



HOW TO: Access to OhioHealth University

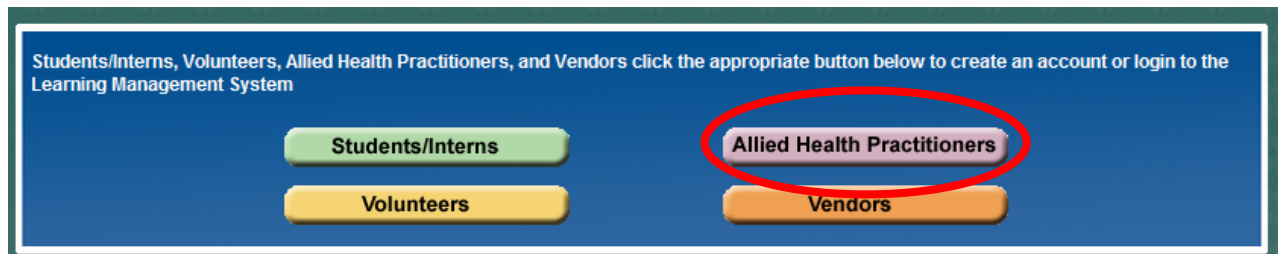
As an Allied Health Practitioner working with OhioHealth you will need to complete required education. This user guide will demonstrate how to:

1. Register in the learning management system (LMS)
2. Select the course(s) you need to complete

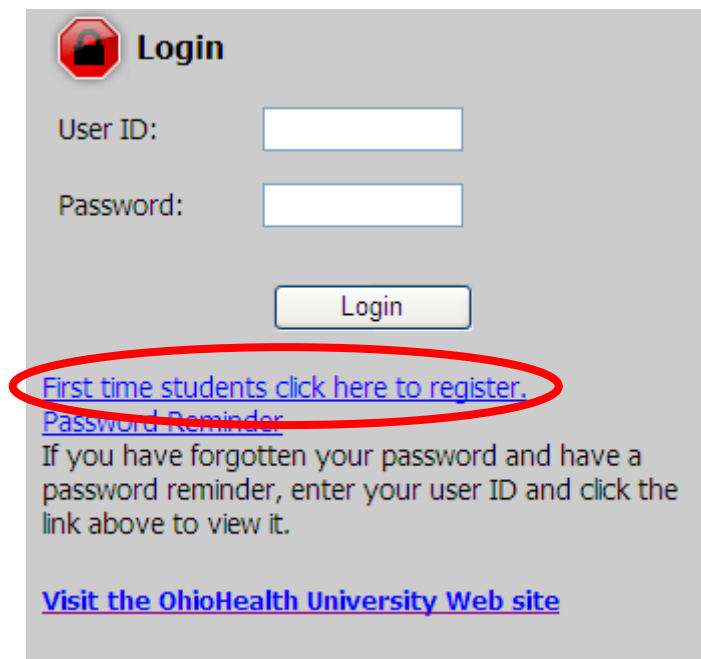
To access the LMS, you will need to use a PC running Windows with Internet Explorer 5.5 or above. The system is not compatible with the Mac operating system at this time.

In your browser, **type** the URL: ohu.ohiohealth.com. The following page will appear on your screen.

Use your mouse to **click** the '**Allied Health Practitioner**' button on the OHU homepage.



The login page appears. Registration is required at first-time login. Click the '**First time students click here to register**' link.





The registration page appears. The Institution box should display '**AHP – Allied Health Practitioners.**' If it does not, **return** to the OhioHealth University homepage: ohu.ohiohealth.com and select the '**Vendors**' button.

To complete your registration you will need to **enter** the following information into the requested fields:

- **Last Name**
- **First Name**
- **Middle Name**
- **User ID** – Your e-mail address is suggested.
- **Password** – A combination of letters and numbers is suggested.
- **Confirm Password** – **Retype** the password that you created.
- **Password Reminder:** **Enter** your password as the password reminder to assist you if you need login help in the future.
- **Email** – A confirmation will be sent to you. Please keep this registration information in case you need it in the future.
 - Note:** Even though you have used your e-mail address as your user ID, you will still need to **enter** it here in order to get your confirmation notice. Although it is not marked as such, this is a *required field*.
- **Time Zone** – The default is Eastern Standard Time.
- **Department** – **Select** 'Allied Health Practitioner' as your department.
- **Job Title** – **Select** your role or '**Other – Allied Health Practitioner**' if your role isn't listed.

