

HealthStream Instructions for Employees

A. Getting Starting

From Work:

1. Double click on the Internet Explorer *nal* (icon) to get to the Infonet.
2. Click on **Web Applications** (top left)
3. Single Click on **HealthStream**
4. Single Click on **HealthStream Learning Center** (skip to B)

From Home: <http://www.healthstream.com/hlc/trinityhealth>.

(Get permission from your supervisor before you complete courses at home.)

B. Log in as a Student (Use your Emp. # for your user ID and your password unless you have changed your password via the “My Profile” tab)

- Click on **My Learning** tab:
- Click on the course and take the pre-assessment (if available). If the pre-assessment is not available (or you do not pass the pre-assessment) you will have to review the course content. Click on the test and complete. Review your incorrect responses.
- Select “return to course details” or click on the **My Learning** tab to return to your remaining courses.
- When you have completed your session log out of HealthStream.

Notes:

- SJMHS does not pay for staff to take Continuing Education courses via HealthStream.
- HealthStream does not work on Macs, or dial-up systems.
- If there are links to our Infonet within a course the information will not display is you are at home unless you are using “Easy Access”. Those courses must be completed at work.
- If you have trouble with HealthStream at home try:
 1. Restart your computer
 2. Clear your “cookies” and delete your temporary internet files
 3. Turn your pop-up blocker off
 4. Call your internet provider and they may be able to help
 5. Use this link to see if your computer system meets the requirements of HealthStream: www.healthstream.com/browsercheck
 6. Call Kathleen Hay (2-3669 or (734) 712-3669) and she may be able to help you