

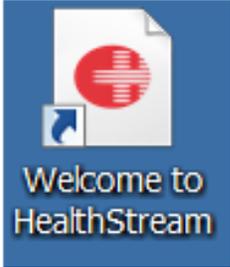
# HealthStream Login

Guide for LifeBridge Health Associates/Employees



To access the **HealthStream Learning Center**, click this icon, image on the right, on your desktop. If this icon is not on the desktop, it will be listed under the Start Menu.

*HealthStream cannot be accessed on clinical computers (computers on wheels), only desktop computers. Please ask your supervisor to direct you to the computer to use for HealthStream on your unit.*



## Logging In

The screenshot shows the HealthStream login interface. On the left, there are two callout boxes. The top one shows the 'Sign In' form with empty fields for 'User ID' and 'Password', and a 'Login' button. The bottom callout shows the same form with '100011111' entered in the 'User ID' field and a masked password in the 'Password' field. On the right side of the page, there are links for 'Help Request Form' and 'Login Instructions'. A red circle highlights a section titled 'Your User ID number must be 9 numbers' which explains that employees with a Lawson Clock # should add 1000 or 10000 to the front of the ID number. An example is given: 'If you have a 5 digit ID Number- 12345, then you must type 100012345. Your password is also this same number.' Below this, it states that starting 01/01/2016, users will be prompted to set their own password only once. At the bottom of the page, there is a 'Need Help?' section with a link to 'HealthStream Help' and a note that the Warm Line voicemail is no longer used starting 01/01/2016.

When logging in, follow the directions circled above. For employees working at Sinai, Levindale, Northwest, and LBH Physician Practices, your log-in ID will have 9 digits.

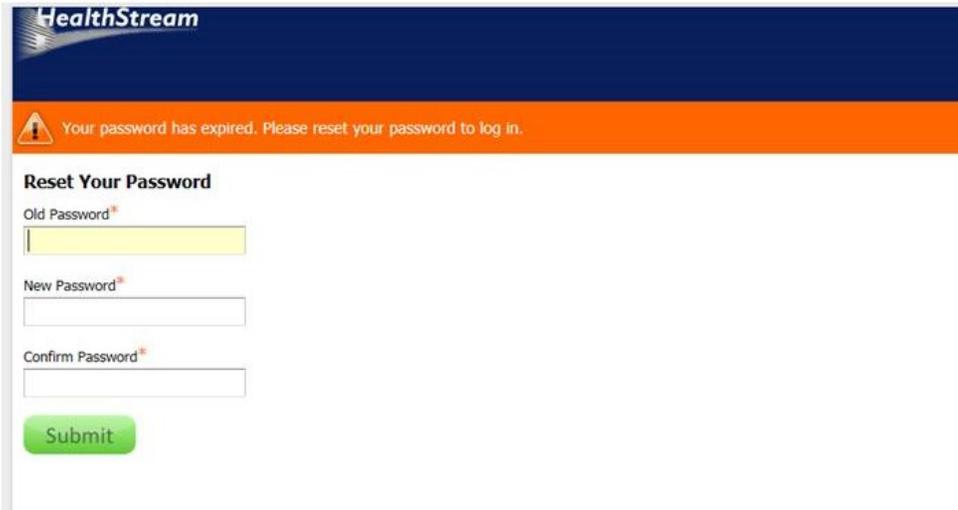
For associates located at Carroll Hospital and Carroll Health Group, your log-in ID will have 5 digits as demonstrated in New Employee Orientation.

## Password Change

The first time you log in to HealthStream you will be asked to create a new password.

