

# 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 RUID and password as indicated below.
  - User ID: Your RUID/Core ID (type in lowercase)
  - Password: RUID/Core ID (type in lowercase)

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.

UNIVERSITY HOSPITAL		
To Do Completed Profile ~ Catalog	Help 😝 Take a Tour	
My To-Do List total tasks: 2		Quick Start >
Show: All Tasks 2 Assignments 2		
NJ State Ethics Training COURSE STATUS: In Progress COMPLETED: 1 of 2	Due: Apr 28, 2016	Resume
False Claims Act and Employee Protections COURSE stATUS: Assigned	Due: May 11, 2016	Start

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

### **Viewing Your Transcript**

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

VINIVERSITY Newark, New Jersey	HOSPITAL		
To Do Completed	Profile ~ Catalog	Help 😝 Take a Tour	
My Transcript Print >			
Apr 12, 2015 – Apr 11, 2016			
Completed	ce Om	Apr 11, 2016	Certificate
COURSE EST. TIME: 2113			

For more information: Access the Express Student Guide: