

HealthStream Login & Registration

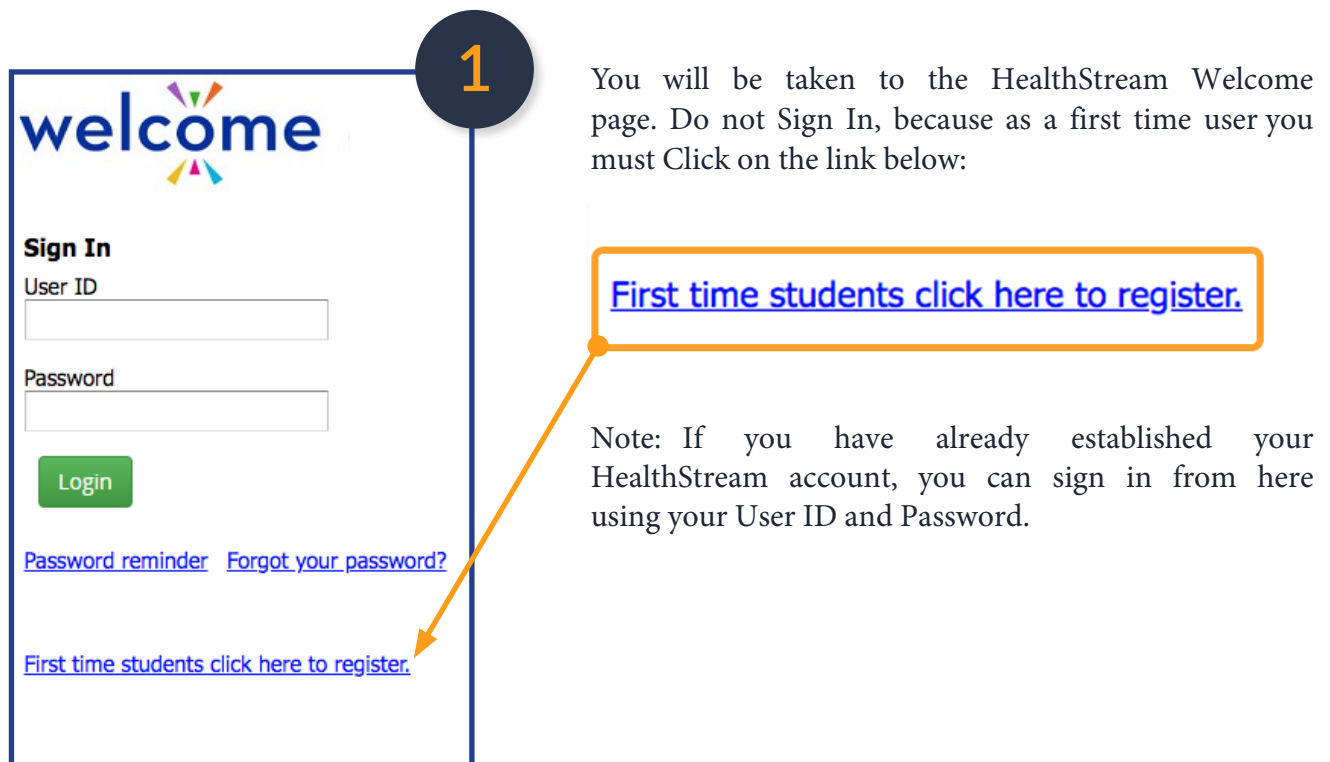
Important Information

This guide is designed to aid you in setting up your HealthStream Student Account and locating the On-Line Course you are interested in. This account will help you track your completions of these Learning Events. It is very important to enter all your information accurately and completely as this data will be used to confirm all course completions and also award your continuing education certificates.

INSTRUCTIONS

Begin by clicking this link:

<http://www.healthstream.com/hlc/AMPAE>



The screenshot shows the HealthStream Welcome page. At the top left is the 'welcome' logo with a colorful starburst. Below it is a 'Sign In' section with 'User ID' and 'Password' input fields, a green 'Login' button, and two links: 'Password reminder' and 'Forgot your password?'. At the bottom of the sign-in section is a link that says 'First time students click here to register.'. An orange callout box with the number '1' in a circle points to this link. A separate orange-bordered box contains the text 'First time students click here to register.' with a blue underline. To the right of the screenshot, a note explains that first-time users should click the link instead of signing in.

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You will be taken to the HealthStream Welcome page. Do not Sign In, because as a first time user you must Click on the link below:

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

Note: If you have already established your HealthStream account, you can sign in from here using your User ID and Password.

HealthStream Login & Registration

CREATING AN ACCOUNT

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HealthStream

Please Create an Account

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:*

Preferred Language:*

Next, please enter your Account Information as correctly as possible. Note:

Required Fields are marked with a *.

Confirm the Institution is Avanos.

AVA - Avanos

Fill in the General Information, with your Last Name, First Name, and Middle Name (optional).

Create your User ID by entering a valid email address, then create your security password and confirmation. Enter your email address used for business communication, then your local time zone and for preferred language, select *English*.

User ID:*

Password:*

Confirm Password:*

Institution Information

Hire/Re-hire Date: *

Review Month/Day:

Department: *

Job Title: *

Job Category:

Active Date: *

Note: If you have entered a valid email address, your user ID, password and login URL will be emailed to you shortly. Otherwise, you will need to remember your user ID and password. If you forget this information, please contact your administrator.

Submit

In the Institutional Information area, select the corresponding dates, department, and job title matching your current employment status.

Once the form is completed press:

Submit

Note: If you have entered a valid email address, your User ID, Password and Login URL will be emailed to you shortly.

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CREATING YOUR PROFILE

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First time users will see this reminder page, select the check box and then click Continue.

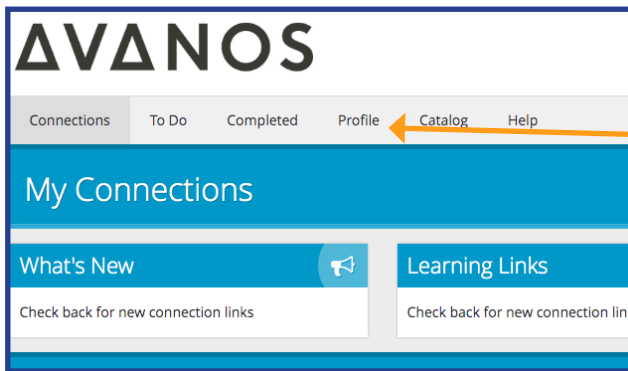
When you create your account include,

- Name
- Address
- Phone number
- Organization Affiliation (Hospital, Surg Center, etc.)
- All License Numbers and Practicing States and your current job title

Don't show this message again

Continue

Next, you will be taken to the My Connections landing page. Click on the tab labeled Profile to complete your account.



Profile

My Profile is the section where your Personal and Professional Information, plus any Documents are stored under the different sub-tabs. Click the Personal sub-tab to begin filling in your data.

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My Profile

Personal Professional Documents

My Profile

Personal Professional Documents

Country

United States

Address 1

Name of your Facility or Hospital Affiliation

Address 2

Your Street Address

City

Your City

State

Select a State/Province

Zip Code

1234567

Ext *Optional*

Save

Important: Type in your contact information as correctly as possible following these special guidelines.

Address 1: **DO NOT** enter an address here. Instead, enter the name of your facility or hospital affiliation.

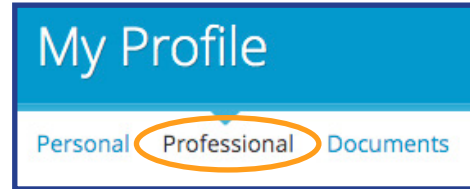
Address 2: Enter the current street/mailing address of your facility or hospital affiliation. Then fill in your City, State, and Phone. Click the Save button to save your information.

