

# HealthStream Quick Guide For ONLINE Education

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.

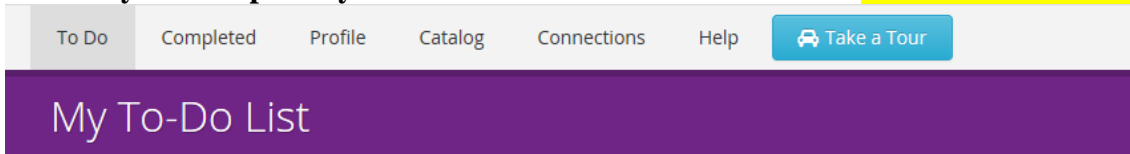


3. HealthStream USER ID is your Workday ID # (found at the back of your ID badge)

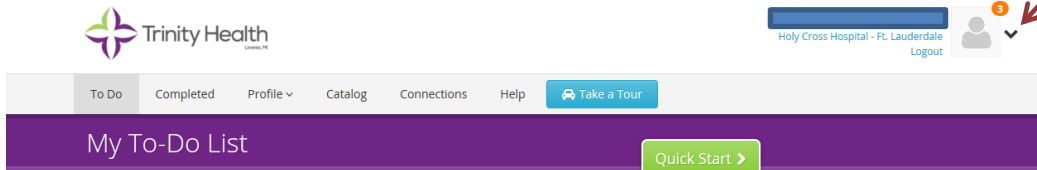
The screenshot shows the Trinity Health Sign In page. The 'User ID' field is highlighted in yellow and has an arrow pointing to a text box that says 'Enter your Workday ID # (numbers only)'. The 'Password' field has an arrow pointing to a text box that says 'Initial Password: enter your Workday ID # Change your password once logged in (to secure your record)'. There is a 'Login' button and links for 'Password reminder' and 'Forgot your 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.)

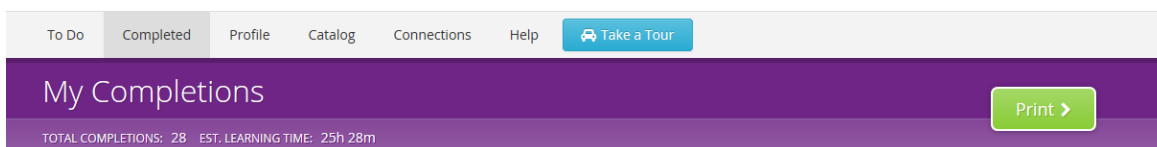
**NOTE:** Unit-specific competencies are *NOT* assigned. You have to search for it in the CATALOG as listed in your competency list. Remember to start with the letters **HCFL** before the course title.



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.



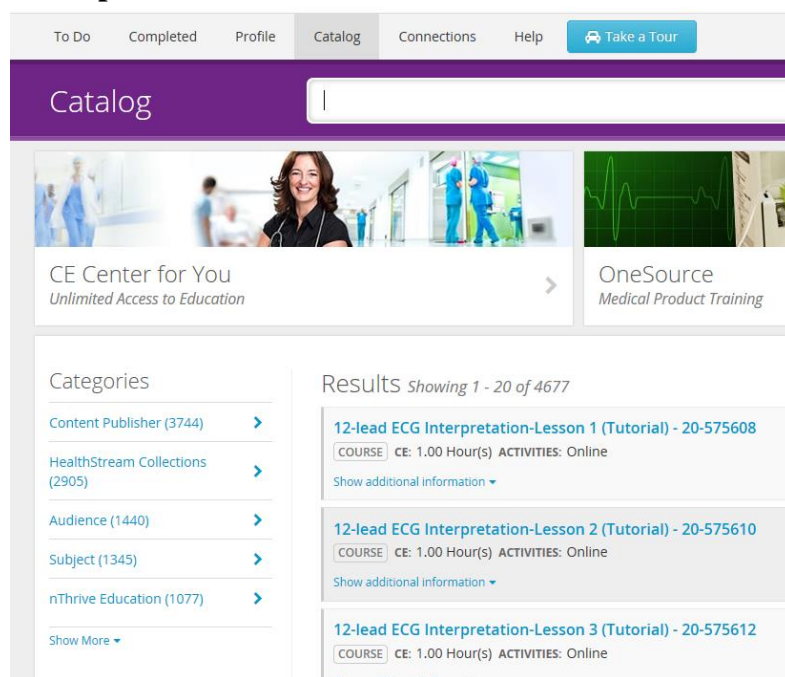
6. **Completed** tab will open the **My Transcript** page that will show courses you have completed.



7. **Catalog** tab-search for a course or click on the **Categories** to view courses offered.

**Reminder:** Enter **HCFL** before the course name for Holy Cross specific courses.

**Example: HCFL ACLS**



**For assistance, contact the Learning Center**

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

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