

Instructions for Self-Registration into HealthStream for Online Orientation

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 top navigation bar of the Holy Cross University website. The 'STUDENT FACULTY' tab is circled in red. Below the navigation bar, there is a section titled 'Instructions for HealthStream Self-Registration' with a sub-header 'Read the instructions FIRST.' A red arrow points from this sub-header to a text box that says 'Please follow the instructions carefully. Selecting the wrong Department or Job Title will NOT populate the assignment on the To Do page'. Below this, there are two bullet points: '- Instructions for General Students and Faculty' and '- Instructions for Medical and Allied Health Students (PAs or NPs)'. A red arrow points from the second bullet point to a text box that says 'Click to continue with initial registration'. Below the instructions, there is a 'Student Information' link with a red arrow pointing to it. At the bottom, there is a 'Quick Links' section with a red arrow pointing to a text box that says 'Please note the Learning Center Service Hours'.

The screenshot shows the same navigation bar as the previous screenshot. Below the navigation bar, there is a section titled 'ALERT: Please make sure you have read the instructions first BEFORE registering in HealthStream.' Below the alert, there is a link that says 'Click here to return to the instruction page.' Below the link, there is a 'HEALTHSTREAM INITIAL LOGIN' button with a red arrow pointing to it. Below the button, there is a text box that says 'Initial Self-Registration Login'.

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. There is a 'Sign In' section with a 'User ID' field and a 'Password' field. Below the fields is a 'Login' button. To the right of the 'Login' button is a 'Click' button with a red arrow pointing to it. Below the 'Login' button, there are two links: 'Password reminder' and 'Forgot your password?'. Below these links, there is a link that says 'First time students click here to register.' which is circled in red. To the right of the login fields, there is a 'Login Instructions' section with a 'Choose your location!' dropdown menu. Below the dropdown menu is a large grey rectangular area. At the bottom of the page, there is a text box that says '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:*

If non-nursing, select Unknown from the list.

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

Students or Faculty:
Department: HC-SCHOOL GENERAL
Job Title: HC-A STUDENT CLIN or HC-A STUDENT NON-CLIN
Faculty, select HCFC FACULTY CLIN or HCFN-FACULTY NON CLIN

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.

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

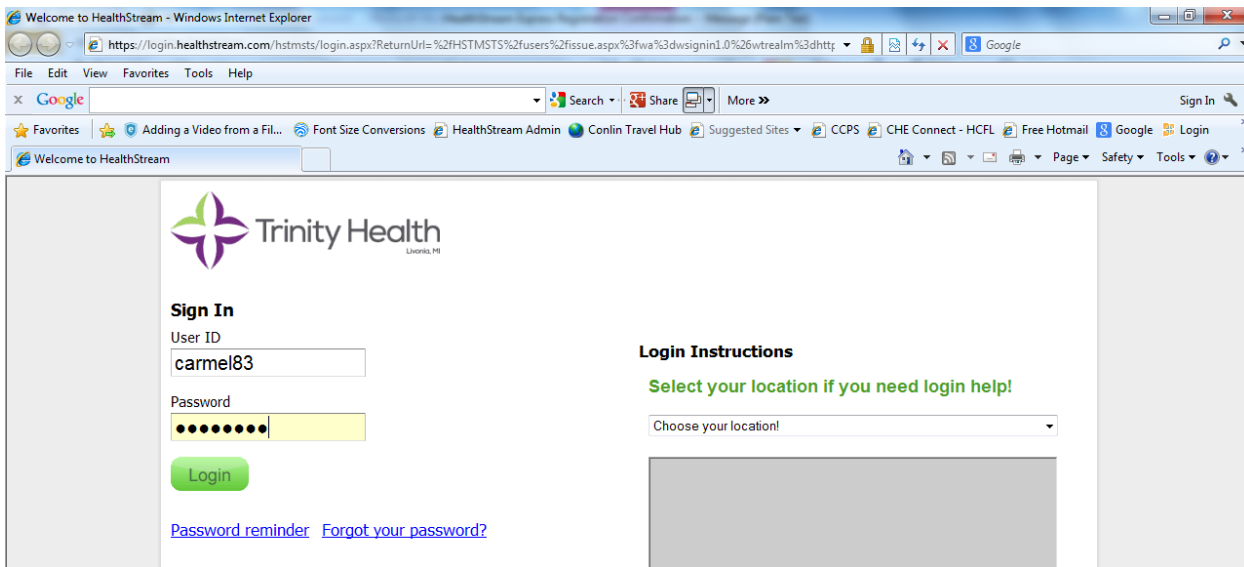
HealthStream
Copyright © 2015 HealthStream, Inc. All Rights Reserved.
Build: 13.01.28.895.224 Aug 25, 2015 at 11:03 AM | O: HCU

