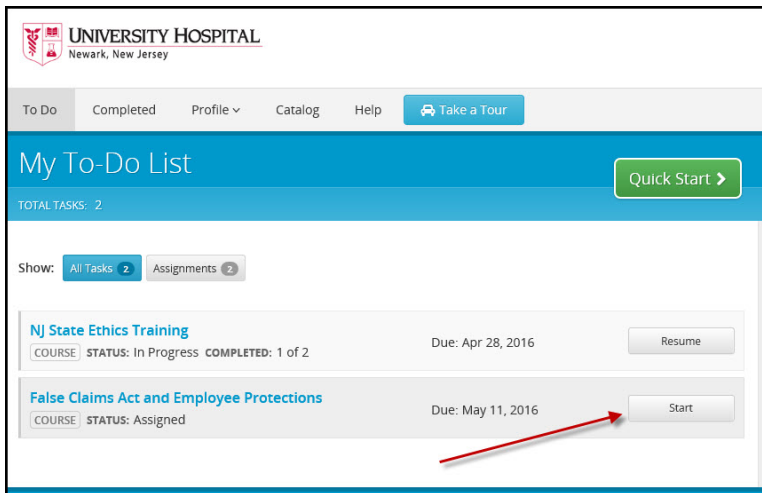
- Go to: www.healthstream.com/hlc/uhnj
- Login using your RUID and password as indicated below.
 - **User ID:** Your RUID/Core ID (type in lowercase)
 - **Password:** Your A# (type your A# with an uppercase A; A00123456)
 - ① Passwords are case sensitive.
- Click on Login.
 - "My To-Do List" should appear.

Accessing Required Training

- If needed, click on "To Do."
 - You will see a page similar to the following screen shot, containing your training.

Viewing Your Transcript

- Click on "Completed" to confirm completion of your courses (See screen shot below for example).

- Click on the "Start" button to the right of the course title to launch it.
- Follow the on-screen instructions to complete the course.