

## 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 an "Employee Number" field with the value "275164", a "Password" field with masked characters, a "Remember?" checkbox which is checked, and a "Log in" button. Below the form are links for "Forgot Employee Number or password?" and a note: "Cookies must be enabled in your browser." with a help icon.

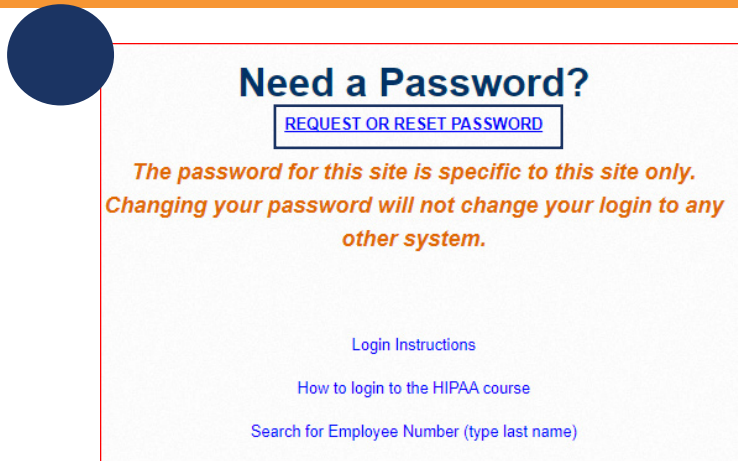
Enter your employee number or username. If you do not know your employee number [search for your name here](#).

PLEASE NOTE: The password for this system is unique and only for this site. Changes to passwords from this interface will not change your password to any other system.

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

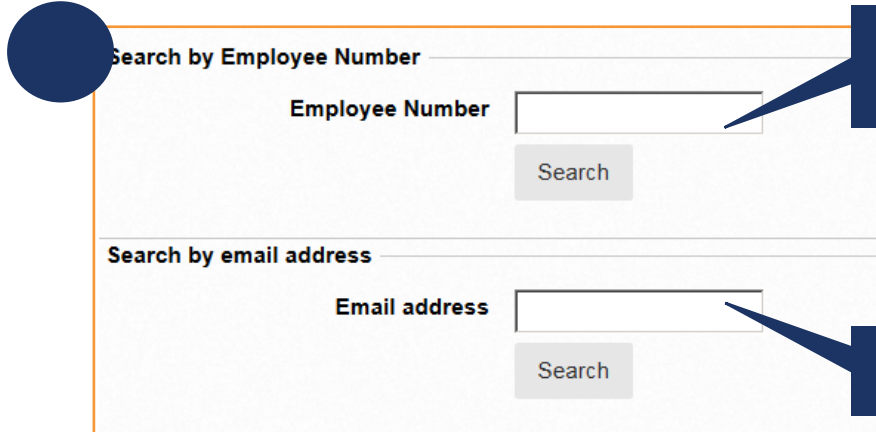
*Please note: if you are not a DHSS employee and do not know your username please contact whoever asked you to complete the training for further instructions.*

### FIRST TIME STUDENT OR FORGOTTEN PASSWORD



The screenshot shows a page titled "Need a Password?". It features a button labeled "REQUEST OR RESET PASSWORD". Below the button is a warning: "The password for this site is specific to this site only. Changing your password will not change your login to any other system." There are also links for "Login Instructions", "How to login to the HIPAA course", and "Search for Employee Number (type last name)".

Click here to [REQUEST OR RESET PASSWORD](#)



The screenshot shows a search interface with two sections. The first section is "Search by Employee Number" with an input field for "Employee Number" and a "Search" button. The second section is "Search by email address" with an input field for "Email address" and a "Search" button.

Type username and click search

**OR**

Type email address and click search

3.

Home > Log in > Forgotten password

Please click continue and check your email

Continue

On the next screen, click CONTINUE button 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)

In the email, click the hyperlink or copy/paste it into a browser

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: !@#\$\$%^&\*)