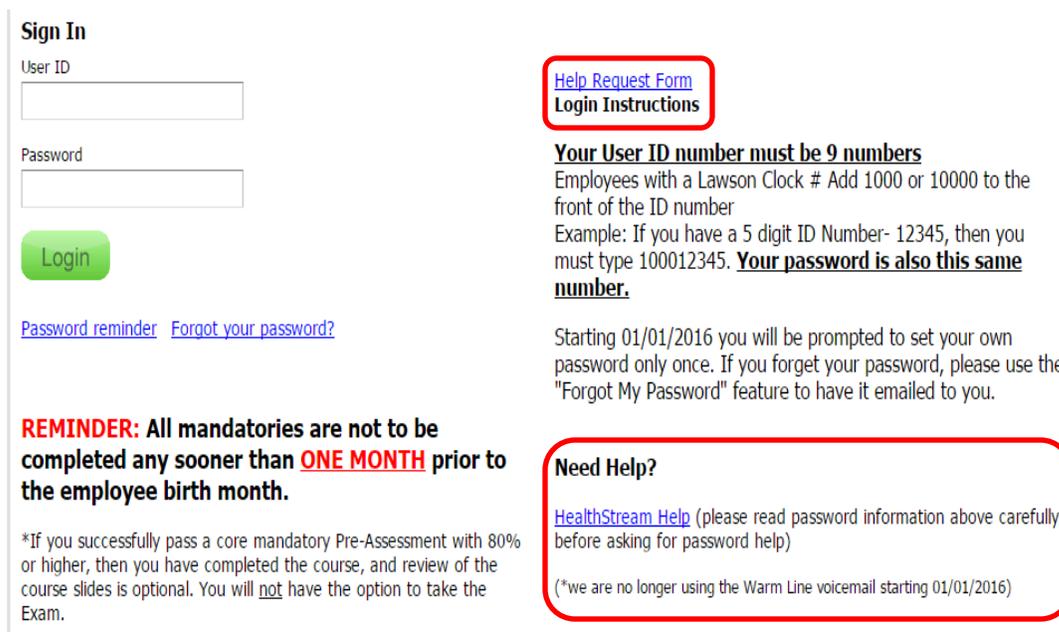
When the screen below appears, enter your user ID in the "Old Password" box. Then, create a new password to use going forward, and enter that in both of the "New Password" boxes. The New Password can be any password you like, as long as it is not the previous one.

The password you create does not expire and will be your password, going forward, unless you change it manually.



## Help

If your log-in attempts are unsuccessful, contact the HealthStream Team. Click the links below to access an online help form. You may also send an email to [healthstream@lifebridgehealth.org](mailto:healthstream@lifebridgehealth.org).



**Sign In**

User ID

Password

[Login](#)

[Password reminder](#) [Forgot your password?](#)

**REMINDER: All mandatories are not to be completed any sooner than ONE MONTH prior to the employee birth month.**

\*If you successfully pass a core mandatory Pre-Assessment with 80% or higher, then you have completed the course, and review of the course slides is optional. You will not have the option to take the Exam.

[Help Request Form](#)  
[Login Instructions](#)

**Your User ID number must be 9 numbers**  
Employees with a Lawson Clock # Add 1000 or 10000 to the front of the ID number  
Example: If you have a 5 digit ID Number- 12345, then you must type 100012345. **Your password is also this same number.**

Starting 01/01/2016 you will be prompted to set your own password only once. If you forget your password, please use the "Forgot My Password" feature to have it emailed to you.

**Need Help?**  
[HealthStream Help](#) (please read password information above carefully before asking for password help)  
(\*we are no longer using the Warm Line voicemail starting 01/01/2016)

## Your To-Do List

Once you log in, you will see the page below that includes a To-Do list. This is a list of the courses assigned to you based on your employment with LifeBridge Health, as well as requirements for your position and job title.

All assigned courses are listed with a due date. Please make sure all courses are completed before their assigned due date. *(For the Core Mandatory Curriculum, do not start those courses until one month prior to the due date, per HR policy.)*

Launch each course by clicking on the Start button located to the right of the course title.

The screenshot shows the HealthStream interface. At the top, the user is identified as JENNIFER LOVETT. The main navigation bar includes 'To Do', 'Completed', 'Profile', 'Catalog', 'Help', and 'Take a Tour'. The 'My To-Do List' section shows 'TOTAL TASKS: 3' and a 'Quick Start' button. Below this, there are filters for 'All Tasks' (3), 'Assignments' (2), and 'Electives' (1). The task list includes:

- LifeBridge Health - Core Mandatory Curriculum** (CURRICULUM) STATUS: Assigned, Due: Oct 31, 2016. The 'Start' button is highlighted with a red box.
- Workplace Safety - Annual Competency** (COURSE) STATUS: Assigned, Due: Oct 31, 2016. 'Start' button.
- The Principles and Qualities of Genuine Leadership** (COURSE) STATUS: In Progress, ENROLLED BY: Self, COMPLETED: 0 of 2, Elective. 'Resume' button.

On the right sidebar, there is a 'Reminder' section with a link to 'New Student User Experience' and a 'Support' section with contact information for the HealthStream Team.

Some assignments, like the Core Mandatory Assignment, are bundled into a curriculum. This means there are four courses that need to be completed to get full credit for the assignment.

All four courses can be taken separately at any time and will have a separate Start button for each course.

