



## **MyHIPAATraining User Guide**

*Welcome, and thank you for choosing MyHIPAATraining!*

### **Training for Individual Learners**

1.) Go to the **MyHIPAATraining.com** website and enter the Username and Password you were emailed.

#### LOGIN & REGISTRATION

A screenshot of the MyHIPAATraining login and registration form. It includes fields for Username and Password, a "Forgot Password?" link, a checkbox for "Remember me on this computer", a "LOGIN" button, and links for "Not Registered?" and "Purchase HIPAA Training".

2.) Click the "LOGIN" button to log in and access your training, quiz, or *Certificate*.

### **Registering a Group of Learners on the System**

Group learners must be registered on the **MyHIPAATraining** system before they can begin training. Once registered, learners can begin training, and can leave and return at any time to complete the training, the quiz, or to access their *Certificate of Completion*.

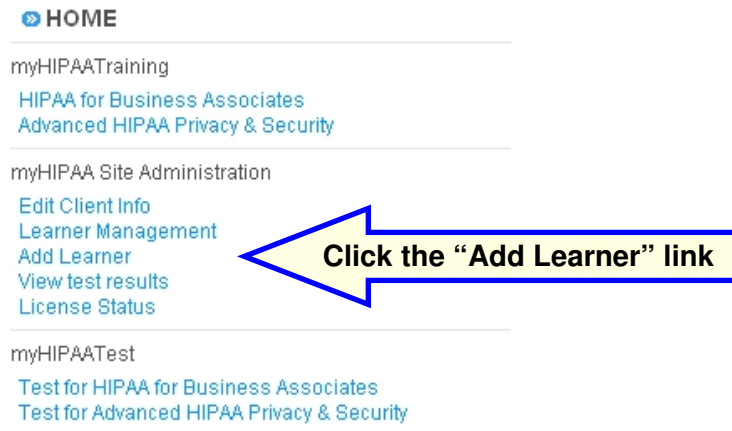
Group Registration can be done in two different ways. Choose the method that works best for you.

1. **Manual Registration** - The group Administrator registers all learners manually by entering each learner's name and other information in the system. Recommended for smaller groups.
2. **Self-Registration** – The group Administrator sends one email to each learner group (Basic, Advanced, etc.), with instructions to self-register at the training website. Best for larger groups.

## Registering a Group of Learners on the System – continued...

### Method 1. – Manual Registration

1. The Group Administrator logs-in to the *MyHIPAATraining.com* website.
2. Click the “Add Learner” link in the menu on the left...



3. On the next screen, enter each learner’s data and assign the correct course to them...

Learner Type \*:

Assign Course :

First Name :

Last Name :

Active :

Email :

Login \* :

Password \* :

**Learner Type:** Learner or Admin. Most will be “Learners”. “Admins” have higher privileges on the system.

**Assign Course:** Assign the correct course for each learner from the drop-down list.

**First Name:** Enter the learner’s first name here.

**Last Name:** Enter the learner’s last name here.

**Active:** Check this box to activate this learner’s training.

**Email:** Enter the learner’s email address here if the learner has one.

**Login:** This is the learner’s Username. Use the learner’s email address, or choose another suitable word or phrase and enter it here.

**Password:** Choose a suitable password and enter it here. Every learner’s password must be unique.

4. Click “Save” after each learner is entered. Save each learner’s Username (Login) and Password and provide those to each learner.
5. Registration is complete when all learners are entered. Learners can now go directly to the site, Login with the Username and Password you created, and begin their training.

**Registering a Group of Learners on the System – continued...**

**Method 2. – Self-Registration**

1. The group Administrator sends one email to each learner group (Basic, Advanced, etc.), with instructions to self-register at the training website.
2. After receiving the Administrator’s email, learners go to the *MyHIPAATraining.com* website, and click the “Not Registered?” link below the Login box...

