

## Instructions for Self-Registration into HealthStream for Online Orientation (MD and Allied Health)

1. Go to [www.holycrossuniv.com](http://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. The top navigation bar includes links for HOME, HCH EMAIL, ORIENTATION PACKET, RESEARCH LINKS, CONTACT US, ABOUT US, and HOLY CROSS HOSPITAL. Below this is a secondary navigation bar with tabs for Holy Cross University SCHOOLS, HEALTHSTREAM, CPR REGISTRATION, LIVE CLASSES, **STUDENT FACULTY** (highlighted with a red circle), TRAVELER, and PHYSICIAN. A callout box with a red arrow points to the 'STUDENT FACULTY' tab, containing the text "Read the instructions FIRST." Below the navigation is a sidebar with "Learning Center Hours" and "Quick Links". The main content area is titled "Instructions for HealthStream Self-Registration" and contains the text: "Please follow the instructions carefully. Selecting the wrong Department or Job Title will NOT populate the assignment on the To Do page". It lists two instruction links: "- Instructions for General Students and Faculty" and "- Instructions for Medical and Allied Health Students (PAs or NPs)". A red arrow points from the "STUDENT FACULTY" tab to the "Instructions for General Students and Faculty" link. Below this is a "Student Information" link, with a red arrow pointing to it from a callout box that says "Click to continue with initial registration". At the bottom, there is a red text note: "Please note the Learning Center Service Hours".

The screenshot shows the Holy Cross University website with the "STUDENT FACULTY" tab selected. The main content area displays an "ALERT: Please make sure you have read the instructions first BEFORE registering in HealthStream." Below the alert is a link: "Click here to return to the instruction page." At the bottom, there is a blue button labeled "HEALTHSTREAM INITIAL LOGIN" with the text "Initial Self-Registration Login" next to it. A red arrow points from the "HEALTHSTREAM INITIAL LOGIN" button to a callout box that says "Click to continue with initial registration".

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

The screenshot shows the Trinity Health login page. The top left features the Trinity Health logo and the text "Trinity Health Livonia, MI". Below this is a "Sign In" section with a "User ID" input field, a "Password" input field, and a green "Login" button. A red arrow points from a callout box labeled "Click" to the "Login" button. Below the "Login" button are two links: "Password reminder" and "Forgot your password?". The link "First time students click here to register." is circled in red. To the right of the "Sign In" section is a "Login Instructions" section with the text "Select your location if you need login help!". Below this is a dropdown menu labeled "Choose your location!". At the bottom of the page, 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

### Institution Information

Company and Location:\*

Financial Organization:\*

Employee/Non-employee:\*

Job Family:\*

Hire/Re-hire Date: \*

Review Month/Day:

Department: \*

Job Title: \*

Job Category: Other Clinical

Active Date:\*

Date auto-populates. Leave as is. DO NOT change.

Select Department and Job Title as shown  
\*\*Select the same Job Title for Nurse Practitioner students

Date auto-populates. 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.

**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.

Submit

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

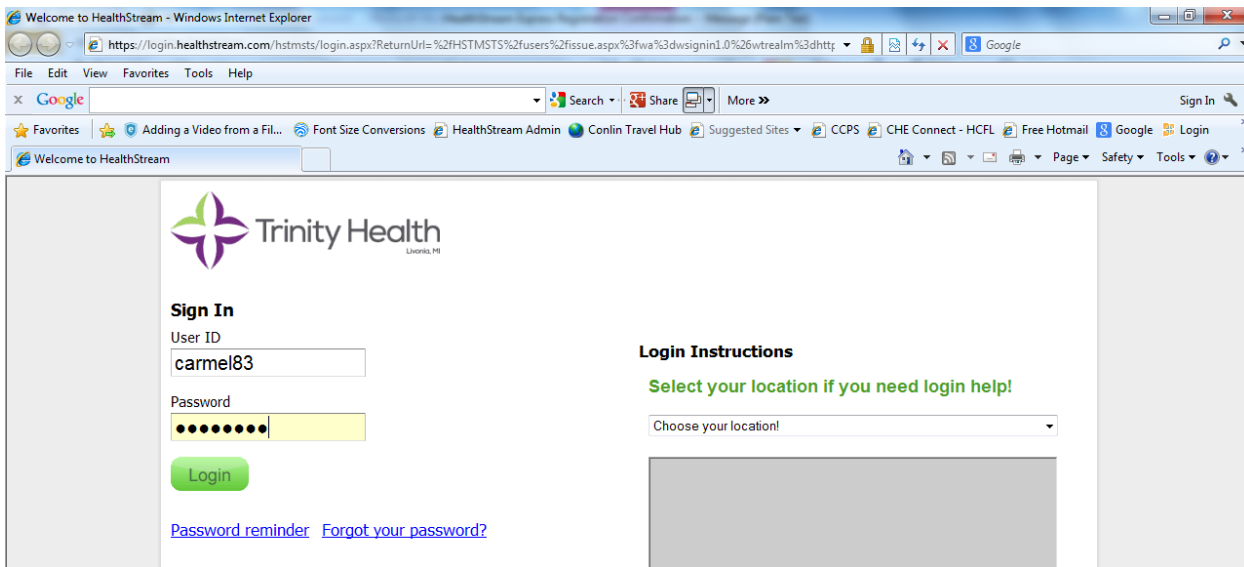
HealthStream  
Copyright © 2015 HealthStream, Inc. All Rights Reserved.  
Build: 13.01.28.895.224 Aug 25, 2015 at 11:03 AM | O: HCU

