

# Department of Health & Social Services Learning Management System: [www.hsstraining.alaska.gov](http://www.hsstraining.alaska.gov)

## LOG INTO SYSTEM



The screenshot shows a login form titled "Log in". It includes fields for "Employee Number" (containing "275164") and "Password" (masked with dots). There is a "Remember?" checkbox which is checked, and a "Log in" button. Below the form, there is a link "Forgot Employee Number or password?" and a note "Cookies must be enabled in your browser." with a help icon.

Employee Number, This is the same number used on your timesheet. If you do not know it:  
1. The system will send it to you through the Forgotten Password process or locate in the [Employee White Pages](#), [Advanced Search settings](#)

If you do not know your password. Look below for instruction.

## 1ST TIME STUDENT OR FORGOTTEN PASSWORD

1.

### Need a Password?

[REQUEST OR RESET PASSWORD](#)

*The password for this site is specific to this site only.  
Changing your password will not change your login to any other system.*

[Login Instructions](#)

[How to login to the HIPAA course](#)

[Search for Employee Number \(type last name\)](#)

Click here to create or reset your password

2.

### Search by Employee Number

Employee Number

Search

### Search by email address

Email address

Search

If you do not know employee number, use your email address. The system will email your employee number to you.

**OR**

Type email address.

3.

Home > Log in > Forgotten password

Please click continue and check your email

Continue

On the next screen, click CONTINUE and check your email

4.

Department of Health & Social Services: Password reset request

hsstraining.alaska.gov <debbie.mcdonald@alaska.gov>  
to me ▾  
Hi student,  
A password reset was requested for your account 'student1' at Department of Health & Social Services.  
To confirm this request, and set a new password for your account, please go to the following web address:  
[https://hsstraining.alaska.gov/login/forgot\\_password.php?token=Tn4F5fLHI1h0HHAsbQRdvg7Dy70nmmPv](https://hsstraining.alaska.gov/login/forgot_password.php?token=Tn4F5fLHI1h0HHAsbQRdvg7Dy70nmmPv)  
(This link is valid for 30 minutes from the time this reset was first requested)  
If this password reset was not requested by you, no action is needed.  
If you need help, please contact the site administrator,  
[hsstraining.alaska.gov](https://hsstraining.alaska.gov)  
[debbie.mcdonald@alaska.gov](mailto:debbie.mcdonald@alaska.gov)

Click the hyperlink within the email

5.

