## **Getting Started with Health.edu : Participant**

## Sign-In

- Direct your web browser to <u>www.ttuhsc.edu/health.edu</u>
- Locate 'Sign In' on the top left of the page, where you will enter your previously created 'User Name' and 'Password', then select 'Sign In'
- You <u>may</u> be asked to verify your information and/or acknowledge the 'Privacy Policy' in order to continue to the Homepage

Sign In							
User Name							
Password							
Forgot your password? Have an enrollment key?							
Sign In							

					View		urses
1.	Premieres By Discipline By Category Full Catalogue Full Catalogue PDF Site Produced Programs		Find a Course Enter course number or title. SEARCH 2.			<ul> <li>There are a few options to view courses</li> <li>From left Participant Menu select</li> <li>'Courses' and search by your preferr method (1.)</li> <li>At the bottom left labeled 'Find a Course' type in keywords or a course number in the open field (2.)</li> <li>Courses <u>may</u> be assigned to you by y facility administrator(s), which can be viewed in the center of your 'Home'</li> </ul>	From left <b>Participant Menu</b> select <b>'Courses'</b> and search by your preferred method <b>(1.)</b> At the bottom left labeled <b>'Find a</b> <b>Course'</b> type in keywords or a course number in the open field <b>(2.)</b> Courses <u>may</u> be assigned to you by your facility administrator(s), which can be viewed in the center of your <b>'Home'</b>
Course	Course Natorial	Course Name (Test)	Data Dua	Data Takan			Programs' (3.)
Course	Course Material	Course Name (Test)	Dale Due	Date Taken	•	Select	the program by clicking the Course Name
40114 <b>3.</b>		Safety Storm Alpha 2014	09-01-14	Not taken		0	View the content by your preferred method located in the lower half of this webpage( <i>ie. video, PowerPoint,</i> <i>manuscript, etc</i> )

## **Program Completion**

- In order to receive a certificate, you must pass the test, which also includes completing the course evaluation
- Upon passing course, you will be given an option to view/print your certificate immediately
- To view/print your transcript or individual certificates, you can locate the 'Participant Menu' on the left, click on 'My Information' and 'Transcript'
  - To print individual certificates, select the PDF button on the far left of the course in the transcript page.

	Date	Site	Course Number	Hrs	Discipline	Course Name
<u>3.</u>	04-18-14	337	318213	1.5	Nursing	Bariatric Surgery
	04-04-14	337	64412	1	Medical Records	HIPAA: Privacy

Take Test

to

○ Select the

complete course