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.

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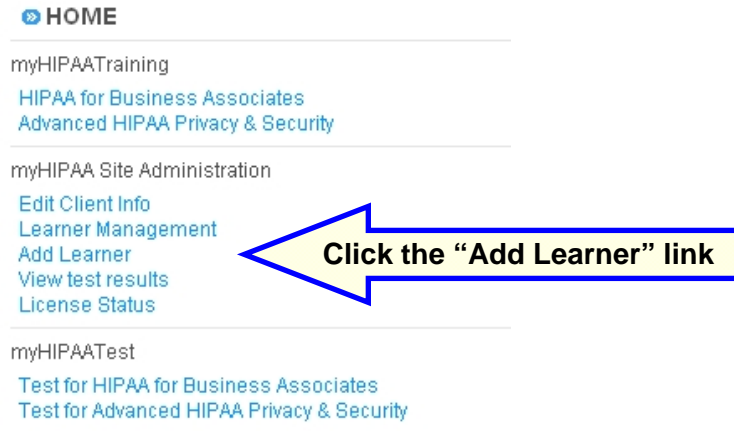
Group Registration can be done in two different ways. Choose the method that works best for you.

1. **Manual Registration** - The group Administrator registers all learners manually by entering each learner's name and other information in the system. Best 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.

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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...**

> ⊙ HOME
>
> myHIPAATraining
>
> HIPAA for Business Associates
> Advanced HIPAA Privacy & Security
>
> myHIPAA Site Administration
>
> Edit Client Info
> Learner Management
> Add Learner   **Click the "Add Learner" link**
> View test results
> License Status
>
> myHIPAATest
>
> Test for HIPAA for Business Associates
> Test for Advanced HIPAA Privacy & Security

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

> Learner Type *:   [Learner ▼]
> Assign Course :   [–NONE–   ▼]
> First Name :   [   ]
> Last Name :   [   ]
> Active :   [ ]
> Email :   [   ]
> Login * :   [   ]
> Password * :   [   ]
> [<<back] [Save] [Reset]

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. Entering an email address is optional.
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. Learners will log-in with this new Username and Password you created on this form.**

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 an email to all learners 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

Username: [   ]

Password: [   ]
Forgot Password?

☐ Remember me on this computer

[LOGIN]

Not Registered?

Purchase HIPAA Training

Click the "Not Registered?" link

3. **On the next screen, learners enter their data on the "Registration Information" form...**

REGISTRATION INFORMATION

Training ID *: [   ]
Course ID *: [   ]
First Name *: [   ]
Last Name *: [   ]
Email : [   ]
Username *: [   ]
Password *: [   ]
Re-password *: [   ]
* Required Fields
[Login]

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.
Email: Learners their own email address here. Entering an email address is optional, not required.
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.**

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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 self-register and begin training.

<u>Before sending this email, Administrators must fill in the following information correctly</u>...

Your Greeting: Your email greeting to your learners.
Training ID: 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 promptly be sent to that email address with your correct Username and Password.

## View the Status and Progress of Your Learners

MyHIPAATraining allows the assigned Administrator to monitor the progress of all the learners in his or her account. Click on the "Learner Management" link in the Admin area to access this information. You can also click the "Learner Status Report" link to generate an Excel spreadsheet on all your learners.
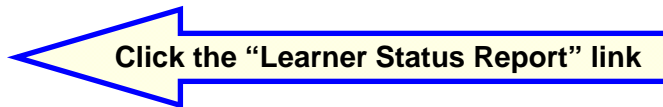
⊘ HOME

myHIPAATraining

HIPAA Masters Training
Development & Test Course

myHIPAA Site Administration

Edit Client Info
Learner Management
Add Learner
View test results
License Status
Learner Status Report
Purchase Licenses

> **Click the "Learner Management" link**

or...

> **Click the "Learner Status Report" link**
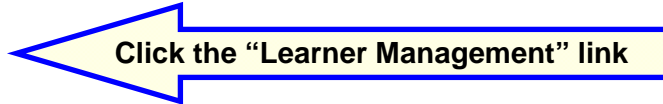
Updating Your Contact or Account Information

It is important that you, as the Administrator for your group, always have your correct contact information in the *MyHIPAATraining* 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...

⊘ HOME

myHIPAATraining

HIPAA for Business Associates
Advanced HIPAA Privacy & Security

myHIPAA Site Administration

Edit Client Info
Learner Management
Add Learner
View test results
License Status

myHIPAATest

Test for HIPAA for Business Associates
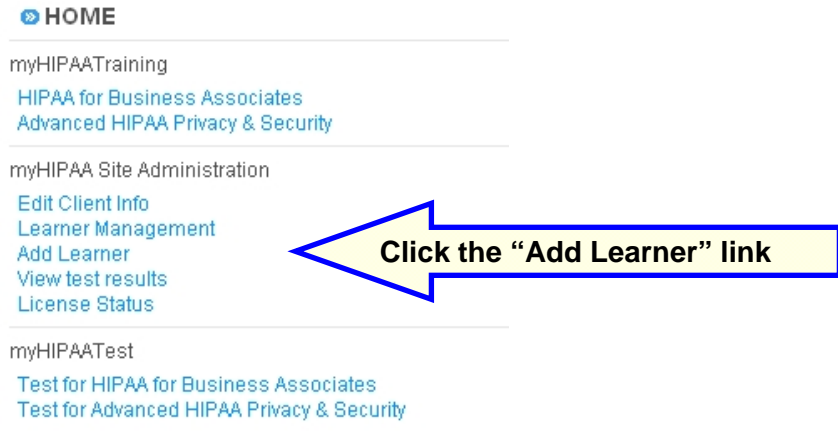Test for Advanced HIPAA Privacy & Security

> **Click the "Edit Client Info" link**

Adding Additional Learners

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

1. **A license must be purchased for each new learner to be added to the system.**

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; <u>or</u>...

<div align="center">5</div>

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...

⏵ HOME

myHIPAATraining
HIPAA for Business Associates
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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

After each learner completes the training, they must take and pass a quiz to get their *Certificate*. A passing score is at least 70% correct answers. Learners may retake the quiz up to 3 times if needed.

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.

Also see our "Helpful Tips for Admins" in your HOME area for more system details.

For questions not answered in this document, please email us at:
websupport@MyHIPAAtraining.com

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

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