

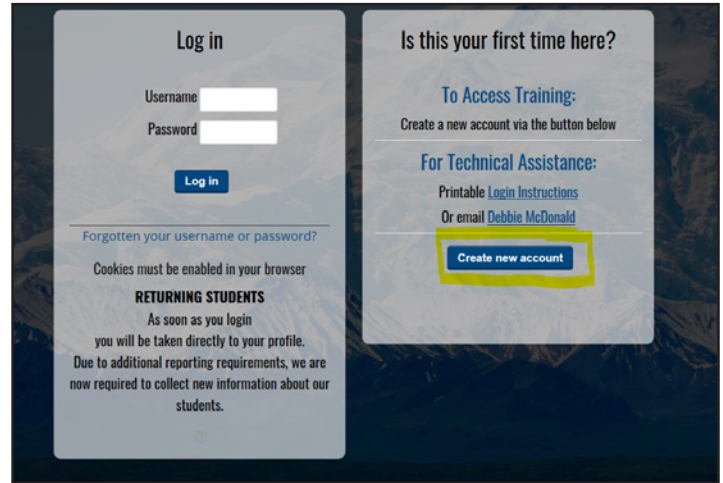


Create a new account:

1. From www.learn.dhss.alaska.gov, click **“Create new account”** (highlighted in yellow ⇨)

2. Create new account:

- a. Type a **username** for the account (lowercase)
- b. Add **password**. (Password must be 7 characters long: 1 upper, 1 lower, 1 special character and 1 number).
- c. Type your **email** address.
- d. Re-type your **email** address.
- e. Add first name **As you would like it to appear on your certificate**.
- f. Add last name **As you would like it to appear on your certificate**
- g. Add your **business address**
- h. Add your **city**
- i. Add your **state**
- j. Add **zip**
- k. Add **business telephone**
- l. **Employer or Business Name**. Name of your employer
- m. Add your **Job Title**
- n. **Profession**. Select the profession closest to the field you work in. Use the Medical Specialty field below to expand.
- o. **Medical Specialty**. Expand on the profession selected above. For example: Psychiatrist, director, administrator, surgeon, instructor, chief, owner, retired, student, volunteer or other profession not listed.
- p. **Medical credentials or degree**. Please use all caps and no abbreviation.



New account

Choose your username and password

Username*

The password must have at least 6 characters, at least 1 digit(s), at least 1 upper case letter, and at least 1 special character.

Password* Unmask

More details

Email address*

Email (again)*

First name (as you would like it to appear on your certificate)*

Last name*

More User Information

Business Address*

City*

State*

Zip*

Telephone (Just numbers, no dashes)*

Employer or Business Name*

Job Title*

Profession*

Medical Specialty (Ex: Pediatrician, Psychiatrist, Surgeon, N/A)*

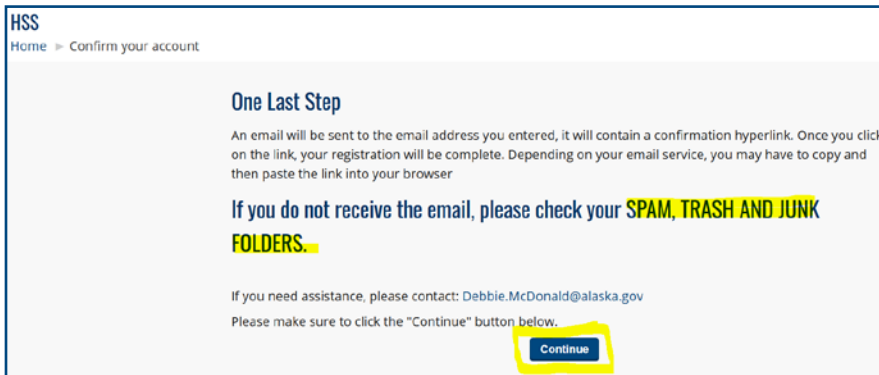
Medical Credentials or Degree (EX: MD, DO, NP, PA, None)*