11:04 AM  
8/25/2015

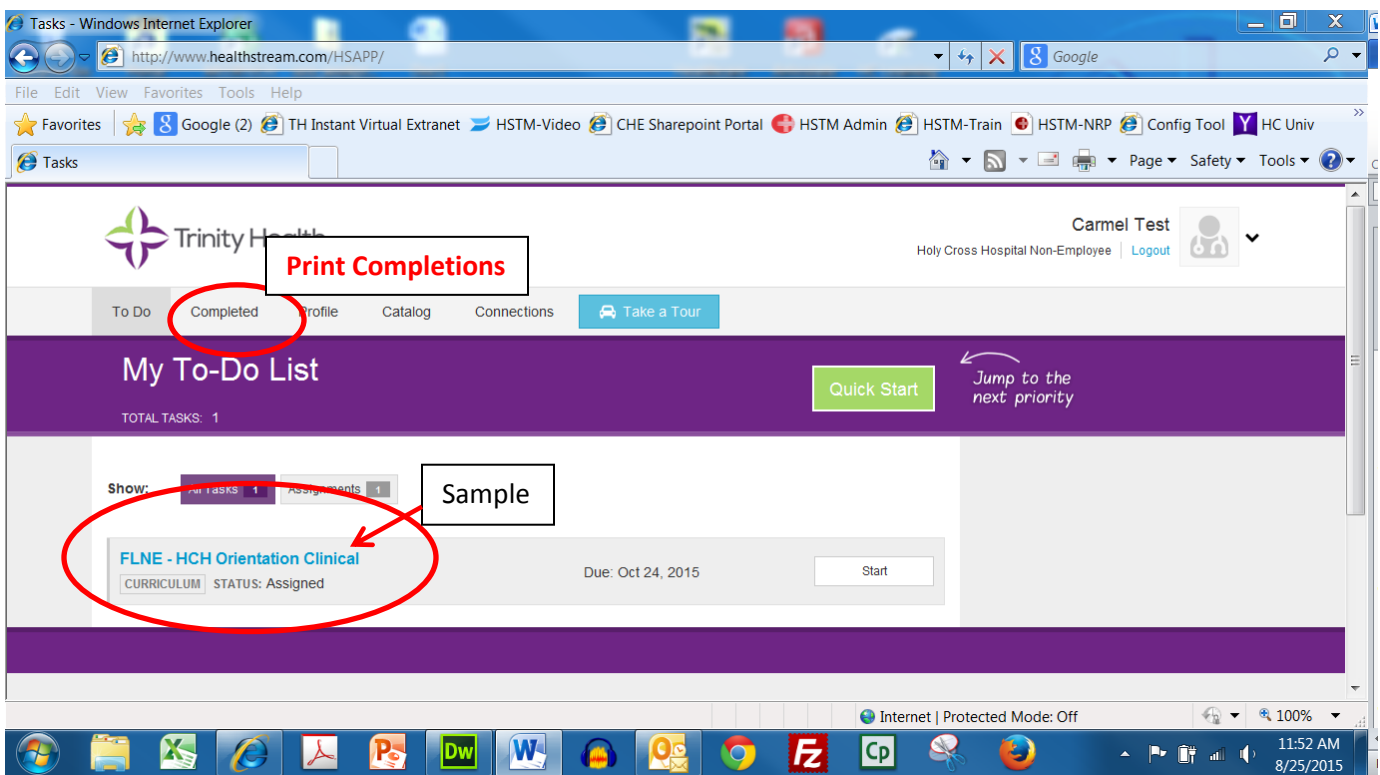
9. You will receive an **email confirmation** from HealthStream with a link to the HealthStream login page. Or, you can go back to the **Holy Cross University website** and click on the **HealthStream Login** button. **Enter the User ID and Password you created.**

**NOTE:**

If the wrong Department or Job Title is selected, the assignment will NOT populate the To Do page.



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



For assistance:

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HCH HealthStream Administrator

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