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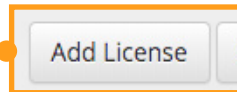
CREATING YOUR PROFILE

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Next, click on the sub-tab labeled Professional to complete your profile.



The most important section in your Professional Profile is Licenses. Click the Add License button.

A screenshot of the main profile page. The 'Licenses' section is highlighted with an orange circle. The page shows three sections: 'Work Experience' (locked), 'Education' (empty), and 'Licenses' (empty). Each section has an 'Add' button and a 'Hide Section' button.A screenshot of the 'Add License' pop-up window. It contains a blue informational message: 'All information (including license number and expiration date) must be entered to receive continuing education credit when applicable.' Below this, there are several form fields: 'License' (a dropdown menu), 'Country of Licensure' (a dropdown menu), 'State/Province of Licensure' (a dropdown menu), 'State License Number' (a text input field), 'Expiration Date' (a date picker with 'Optional' text), 'Country of Residence' (a dropdown menu), and 'State/Province of Residence' (a dropdown menu). At the bottom, there is a 'Documents' section with 'No attached documents' and links for 'Attach Documents' and 'New Document'. At the very bottom, there are 'Save' and 'Cancel' buttons.

A pop-up window will appear. First, select a license category from the drop down menu under License.



Then select the Country and State of Licensure. Type in your State License Number, Expiration Date, Country and State of Residence, and you can also attach any Documents as required.

IMPORTANT:

All information, including your License Number and Expiration Date must be entered correctly to receive continuing education credit when applicable.

Remember to click Save.



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FINISHING YOUR PROFILE

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Education
This section is empty, add your first item.
Add Education Hide Section

Licenses
This section is empty, add your first item.
Add License Hide Section

Certifications
This section is empty, add your first item.
Add Certification Hide Section

Next, you'll want to complete some of the other sections in your Professional Profile. Start by clicking on the Add Certification button.

Add Certification

A pop-up window will appear. Choose a certificate type from the drop down menu under Certification.

Then select the Country and type in the Certification Number and Expiration Date. You can also attach any Documents as required.

IMPORTANT:

All information, including your Certification Number and Expiration Date must be entered correctly to receive continuing education credit when applicable.

Remember to click Save.

Add Certification

Certification
Choose a Certificate

Country
United States

Certification Number *Optional* Expiration Date *Optional*

Documents *Optional*
No attached documents
[Attach Documents](#) | [New Document](#)

Save Cancel

Save

Cancel

Work Experience
This section is currently locked.
Unlock

Education
This section is empty, add your first item.
Add Education Hide Section

Memberships & Associations
This section is currently locked.
Unlock

Finally, please fill out the other sections in your Professional Profile including:

Work Experience Education
Memberships & Associations

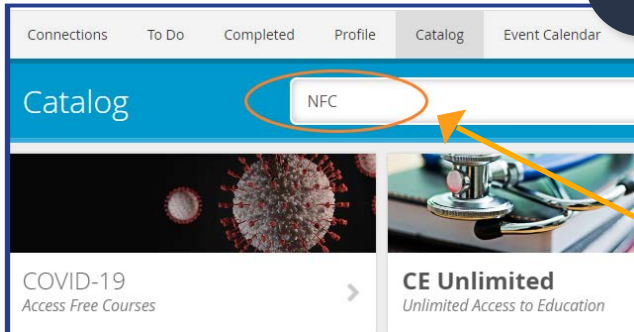
Once you have completed your Professional Profile, your Student Account will be complete.

Continue reading to Search for the Class or Course you are interested in attending.

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SEARCHING & ENROLLING IN YOUR COURSE

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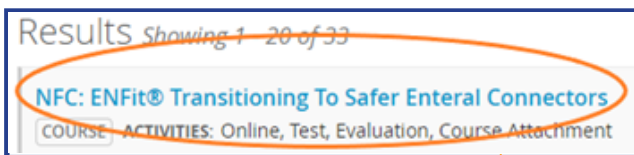


In the LMS, Click the Catalog tab. Then you will see Catalog page. It contains a list of the Education Resources currently available to your Student Group.