LOGIN & REGISTRATION

3. On the next screen, learners enter their data on the “Registration Information” form...

REGISTRATION INFORMATION

Course ID Numbers	
101	Basic HIPAA Online Training
102	Basic HIPAA Training in SPANISH
201	Advanced HIPAA Online Training
301	HIPAA Masters Online Training
401	HIPAA for Business Associates

**Training ID:** Learners enter the 6-digit “Training ID” for their account, emailed by the Group Administrator.

**Course ID:** Learners enter the 3-digit “Course ID” number for the course they will be taking. (See Chart)

**First Name:** Learners enter their first name here.

**Last Name:** Learners enter their last name here.

**Username:** Learners create and enter a Username here. This can be the learner’s email address.

**Password:** Learners create and enter a password here.

**Re-Password:** Learners must re-enter their new password here to confirm the password.

4. After clicking the “Login” button, Registration is complete. Learners can now go directly to the site, Login with the Username and Password they created, and begin their training.

## Registration Email Template for Group Administrators to Notify Learners

Group Administrators may use the following email template to tell each group of learners (Basic, Advanced, etc.) to register and begin training.

Before sending this email, Administrators must fill in the following information correctly...

**Your Greeting:** Your email opening greeting to your learners.

**Training ID:** This is the 6-digit number assigned to your company or training account.

**Course ID:** This is the 3-digit Course ID number for the HIPAA course this group will be taking.

**Your Closing:** Your email closing line.

===== ▼ ▼ ▼ Registration Email Template ▼ ▼ ▼ =====

### [Your Greeting]

You have been assigned to take online HIPAA training. Please go to **www.MyHIPAAtraining.com** to register and take the training. Save this web page in your “Favorites” list for easy access in the future.

Click on “Not Registered?” and enter the required information on the “Registration Information” form.

Your “Training ID” number is: **[Insert Training ID Number Here]**.

Your Course ID number is: **[Insert Course ID Number Here]**.

Please enter all the information requested in the Registration form.

When you have completed Registration, click “Login” and begin your training.

You can leave the training and return later to complete it. Just enter your Username and Password each time when you return. Click the "Logout" button when you leave. The system will remember where you left off, from the last time you were logged in.

Your HIPAA training course, quiz, quiz scores and Certificate can all be found in your “HOME” area after you log in to the system.

**[Insert Your Closing Here]**

===== ▲ ▲ ▲ Registration Email Template ▲ ▲ ▲ =====

## Retrieving a Lost Password

To retrieve a lost password, click the “**Forgot Password?**” button on the front page, under the Login area. On the next screen, enter the email address you registered with. An email will immediately be sent to that email address with your correct Username and Password.

## View the Status and Progress of Your Learners

**MyHIPAA Training** allows the assigned Group Administrator to monitor the progress of all the learners in his or her group(s). Click on the “Learner Management” link in the Admin area to access this information.

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**HOME**


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myHIPAA Training

[HIPAA for Business Associates](#)  
[Advanced HIPAA Privacy & Security](#)


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myHIPAA Site Administration

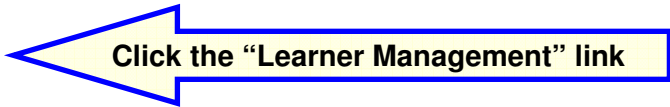
[Edit Client Info](#)  
[Learner Management](#)  
[Add Learner](#)  
[View test results](#)  
[License Status](#)


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myHIPAA Test

[Test for HIPAA for Business Associates](#)  
[Test for Advanced HIPAA Privacy & Security](#)


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 Click the “Learner Management” link

## Updating Your Contact or Account Information

It is important that you, as the Administrator for your group, always have your correct contact information in the **MyHIPAA Training** system. You likely entered the correct information into the system when your account was set up, but if you need to update that information, the system allows you to do so.

To change or update your contact information, click the “Edit Client Info” link in the “MyHIPAA Site Administration” menu...

