

## Accessing Mandatory Compliance Training For UH Employees

### Overview

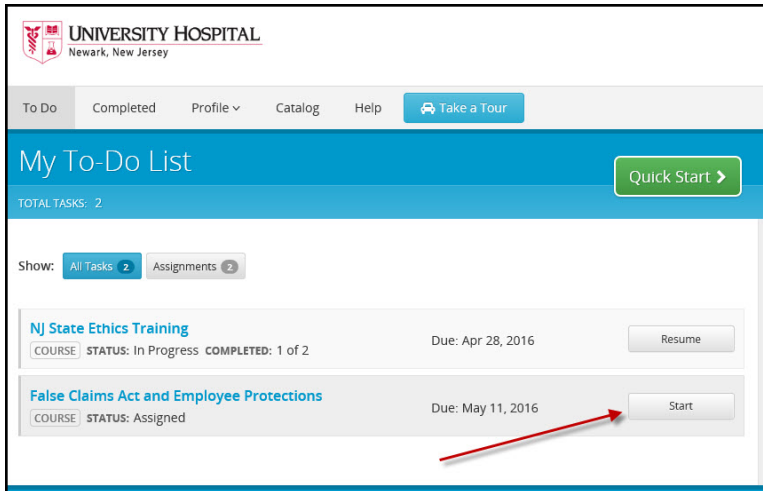
This document covers the process for UHNJ end users to login to the HealthStream Learning Platform (HLC) to access assigned HCCS training.

### Logging into the Training:

- Go to: [www.healthstream.com/hlc/uhnj](http://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)
    - 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.



- 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).

