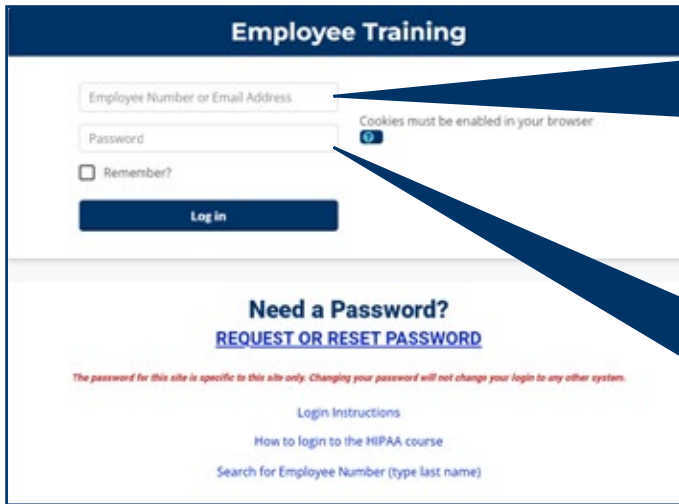


Department of Health and Department of Family & Community Services Learning Management System: www.hsstraining.alaska.gov

LOG INTO SYSTEM

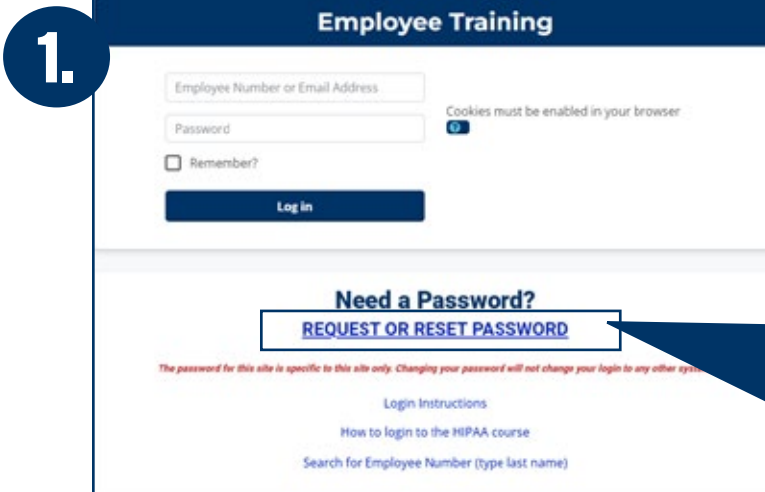


The screenshot shows the 'Employee Training' login interface. It includes a 'Log In' button, a 'Remember?' checkbox, and a 'Need a Password? REQUEST OR RESET PASSWORD' link. A blue callout arrow points from the 'REQUEST OR RESET PASSWORD' link to a text box on the right.

Employee Number, this is the same number used on your timesheet. If you do not know what it is:
1. The system will send it to you through the Forgotten Password process or locate it in the employee white pages.

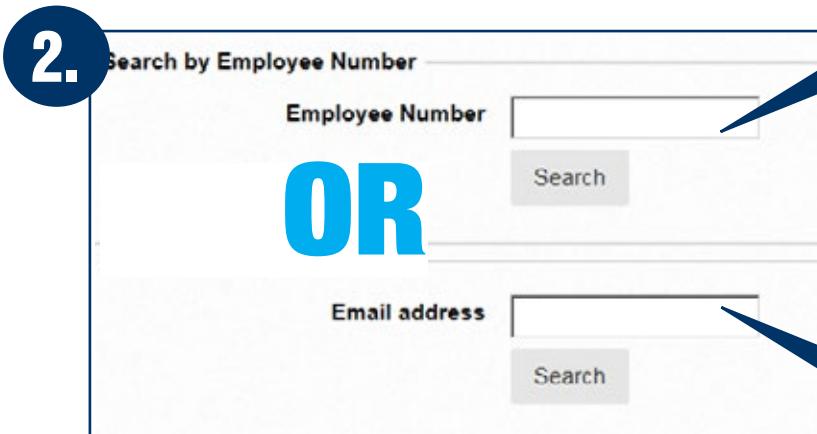
If you do not know your password, instructions are listed below.

1ST TIME STUDENT OR FORGOTTEN PASSWORD



This screenshot is identical to the one above but includes a large blue circle with the number '1.' on the left. A blue callout arrow points from the 'REQUEST OR RESET PASSWORD' link to a text box on the right.

Click here to create or reset your password



This screenshot shows a search interface with two input fields: 'Employee Number' and 'Email address'. A large blue 'OR' is placed between the two fields. A blue callout arrow points from the 'Employee Number' field to a text box on the right.

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

Type email address.

OR



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/forget_password.php?token=Tn4F5fLHl1h0HHAabQRdvg7Dy70nmmPv
(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
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 8 characters long and include:
1 uppercase, 1 lowercase, 1 number and 1 special character
(special character example: !@#\$\$%^&*)