Click the '**Submit**' button to complete your registration and log in.



If you have already registered, please click [here](#) to login.

Organization Information

Institution:

General Information Required Fields are marked with a *.

Last Name: *

First Name: *

Middle Name:

User ID: *

Password: *

Confirm Password: *

Password Reminder:

Email:

Time Zone: *

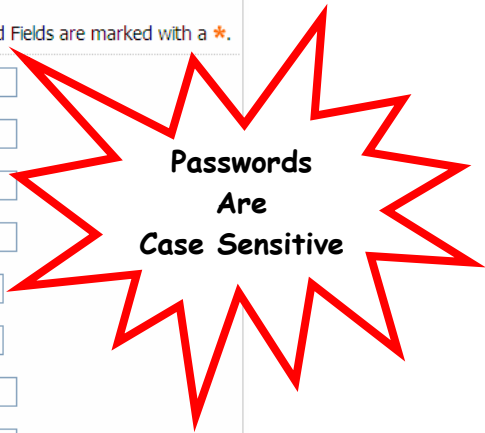
Institution Information

Department: *

Job Title: *

- Select a job title
- Certified Nurse Midwife
- Certified Nurse Practitioner (CNP)
- Certified Registered Nurse Anesthetist (CRNA)
- Other - Allied Health Practitioner
- Physician Assistant

Note: If you have entered an incorrect user ID and login URL, you will be emailed to you for your user ID and password. If you forget your user ID and login URL, you will be emailed to you for your user ID and login URL.



To access the LMS after you've completed registration, return to ohu.ohiohealth.com and **select** the **'AHP – Allied Health Practitioners'** button to log into the system.

Type your **'User ID'** and **'Password'** as shown below.

Note: The password you type will appear as dots.

Click **'Login'** to continue.

Login

User ID:

Password:



If you forget your password, **click** the '**Password Reminder**' link.

Note: Your password is displayed at the top of the login screen.

Should you need to return to the OhioHealth Webpage **click** the '**Visit the OhioHealth University Web site**' link at the bottom of the login screen.

Password reminder: 1234abc

Login

User ID:

Password:

[First time students click here to register.](#)

[Password Reminder](#)

If you have forgotten your password and have a password reminder, enter your user ID and click the link above to view it.

[Visit the OhioHealth University Web site](#)



When you log into the system, your homepage is always the 'My Learning' tab. This page contains courses that have been assigned to you, ones that you have elected to take, and ones that you are in progress of completing.

Please Note: While your courses may appear immediately, it may take up to four hours for your courses to appear under your Assigned Learning. There is no need to create a separate account.

HEALTHSTREAM LEARNING CENTER - STUDENT LOG OUT

Tammy Tester | Ven... | Student May 3 2010 2:14 PM ET

My Learning | My Transcript | Catalog | HospitalDirect® | My Profile Site Map Help

[Upcoming Classes](#) [Choose a Class](#)

Assigned Learning

Name	Due Date*	Status
*All assignments are due at midnight, Eastern Time.		

Elective Learning

Name	Enrolled By	Status
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Upcoming Classes

Start Date & Time	Class Name	Session	Status	Options
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[Return To Top of Page](#)

NOTE: If you drop a class, you will remain enrolled in the course (unless you also un-enroll from the course).

The 'My Transcript' tab displays the courses you have completed. From that page you can return to your completed courses and review them as many times as you need.

HEALTHSTREAM LEARNING CENTER - STUDENT LOG OUT

Tammy Tester | Ven... | Student May 3 2010 2:20 PM ET

My Learning | **My Transcript** | Catalog | HospitalDirect® | My Profile Site Map Help

My Transcript

Completions: May. 4, 2009 - May. 3, 2010 [Customize and Print Transcript](#)

This screen lists the learning you have completed. Click the name to review the material or view your certificate. To start or continue a course, click the My Learning tab.

Date Range: Last 12 Months From: Through:

TOTALS FOR TAMMY TESTER	
COMPLETIONS	ESTIMATED TIME
0	0:00

Name	Est. Time*	Completion Date
There are no completions for the date range specified. (A larger date range may return data.)		

* Estimated Time stated in hours:minutes format.

Legend:



To elect a course, **click** the 'Catalog' tab. When the search box appears, **enter** the **course number** that was given to you by your administrator.

The screenshot shows the 'HEALTHSTREAM LEARNING CENTER - STUDENT' interface. The user is logged in as 'Tammy Tester | Vendors | Student'. The 'Catalog' tab is selected and circled in red. The search box contains 'od3225.A' and is also circled in red. Below the search box, there is a 'Search' button and a checkbox for 'Search In Browse Category'. On the left, there is a 'Search by Category' section with a tree view showing 'Course Categories', 'Audience', 'Clinical Excellence', and 'Content Partner'.

The course search results will display. **Click** the **course title** to enroll in the course.

The screenshot shows the search results page. The search box still contains 'od3225.A'. Below the search box, there is a 'Search' button. The results show '1 Record(s)'. The first result is 'HCAP and Hospital Charity Competency - Initial Course - OD3225.A', which is highlighted with a red arrow. Below the result, there is a brief description: 'OhioHealth is committed to serving our community's diverse healthcare needs. We are a not-for-profit charitable organization with a faith-based history and a mission to improve the health of those we serve regardless of their ability to pay. This course ...'. A legend at the bottom indicates that the result is 'Online', 'Test', and 'Evaluation'.



The course activities are displayed. **Click** the 'Enroll in this Course' button.

HEALTHSTREAM LEARNING CENTER - STUDENT
Tammy Tester | Vendors | Student
May 3 2010 2:27 PM ET
LOG OUT

My Learning My Transcript Catalog HospitalDirect® My Profile
Site Map Help

Description Learning Objectives Course Outline About the Author Technical Requirements Course Continuing Education Credit Course Categories

Course Overview
HCAP and Hospital Charity Competency – Initial Course - OD3225.A
Estimated Course Length: 60 minutes

Return

Course Learning Activities

- HCAP and Hospital Charity Competency Lesson – Initial Course*
- HCAP and Hospital Charity Competency Assessment***
- HCAP and Hospital Charity Competency Evaluation*

Legend:
Online Test Evaluation

Enroll in this Course

Course Fee: \$8.00
No-Show Fee: \$0.00
Cancellation Fee: \$0.00

Once you have enrolled in the course, **click** the **activity** highlighted in blue to begin the course.

If you choose to complete the course at a later time, **click** the 'Exit Lesson' button located in the bottom right corner of the module. When a course is exited you will return to the 'My Learning' page. The course you have elected to take and the status of the course appear here.

Glossary

HCAP and Financial Aid Application

Welcome to HCAP and Financial Aid Application Training.

This lesson will help you learn more about the Hospital Care Assurance Program (HCAP) and Hospital Charity Competency.

At the end of the lesson, you will take a post-test.

This lesson will take you approximately 30 minutes to complete. If you need to pause or exit the lesson, click the "Exit Lesson" button on the bottom right side of your screen. This will "bookmark" the current page. When you log back in to the lesson, you can return to your bookmarked page to start the lesson again.

Throughout this lesson you can click on the "Glossary" button in the top left section of your screen for definitions of terms. You will also see underlined text; you can click the underlined terms to open the glossary to the page containing the definition of that term. Click on "Close" to return to the lesson.

Click the "Next" button at the bottom of the page to continue through the lesson.

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Exit Lesson



Remember when you are finished in the OhioHealth University; **click** the 'Log Out' button in the upper right hand corner.

HEALTHSTREAM LEARNING CENTER - STUDENT LOG OUT

Tammy Tester | Vendors | Student May 3 2010 2:36 PM ET

[My Learning](#) [My Transcript](#) [Catalog](#) [HospitalDirect®](#) [My Profile](#) [Site Map](#) [Help](#)

[Upcoming Classes](#) [Choose a Class](#)

Assigned Learning

Name	Due Date*	Status
*All assignments are due at midnight, Eastern Time.		

Elective Learning

Name	Enrolled By	Status
HCAP and Hospital Charity Competency – Initial Course - OD3225.A	Self	In Progress

Upcoming Classes

Start Date & Time	Class Name	Session	Status	Options
NOTE: If you drop a class, you will remain enrolled in the course (unless you also un-enroll from the course).				

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If you have any questions, contact your administrator.