Security question I'm not a robot

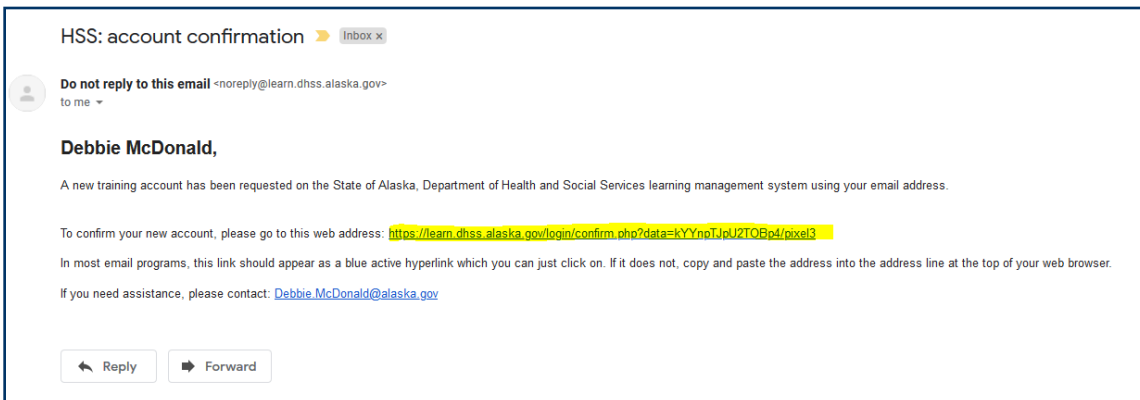
*Fields in red with * asterisks are required fields*

3. Confirm your identity:

- a. Click **continue** on the next screen, button is at the bottom of the screen:



- b. Check your email account. An email confirming your account will be emailed to the address you entered into the system. Click on the hyperlink included in the email as shown below. **If you do not receive an email within 3 minutes, please check your spam, trash and junk folder.** Assistance: debbie.mcdonald@alaska.gov



Access the training:

Once you have logged into the site follow four steps to access the training

1

Make sure you are on the Home screen by clicking the logo in the upper-left hand side of the screen:



2

From the Home screen, click: **SEARCH COURSES**.

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

HIPAA TRAINING **SEARCH COURSES** TECHNICAL ASSISTANCE

Debbie McDonald

HIPAA
PRIVACY & SECURITY TRAINING
CLICK HERE

FIND YOUR COURSE HERE
Course Catalog
Click Here

MY DASHBOARD
Access Courses You Are Enrolled In
Click Here

MY PROFILE
View Your Profile Information
Click Here

3

Type in a word from the course name. For example, let's look for the HIPAA course. Type HIPAA in the search field, then click GO

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Debbie McDonald

HSS
Home > Courses

Search courses: **Go**

Expand all

Department of Health and Social Services

For assistance, please contact: debbie.mcdonald@alaska.gov

4

From the results screen, click on the title: **HIPAA Privacy and Security Training** as shown in yellow below

The screenshot shows the user interface of the Health & Social Services Learning Management System. At the top left is the University of Alaska logo and the text 'HEALTH & SOCIAL SERVICES LEARNING MANAGEMENT SYSTEM'. Navigation links for 'HIPAA TRAINING', 'SEARCH COURSES', and 'TECHNICAL ASSISTANCE' are in the top right. A user profile for 'Debbie McDonald' with social media icons is also present. The main content area shows 'HSS' and a breadcrumb trail 'Home > Courses > Search > HIPAA'. A search bar contains 'HIPAA' with a 'Go' button. Below this, 'Search results: 1' is displayed. The single result is 'HIPAA Privacy and Security Training', with the title highlighted in yellow. Below the title is the full name 'HIPAA Privacy & Security Awareness Training' and a note: 'If you believe you should have access to this training but are unable to enroll, please contact: Claudia.Cook@alaska.gov'. The category is listed as 'Department of Health and Social Services'. A second search bar with 'HIPAA' and a 'Go' button is at the bottom.

For assistance, please contact: debbie.mcdonald@alaska.gov