Set password

Employee Number student1

New password\*

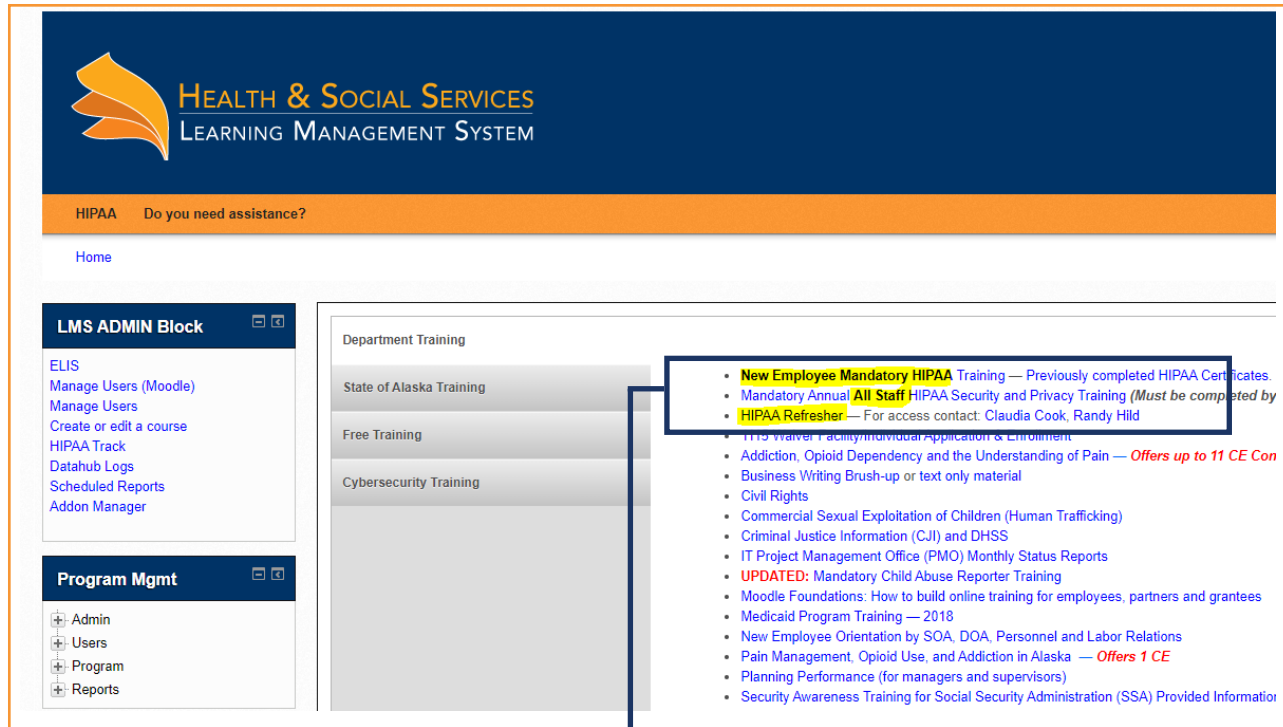
New password (again)\*

Save changes

Cancel

Type in your new password.

Passwords must be 7 characters long and include:  
1 uppercase, 1 lowercase, 1 number and 1 special character  
(special character example: !@#\$\$%^&\*)



HEALTH & SOCIAL SERVICES  
LEARNING MANAGEMENT SYSTEM

HIPAA Do you need assistance?

Home

**LMS ADMIN Block**

- ELIS
- Manage Users (Moodle)
- Manage Users
- Create or edit a course
- HIPAA Track
- Datahub Logs
- Scheduled Reports
- Addon Manager

**Program Mgmt**

- Admin
- Users
- Program
- Reports

Department Training

- State of Alaska Training
  - New Employee Mandatory HIPAA Training — Previously completed HIPAA Certificates.
  - Mandatory Annual All Staff HIPAA Security and Privacy Training (Must be completed by)
  - HIPAA Refresher — For access contact: Claudia Cook, Randy Hild
- Free Training
  - ITIS Waiver Facility/Individual Application & Enrollment
  - Addiction, Opioid Dependency and the Understanding of Pain — Offers up to 11 CE Con
  - Business Writing Brush-up or text only material
  - Civil Rights
  - Commercial Sexual Exploitation of Children (Human Trafficking)
  - Criminal Justice Information (CJI) and DHSS
  - IT Project Management Office (PMO) Monthly Status Reports
  - UPDATED: Mandatory Child Abuse Reporter Training
  - Moodle Foundations: How to build online training for employees, partners and grantees
  - Medicaid Program Training — 2018
  - New Employee Orientation by SOA, DOA, Personnel and Labor Relations
  - Pain Management, Opioid Use, and Addiction in Alaska — Offers 1 CE
  - Planning Performance (for managers and supervisors)
  - Security Awareness Training for Social Security Administration (SSA) Provided Information
- Cybersecurity Training

Click on the HIPAA course you are required to complete:

1. New Employee: All new transferring or returning employees
2. All Staff: Deployed once a year, all staff are required to complete
3. Refresher: Corrective action training

If you are not sure which training to complete, please contact: [Claudia.Cook@alaska.gov](mailto:Claudia.Cook@alaska.gov) or [Randy.Hild@alaska.gov](mailto:Randy.Hild@alaska.gov)