The easiest way to locate the Class is to **Type the keyword “NFC”** into the large Search field, then Click the magnifying glass to initiate a Search.

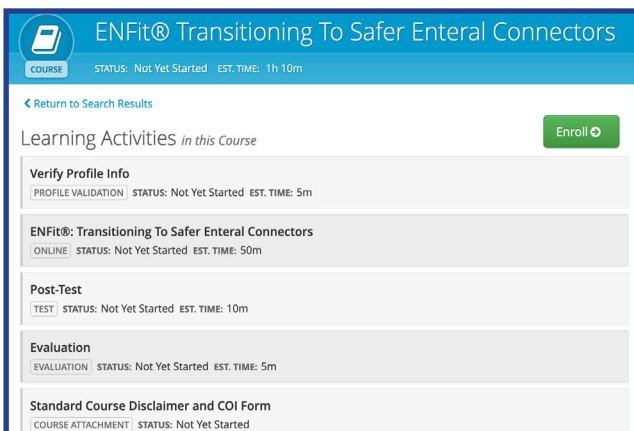
If you received an course list, you can also Copy/Paste the course title exactly as it is written into the Search field.

Click To Search:



Next, you will see the Course Name in your Search Results list. If not, double check that the keyword was typed correctly. Make sure the Course name matches exactly.

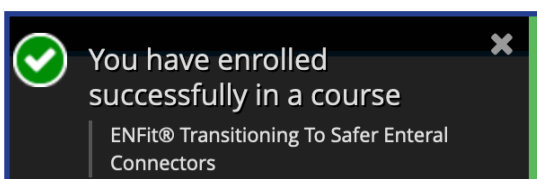
Click the Name Link of the Course.



Then you will see the Course Page with the Learning Activities in a list. Below the list is a detailed Description of the Course including an Outline. You will also see the green Enroll button on the left. Click that button.



You will then notice the Success Message: You have enrolled successfully in a course, with the Course Title: **ENFit® Transitioning To Safer Enteral Connectors**.



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Verify Profile Info (Optional)
PROFILE VALIDATION STATUS: Not Yet Started Start

Verify Your Profile Info

Are you earning CE Credit to renew a license?

Yes No

Select the license(s) this CE Credit applies to:

Visiting Faculty Certificate
LICENSE NUMBER: 123456789
COUNTRY OF LICENSURE: United States
STATE/PROVINCE OF LICENSURE: GA
EXPIRATION DATE: 8/1/2020
Edit

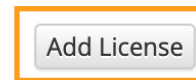
My License Info is correct.

ENFit®: Transitioning To Safer Enteral Connectors
ONLINE STATUS: Not Yet Started Start



Click Start, to begin the first Learning Activity.

The system will ask if you will be taking the Course for CE Credit. Please answer Yes or No. If you selected Yes, you will be prompted to Select the License this CE Credit applies to, and you should see your License information as it was entered into your Profile. If you need to add a License, Click Add License and fill out the form, then Save:

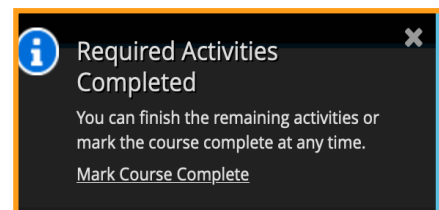


Or simply Click the Check Box: My License Info is correct. And then Click Save:



Next, Click the Start button to begin the video lecture. It will launch into a new window.

Once you have completed and met all of the Activity's Learning requirements, including the Post-Test and Evaluation you will receive the message **Required Activities Completed**, Click Mark Course Complete.



You can find your Certificate of Completion under the main menu tab Completed. There you will see all of your completed courses listed. **Important: look under the drop down menu: Show additional information to locate your CE Certificate, provided by AVANOS.**

Questions.

For support or questions:
Medical Sciences & Clinical Education
MSCE@avanos.com