HealthStream Detailed Instructions

Find it:

- From any computer: www.partners.org/healthstream OR
- From a Partners computer: Start button > Partners Applications > Utilities > HealthStream

Login:

- Instructions are on the login page
- User ID = Partners User ID (initials followed by a number)
- Password= abc123 (until/unless you change it)

- HealthStream will open to main "My Learning" page (see tabs at top left of page). Required courses will be listed under "Assigned Learning".

- Depending on your job code, you will be assigned one of two versions of "MGH Part 1"- either the version pictured above "Hospital Regulatory Compliance Training 2010" or the "Nursing Providers Regulatory Compliance Training 2010". The content is similar. For the time being, if you are assigned the Nursing Provider's version, you need to complete that version. We are working to move all non-nurses in the department to the non-nursing version.

- Remember that once you click in to whichever MGH Part 1 version you are assigned, you still need to go back and complete the training under "MGH Part 2: Job Performance Responsibilities" as well. (Linked from the "My Learning" tab.)

- To take a course click on title link and follow instructions within course.

- Use "Next", "Previous" and "Replay" buttons at bottom center of page to navigate through the course.

- When you have completed your course, the course will be moved from your "Assigned Learning" list to your transcript. THERE IS NO TEST. Your transcript is sufficient evidence of completion.

- You can review and print your transcript under the "My Transcript" tab, and then attach to your performance appraisal.