For e-Learning modules, a separate window will appear. **Please ensure your pop-up blockers are turned OFF.**

The screenshot shows the 'LifeBridge Health - Core Mandatory Curriculum' overview page. The page title is 'LifeBridge Health - Core Mandatory Curriculum' with a due date of 'Oct 31, 2016'. The page is divided into 'Courses' and 'Overview' sections. Under 'Courses in this Curriculum', there are three main course entries:

- LifeBridge Health - Infection Control Standard and Transmission Precautions (PA)** (COURSE) STATUS: In Progress. This course is expanded to show three sub-items:
  - Pre-Assessment** (TEST) STATUS: In Progress. 'Resume' button.
  - Infection Control Standard and Transmission Precautions** (ONLINE) STATUS: Not Yet Started. 'Locked' button.
  - Exam** (TEST) STATUS: Not Yet Started. 'Locked' button.
- LifeBridge Health - Fire Safety** (COURSE) STATUS: Not Yet Started. 'Start' button.
- LifeBridge Health - Hazardous Materials Communication** (COURSE) STATUS: Not Yet Started. 'Start' button.

## Completing a Course

All courses have Learning Events that must be completed in order before the next component is unlocked. Learning Events can be e-Learning, assessments (exams), videos, evaluations, or any combination of those mentioned.

The course to the right has a pre-assessment. If the student passes the pre-assessment, the course is complete. If the student does not get a passing score, they will then need to take the learning module and then an exam at the end.

When the student completes the course with a passing score, the course will disappear from the To-Do list and be placed on their completed list.

HealthStream  
JENNIFER LOVETT  
LifeBridge Health | Logout

To Do Completed Profile Catalog Help

**LifeBridge Health - Infection Control Standard and Transmission Precautions (PA)**  
FROM CURRICULUM: LifeBridge Health - Core Mandatory Curriculum  
STATUS: Not Yet Started EST. TIME: 6h

Learning Activities Overview

Learning Activities in this Course

- Pre-Assessment**  
TEST | STATUS: Not Yet Started
- Infection Control Standard and Transmission Precautions**  
ONLINE | STATUS: Not Yet Started
- Exam**  
TEST | STATUS: Not Yet Started

Description

In this course, you will learn what is meant by Standard Precautions, and why Standard Precautions are so important to keeping you and others around you healthy. You will also learn the steps required to prevent transmission of infectious diseases in the hospital.

Support  
For questions, comments, or to report a problem please contact the HealthStream Team at [healthstream@lifebridgehealth.org](mailto:healthstream@lifebridgehealth.org)

HealthStream  
JENNIFER LOVETT  
LifeBridge Health | Logout

To Do Completed Profile Catalog Help

**Pre-Assessment**  
FROM COURSE: LifeBridge Health - Infection Control Standard and Transmission Precautions (PA)  
STATUS: Not Yet Started QUESTIONS: 25

You are about to take a test

- Length: 25 question(s).
- To Pass: Score 80% (20 out of 25 questions).
- Click **Complete Test** at the end to score the test.
- This test is not timed.
- Attempts allowed: 1.
- You have 1 attempts remaining to pass this test.

Introduction

**\*Reminder: If you successfully pass this Pre-Assessment with 80% or higher, then you have completed the course, and review of the course slides is optional. You will not have the option to take the Exam.**

Do not close the test: If you do, the test will be scored and you might not be able to re-take it.

Support  
For questions, comments, or to report a problem please contact the HealthStream Team at [healthstream@lifebridgehealth.org](mailto:healthstream@lifebridgehealth.org)

Your completed list is your employee transcript and can be accessed any time under the **Completed** tab highlighted below.

HealthStream  
JENNIFER LOVETT  
LifeBridge Health | Logout

To Do **Completed** Profile Catalog Help

**My Transcript**

COMPLETIONS: 6 EST. TIME: 19h 20m

Feb 16, 2015 - Feb 15, 2016

Completed

<b>CLPD - HCAHPS "What's All the Talk About"</b> COURSE EST. TIME: 1h 20m	Oct 6, 2015	<input type="button" value="Certificate"/>
<b>LifeBridge Health - Emergency Preparedness</b> COURSE EST. TIME: 3h	Oct 6, 2015	<input type="button" value="Certificate"/>
<b>LifeBridge Health - Surge Capacity</b> COURSE EST. TIME: 2h	Oct 6, 2015	<input type="button" value="Certificate"/>
<b>Workplace Safety - Annual Competency</b> COURSE EST. TIME: 30m	Jul 28, 2015	<input type="button" value="Certificate"/>
<b>LifeBridge Health - New Employee Orientation -</b>		

Support  
For questions, comments, or to report a problem please contact the HealthStream Team at [healthstream@lifebridgehealth.org](mailto:healthstream@lifebridgehealth.org)

If you are having difficulty within the HealthStream system, contact the HealthStream team using the form on the HealthStream log-in page or the email listed on the **Support** information.

**Healthstream@lifebridgehealth.org**