

# Instructions for Self-Registration into HealthStream for Online Orientation

## MD and Allied Health **Credentialing Applicants**

1. Go to [www.holycrossuniv.com](http://www.holycrossuniv.com)
2. Click **PHYSICIAN ALLIED HEALTH** tab.
3. **Read first the instructions posted before logging in.**

Holy Cross University SCHOOLS HEALTHSTREAM CPR REGISTRATION LIVE CLASSES STUDENT FACULTY TRAVELER CONTRACT **PHYSICIAN ALLIED HEALTH**

Learning Center Hours  
M-F except holidays  
Full Service: 7:30a-10:00a T-Th  
Computer Use: 7:30a-4:00p M-F  
Phone. 954.776.3267  
Fax. 954.958.4897  
Email: learning.center@holy-cross.com

**Quick Links**  
CE Broker Acct Options  
FL Board of Nursing  
DOH License

**Mandatory Education**

**Physician and Allied Health Profession Credentialing Applicants**

- All credentialing applicants are required to complete an online Holy Cross Hospital orientation through **HealthStream**.
- Provide a copy of your orientation transcript along with your credentialing application to Rachel Kaufman, Manager of the Medical Staff Services. Her contact number is 954-351-7883; email is rachel.kaufman@holy-cross.com
- For more information, contact the Medical Staff Office at 954-776-3234

[Instructions for self-registration in HealthStream](#)

**ALERT:** Please follow the instructions carefully. Selecting the wrong **Department or Job Title** will NOT populate the To Do page.

4. Click on the **HEALTHSTREAM INITIAL LOGIN** button

**HEALTHSTREAM  
INITIAL LOGIN**

5. Click on “**First time students click here to register**”

Trinity Health  
Livonia, MI

**Sign In**

User ID

Password

**Login**

[Password reminder](#) [Forgot your password?](#)  
**First time students click here to register.**

**Login Instructions**  
Select your location if you need login help!

Choose your location!

**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. Create an account

## 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

### Institution Information

Company and Location:\*

Financial Organization:\*

Employee/Non-employee:\*

Job Family:\*

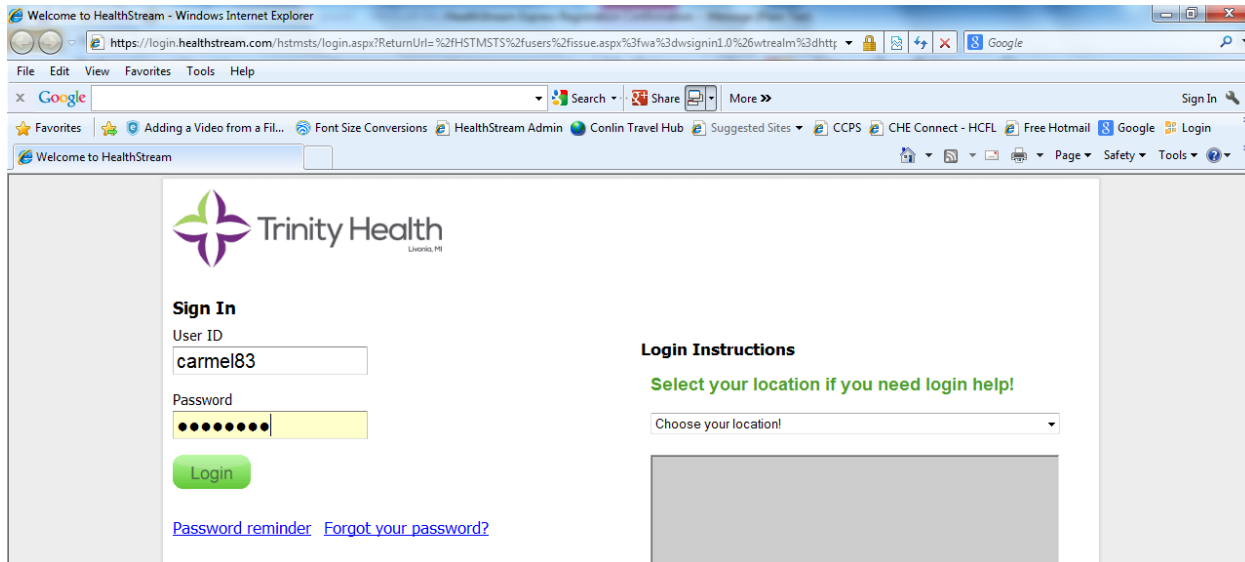
Hire/Re-hire Date: \* 8/25/2015 31 Leave as is. DO NOT change.  
 Review Month/Day:  31  
 Department: \* HCCA-CREDENTIALING APPLICANTS Department: HCCA-CREDENTIALING APPLICANTS  
Job Title: Select as applicable  
 Job Title: \* HCMD-PHYSICIAN CREDENTIALING APPLICANT HCMD-PHYSICIAN CREDENTIALING APPLICANT  
 Job Category: Other Clinical OR HCAH-ALLIED HEALTH CREDENTIALING APPLICANT  
 Active Date: \* 8/25/2015 31 HCMDT-B TELE-HEALTH PHYSICIAN CREDENTIALING APPLICANT  
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.

