

## 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: <u>www.healthstream.com/hlc/uhnj</u>
- Login using your User ID and password as indicated below.
  - User ID: RUID
  - Password: RUID

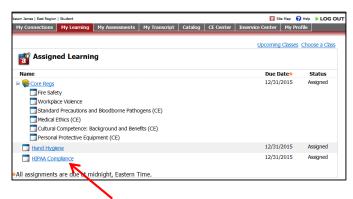
Passwords are case sensitive.

Click on Login.

- "My Learning" will appear.

## **Accessing Required Training**

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



- Click on the course to launch it. In this example, you would launch the HIPAA Compliance course in the screen shot above by clicking on "HIPAA Compliance".
- From the Course Details page, click on "Getting Started" to access and/or print the courseware instructions.

Course Details HIPAA Compliance Estimated Course Length: 150 minutes			Course Overvie		
Course Learning Activities					
You are enrolled in this course. Click	the "Course Overview" link above to	review the course of	description learning obj		
available CE credit prior to beginning					
available CE credit prior to beginning	the learning activities below. (For C	E Credit Information	n, scroll down.)		

- Then click on the title of the course ("HIPAA Compliance" in this example) to launch it.
- Follow the on-screen instructions to complete the course.

## **Viewing Your Transcript**

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

My Connections	My Learning	My Assessments	My Transcript	Catalog	CE Center	Inservice Ce	nter	My Prof
My Trans Compl	cript etions: Cor	nplete Histo	ry		<b>S</b>	dd a Learning	Event	
This screen lists course, click the		ou have complet ab.	ed. Click the n	ame to rev	iew the ma	terial or view	/ your	certific
Date Range: C	omplete History 🔻	OR: From:	31	Through:		31 Go		
TOTALS FOR NAS	SON JAMES							
COMPLETIO	NS	ESTIMATED TIME						
2 Name		0:00			Est. Time*		Compl	letion Da
SFire Safety	NTS				0:00		01/31/20	114
Professional Compliance					0:00		01/31/20	14