

HealthStream



This document will demonstrate how to:

- Access the HealthStream Learning Center (HLC)
- Complete an assigned course(s)

Accessing the HLC

From the Memorial intranet home page, click on the "Education" tab and select "HealthStream" from the drop down list as shown on the right.

From outside of MHG, click the link below:
<http://www.healthstream.com/hlc/gulfport>

The log in page will look like the image to the right:

The image shows two parts of the Memorial system interface. On the left is the Memorial logo. On the right is a dropdown menu under the 'Education' tab with the following items: API Training, Artemis E-Learning, Computer Education, Education Documents, HealthStream (highlighted with a red box), and HPF User Education. Below this is a screenshot of the login page. It features a 'Sign In' section with fields for 'User ID' (containing '123456') and 'Password' (masked with dots), and a 'Login' button. There are links for 'Password reminder' and 'Forgot your password?'. To the right of the login form is a 'Login Instructions' section with the following text: 'Welcome to HealthStream Learning Center - Memorial Hospital's resource for e-learning. Enjoy!', 'User ID = Memorial ID Number ("e" or "c" number" without the "alpha" character)', 'EXAMPLE: e123456 = 123456', 'Physicians/NPs/PAs - for ID Number assistance call the Service Desk 24/7 @ 865-3692.', and 'Password = welcome (all lowercase)'. At the bottom, it says 'For MHG computer system issues contact Service Desk at 865-3692'.

Login Instructions

1. Enter your Memorial ID number with the numerical portion only. Example: E123456=123456
2. **Providers only: Do not use your "D" number.** Your Memorial (PeopleSoft) ID number is the number required. If you do not know your Memorial ID number – Please call the Service Desk at ext. 3692
3. Password will be "welcome" for first time users, returning users will enter their self-chosen personalized password.
4. First time users will be prompted to change their password. Enter "welcome" in the old password field, enter new password, and confirm new password.

To Do List Courses

The "To Do" tab will display assigned courses. Click the "Start" button as shown on the right. This window will show percent completed and the "View" button. Click the **View** button to launch the course.

The image shows the Memorial logo and a 'Password Reset' page. The page has a 'Sign In' section with 'User ID' (123456) and 'Password' (masked) fields, and a 'Login' button. Below are links for 'Password reminder' and 'Forgot your password?'. To the right is the 'Reset Your Password' section with three fields: 'Old Password*' (masked), 'New Password*' (masked), and 'Confirm Password*' (masked), and a 'Submit' button.

The image shows the Memorial 'My To-Do List' page. At the top is a navigation bar with tabs: 'To Do' (highlighted with a red box), 'Completed', 'Profile', 'Catalog', 'Help', and 'Take a Tour'. Below the navigation bar is the 'My To-Do List' header with a 'Quick Start' button. Underneath, it says 'TOTAL TASKS: 1'. There is a 'Show:' section with 'All Tasks' (1) and 'Electives' (1) buttons. Below that is a course entry: 'ICD10 - What is ICD-10? - E-Learning'. The course details are: 'COURSE STATUS: Not Yet Started ENROLLED BY: Self Elective'. A 'Start' button (highlighted with a red box) is next to the course name.