7. Click **Submit**.

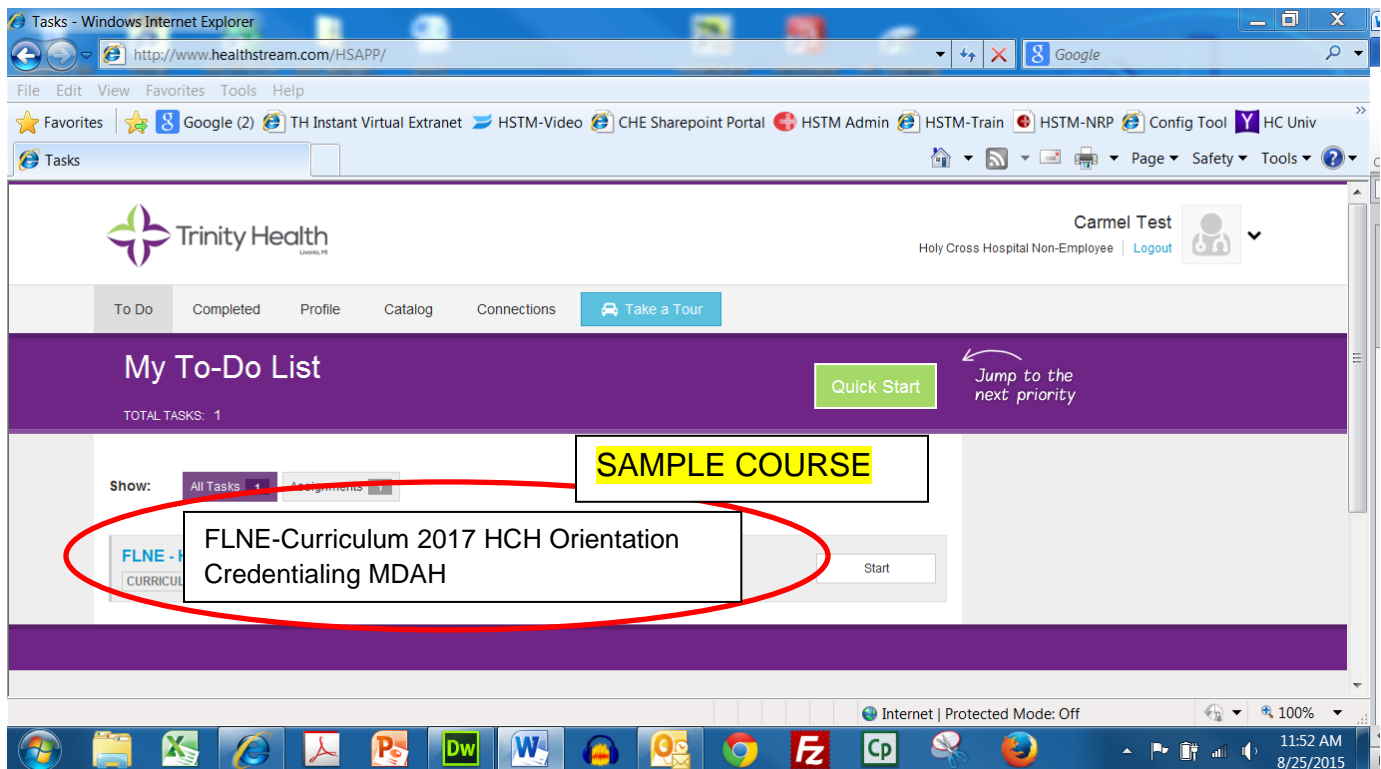
8. This page opens. Note the **My To-Do List** has no course listed.

www.healthstream.com/HSAPP/  
 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  
 Click Logout.

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.



For assistance:

**Email:** [Learning.Center@holy-cross.com](mailto:Learning.Center@holy-cross.com) [Naomi.mora@holy-cross.com](mailto:Naomi.mora@holy-cross.com)