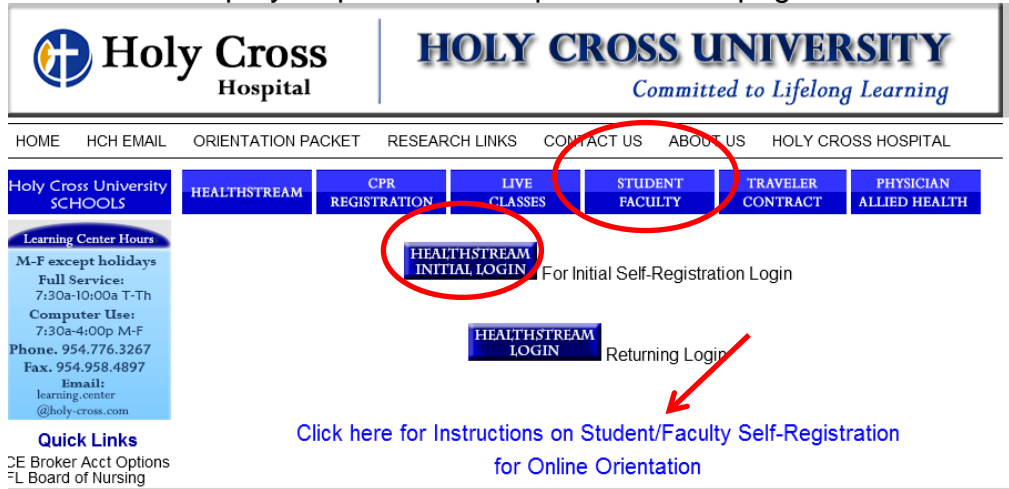


Instructions for Self-Registration into HealthStream for Online Orientation

Students and Faculty; MD or PA Students through Medical Staff Office

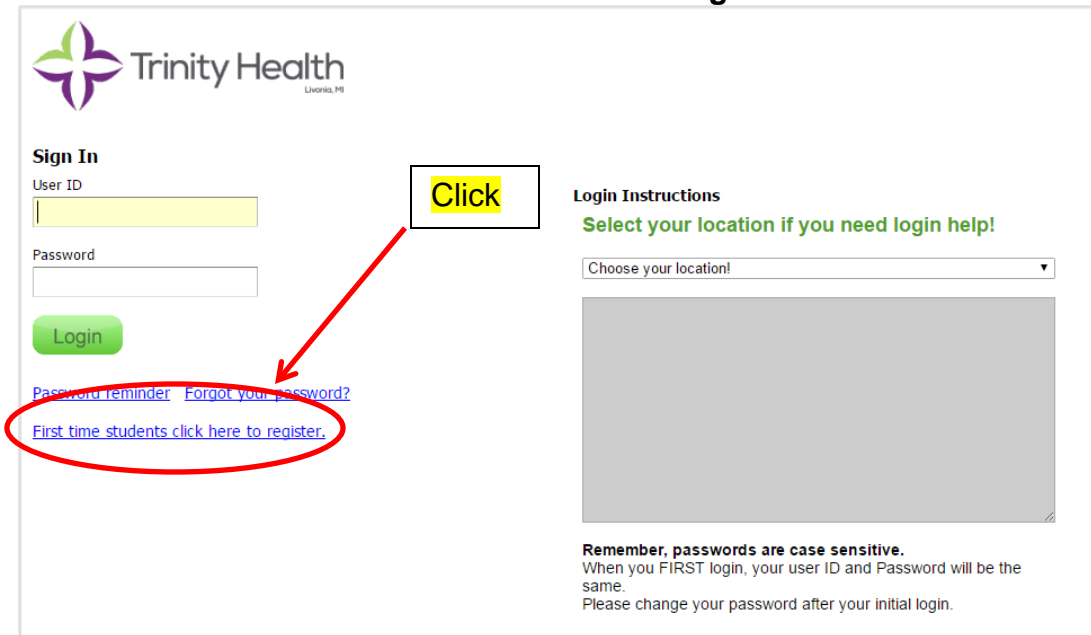
1. Go to www.holycrossuniv.com
2. Click **STUDENT FACULTY** tab.
3. Read the step by step instructions posted on the page.



