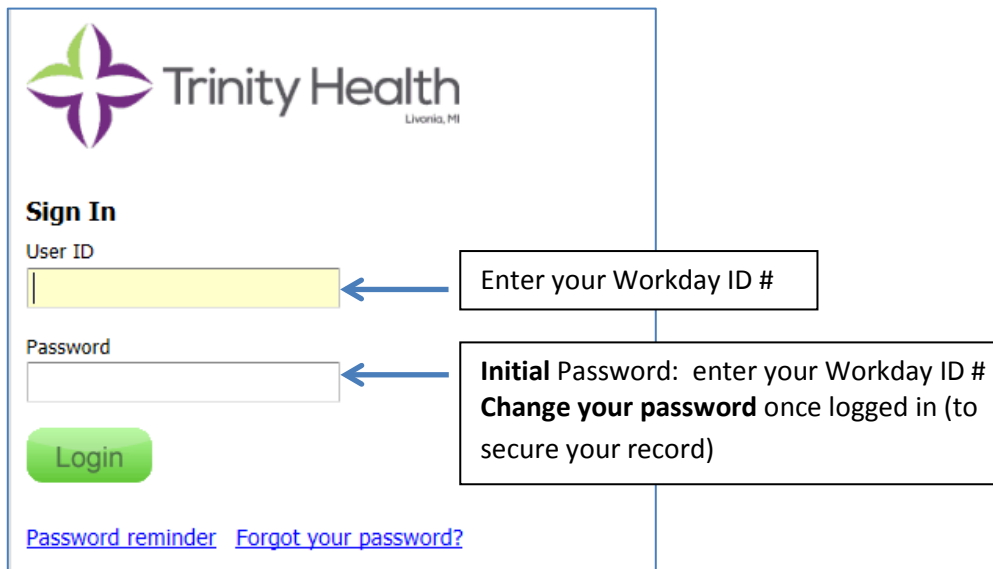


# HealthStream Quick Guide

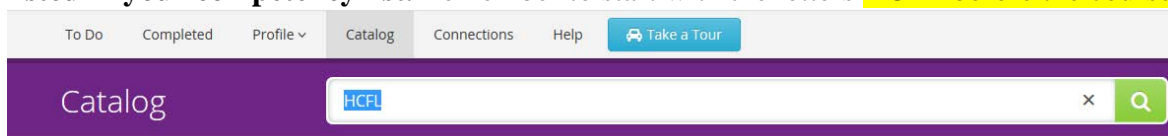
1. Go to Holy Cross University website, [www.holycrossuniv.com](http://www.holycrossuniv.com)
2. Click on the HEALTHSTREAM tab then on the HEALTHSTREAM LOGIN button.



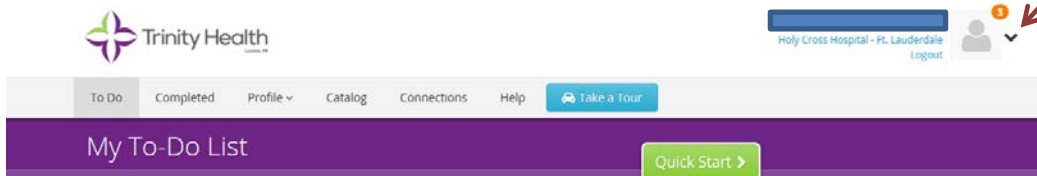
3. **HealthStream USER ID is your Workday ID #.**  
(To find your Workday ID#, login to Workday at <https://workday.trinity-health.org/workday> using your Network ID and Password )



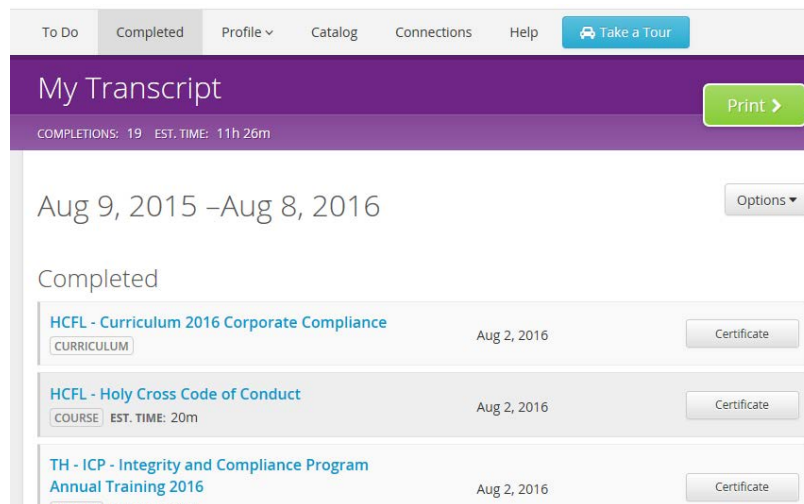
4. The **To Do** tab will open the **My To-Do List** page and will list the **Assigned/Required courses as well as self-registered courses.** (Only organization-wide mandatory education will be assigned and will appear on your To-Do list.)  
**NOTE:** Unit-specific competencies are *NOT* assigned. You have to search for it in the CATALOG as listed in your competency list. Remember to start with the letters **HCFL** before the course title.



5. To change your password, click the down arrow beside your name and then **Manage Password**. Enter a **New Password** twice and enter a **Password Reminder** in case you forget your password later.



6. **Completed** tab will open the **My Transcript** page that will show courses you have completed.



This instruction is also posted in the **Holy Cross University** website, [www.holycrossuniv.com](http://www.holycrossuniv.com)

**For assistance, contact the Learning Center**

Learning Center Hours with ATD Staff: 7:30-10:00am Tuesday, Wednesday, and Thursday

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**7/23/2017NM**