11:04 AM
8/25/2015

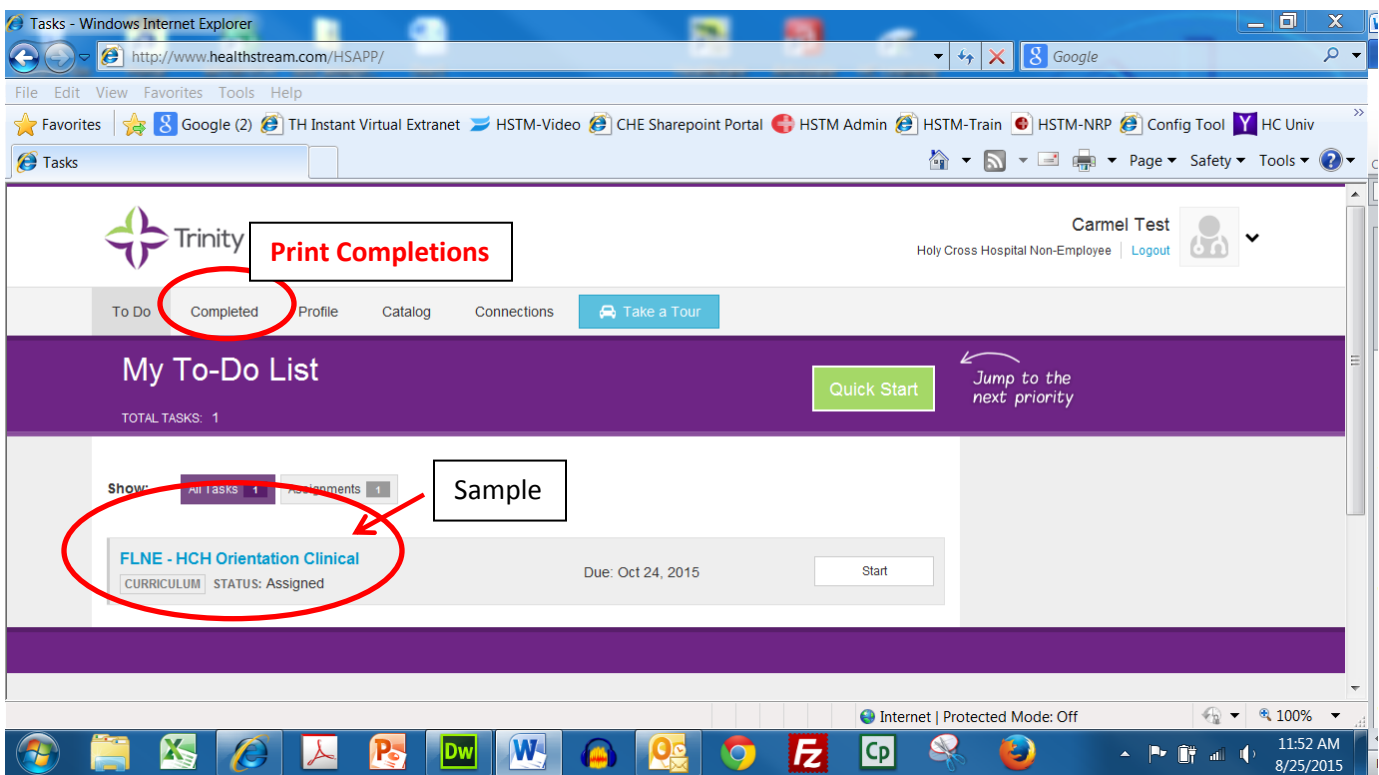
9. You will receive an **email confirmation** from HealthStream with a link to the HealthStream login page. Or, you can go back to the **Holy Cross University website** and click on the **HealthStream Login** button. **Enter the User ID and Password you created.**

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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2018 nm