The screenshot shows the Holy Cross University website header. The navigation menu includes: HOME, HCH EMAIL, ORIENTATION PACKET, RESEARCH LINKS, CONTACT US, ABOUT US, HOLY CROSS HOSPITAL. Below this is a secondary menu with tabs: Holy Cross University SCHOOLS, HEALTHSTREAM, CPR REGISTRATION, LIVE CLASSES, STUDENT FACULTY, TRAVELER CONTRACT, PHYSICIAN ALLIED HEALTH. A red circle highlights the 'STUDENT FACULTY' tab. Below the tabs, there are two buttons: 'HEALTHSTREAM INITIAL LOGIN' (circled in red) with the text 'For Initial Self-Registration Login' and 'HEALTHSTREAM LOGIN' with the text 'Returning Login'. A red arrow points from the 'HEALTHSTREAM LOGIN' button to the text 'Click here for Instructions on Student/Faculty Self-Registration for Online Orientation'. On the left side, there is a 'Learning Center Hours' box with contact information and a 'Quick Links' section.

4. Click on the **HEALTHSTREAM INITIAL LOGIN** button
5. Click on “**First time students click here to register**”

HEALTHSTREAM INITIAL LOGIN



The screenshot shows the Trinity Health HealthStream login page. The 'Sign In' section has fields for 'User ID' and 'Password', a 'Login' button, and links for 'Password reminder' and 'Forgot your password?'. A red circle highlights the link 'First time students click here to register.'. A red arrow points from a box labeled 'Click' to the 'First time students click here to register.' link. The 'Login Instructions' section includes a dropdown menu for 'Choose your location!' and a large grey area. Below this, there is a note: 'Remember, passwords are case sensitive. When you FIRST login, your user ID and Password will be the same. Please change your password after your initial login.'

6.

Please Create an Account

If you have already registered, please click [here](#) to login.

Organization Information

Institution:

General Information

Required Fields are marked with a *.

Last Name: *

First Name: *

Middle Name:

User ID: *

Password: *

Confirm Password: *

Password Reminder:

Email: *

Time Zone: *

Preferred Language: *

Enter: Last Name and First Name
Create a User ID and Password
Enter a Password reminder

REQUIRED: VALID Email address;
HealthStream will send an email
confirmation with further information

Leave as is. DO NOT change.

Institution Information

Supervisor/Manager: [Click here to select.](#)

Hire/Re-hire Date: *

Review Month/Day:

Department: *

Job Title: *

Job Category:

Active Date: *

Students or Faculty:
Department: HC-SCHOOL GENERAL
Job Title: HC-A STUDENT CLIN
If Faculty, select HCFC Faculty Clin or
HCFN Non-Clin
**See next page for MD or PA students

Leave as is. DO NOT change.

Note: If you have entered a valid email address, your user ID, password and login URL will be emailed to you shortly. Otherwise, you will need to remember your user ID and password. If you forget this information, please contact your administrator.

For MD or PA students through the **Medical Staff Office**, select the **Department and Job Title** as shown below.

Department: *

Job Title: *

7. Click **Submit**.

8. This page opens. Note the **My To-Do List** has no course listed.

Click Logout.

Trinity Health
Carmel Test
Holy Cross Hospital Non-Employee | Logout

To Do Completed Profile Catalog Connections Take a Tour

My To-Do List

TOTAL TASKS: 0

You are up to date, but there is always room to grow

Find an Elective in the Catalog

NOTE: NO course is listed here. You have to logout. Log back in using the link sent to you in the confirmation Email, or click on the HealthStream Login button from the Holy Cross University website. Allow 1 minute for the course to load before logging back in.