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**HOME**


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myHIPAA Training

[HIPAA for Business Associates](#)  
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myHIPAA Site Administration

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 Click the “Edit Client Info” link

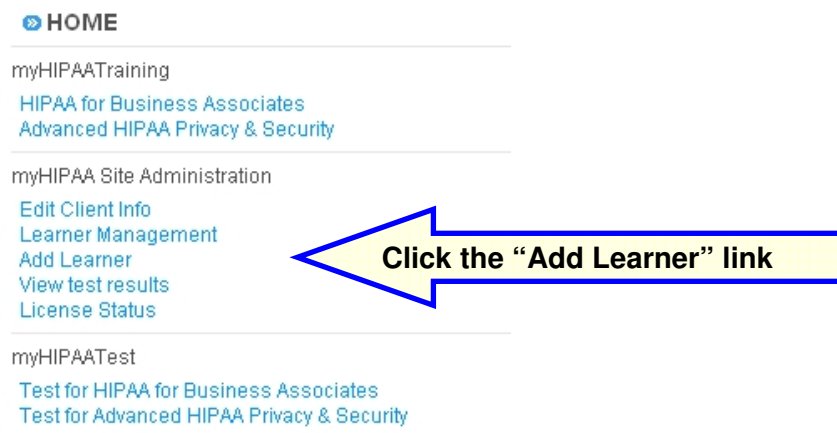
## Adding Additional Learners

Employees come and go, and you may need to add new learners to the **MyHIPAA Training** system after other learners have already registered and started training. To add one or more learners to the system, do the following...

1. **The Group Administrator must have purchased a license for each new learner to be added.**
2. **Once you have enough licenses for your new learners, you can either...**
  - a. Send a copy of the Registration Email to the new learner(s), and they will Register themselves on the training system; or...

- b. You can manually add the new learner(s) yourself, using the “Add Learner” form in your HOME area.

To manually add one or more learners to the system, click the “Add Learner” link on the menu in your HOME area...



The screenshot shows a navigation menu for the MyHIPAATraining system. At the top, there is a 'HOME' button with a right-pointing arrow. Below this, the menu is organized into three sections: 'myHIPAATraining', 'myHIPAA Site Administration', and 'myHIPAA Test'. The 'myHIPAA Site Administration' section contains the following links: 'Edit Client Info', 'Learner Management', 'Add Learner', 'View test results', and 'License Status'. A large blue arrow with a yellow fill points from the right towards the 'Add Learner' link. A yellow box with a blue border is placed over the arrow, containing the text 'Click the “Add Learner” link'.

3. Once you have filled in the data on the “Add Learner” form, just send the new learner(s) their Username(s) and Password(s). Learners can now go directly to the site, Login with the Username and Password you created, and begin their training.

### Taking the HIPAA Quiz – Tips and Advice

As each learner completes the training portion of the **MyHIPAATraining** program, they must take and pass a quiz to complete the training. A passing score is at least 70% correct answers. Learners may retake the quiz up to 3 times if they need to.

Each learner’s quiz score, and whether they have attempted the quiz or not, is tracked in the **MyHIPAATraining** tracking system. Learner tracking may only be viewed by the assigned Administrator.

### Certificates of Completion – Tips and Advice

After learners take and pass the quiz, they are then able to save, print, or email their *Certificate of Completion* from the **MyHIPAATraining** system.

The *Certificate of Completion* is a high-resolution, full color document that is automatically customized for each learner when they complete the training and pass the quiz. The *Certificate* includes, among other things, the learner’s First and Last Name, the Date the training was completed, the Name of your organization, and the HIPAA course they took.

Multiple copies of the *Certificate* may be printed or emailed. Certificates are locked and may not be modified in any way.

**For questions not answered in this document, please email us at:**  
[websupport@MyHIPAAtraining.com](mailto:websupport@MyHIPAAtraining.com)

**Or call us toll-free at: 888-494-6987**