



## HealthStream Learning Management System *Directions for the First-Time User*

### Access from a non Partners computer

[www.partners.org/healthstream](http://www.partners.org/healthstream)

### Access from a Partners computer:

Click on Start, navigate to Partners Applications >Utilities > HealthStream

1. HealthStream is a learning management system requiring a **User ID** (always your MGH User name) and a **Password**. The password is **abc123**.
2. **MY Learning tab** - allows you to access course assignments, view enrollments and class information. **This is where you will find your assigned required training courses**
3. **My Transcript Tab** - view a history of completed courses
4. **Catalog Tab** - allows you to find many safety and regulatory courses via title or keyword search
5. **HospitalDirect Tab**- Where continuing education credits courses can be found

### IMPORTANT:

- Navigating tip: Use the special function buttons to navigate (i.e., Save, Update, Pause, Next, Exit, Exit Lesson, Logout).
- DO NOT click the X in the upper right hand corner above the tool bar when you are in a course as your work may be lost.
- To find the 5-minute online tutorial about how to use HealthStream go to the **Courses tab** and in the search bar type in **Next Gen**.

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Questions? Please contact the Help Desk or Ellen Forman.

-From:

<http://sharepoint.partners.org/mgh/supportstaffcentral/Shared%20Documents/HealthStream/HealthStream%20Support%20Staff%201st%20time%20user.doc>