

Accessing Mandatory Compliance Training For UH Guests & Vendors

Overview

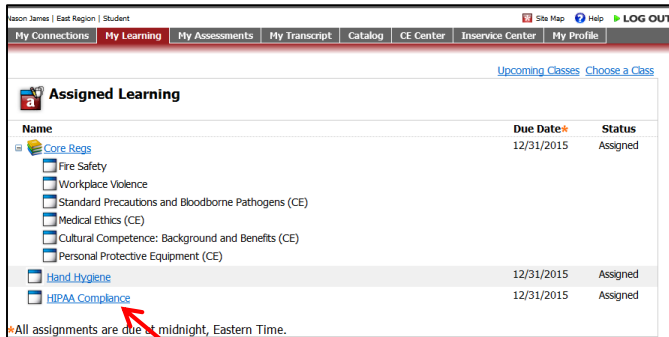
This document covers the process for UHNJ end users to login to the HealthStream Learning Platform (HLC) to access assigned HCCS training.

Logging into the Training:

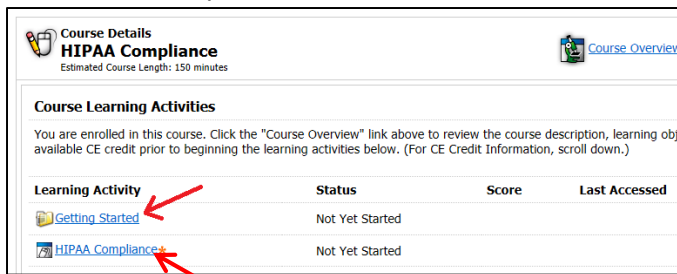
- Go to: www.healthstream.com/hlc/uhnj
- Login using your User ID and password as indicated below.
 - **User ID:** RUID
 - **Password:** RUID
 - ① Passwords are case sensitive.
- Click on Login.
 - “My Learning” will appear.

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.



- 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).

