

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:

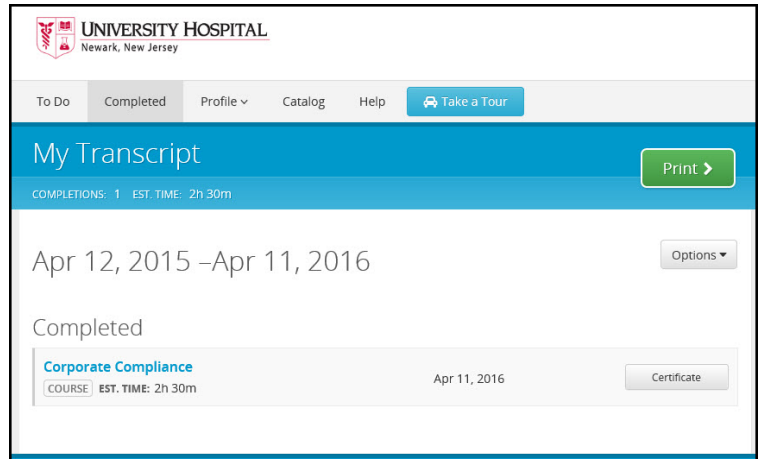
- Go to: www.healthstream.com/hlc/uhnj
- Login using your UHID and password as indicated below.
 - **User ID:** Your UHID/Core ID (type in lowercase)
 - **Password:** Your A# (type your A# with an uppercase A; A00123456)
 - ① *Passwords are case sensitive.*
- Click on Login.
 - "My To-Do List" should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



UNIVERSITY HOSPITAL
Newark, New Jersey

To Do Completed Profile v Catalog Help Take a Tour

My Transcript

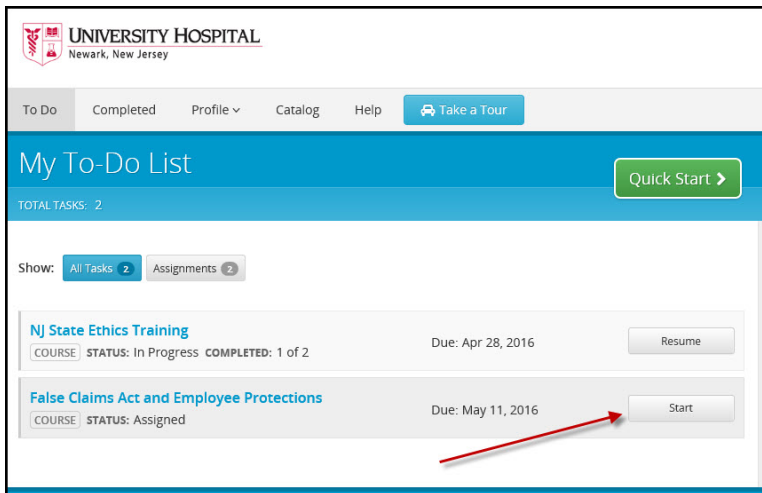
COMPLETIONS: 1 EST. TIME: 2h 30m

Apr 12, 2015 – Apr 11, 2016

Completed

Corporate Compliance Apr 11, 2016

COURSE EST. TIME: 2h 30m Certificate



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To Do Completed Profile v Catalog Help Take a Tour

My To-Do List

TOTAL TASKS: 2

Show: All Tasks 2 Assignments 2

NJ State Ethics Training Due: Apr 28, 2016 Resume

COURSE STATUS: In Progress COMPLETED: 1 of 2

False Claims Act and Employee Protections Due: May 11, 2016 Start

COURSE STATUS: Assigned

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