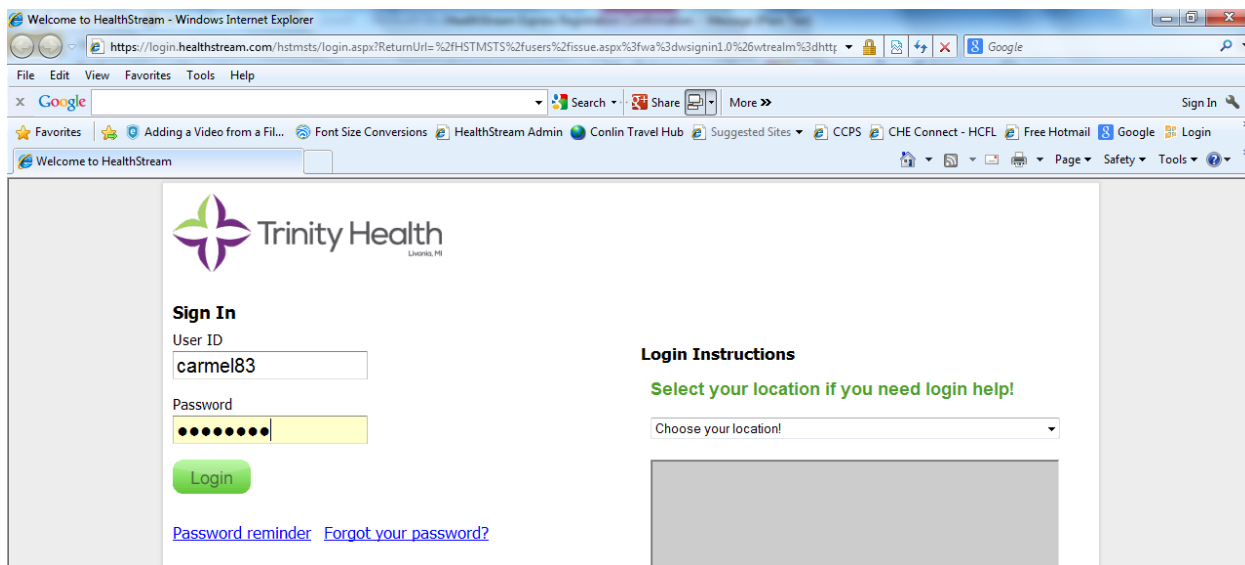
HEALTHSTREAM LOGIN Returning LOGIN

Sitemap
To-Do List
Completions
Connections

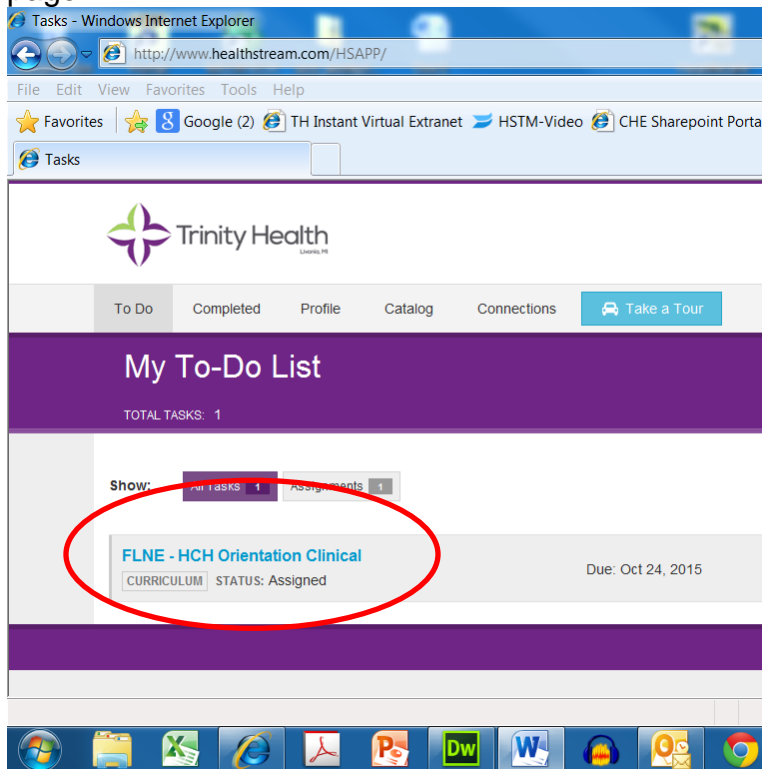
HealthStream
Copyright © 2015 HealthStream, Inc. All Rights Reserved.
Build: 13.01.28.895.224 Aug 23, 2015 at 11:03 AM | O: HCU

11:04 AM
8/25/2015

9. You will receive an **email confirmation** from HealthStream with a link to the HealthStream login page. Or, you can go back to the **Holy Cross University website** and click on the **HealthStream Login** button. **Enter the User ID and Password you created.**



10. Once logged in, you should see your online orientation requirement in the **My To-Do List** page.



Attention:

Print the **Curriculum** certificate, **NOT** the individual course certificate. Click on the **Completed** tab and click the **Certificate** button beside the Curriculum title.

For assistance:

Email: Learning.Center@holy-cross.com
Naomi.mora@holy-cross.com
HCH HealthStream Administrator