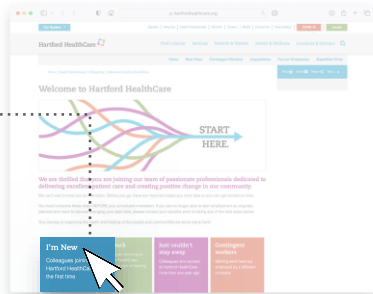


# Helpful Hints: Day 2

1. Select this link to begin

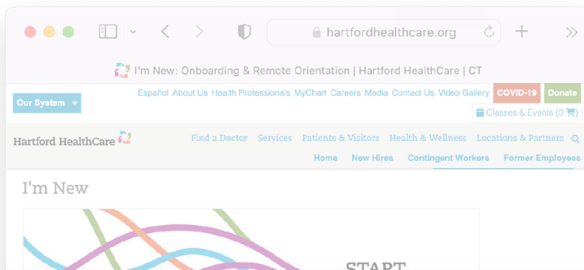
[www.hartfordhealthcare.org/welcome](http://www.hartfordhealthcare.org/welcome)

**I'm New**  
Colleagues joining Hartford HealthCare for the first time



2. Select the 'I'm new' tile

3. Select the Day 2 drawer

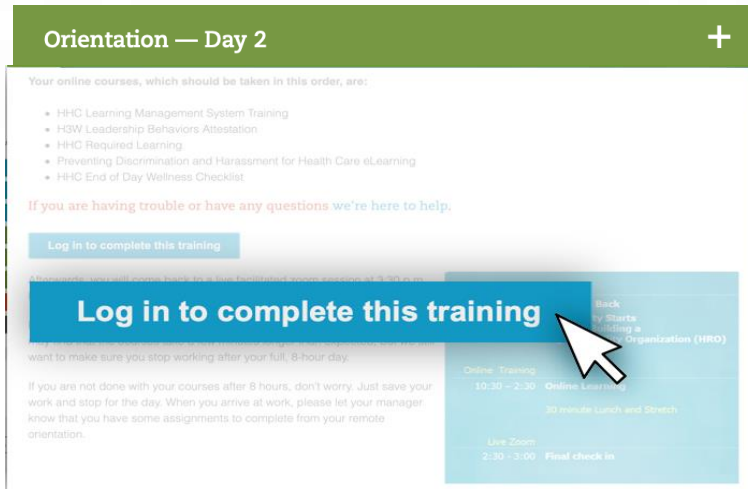


## Orientation — Day 2

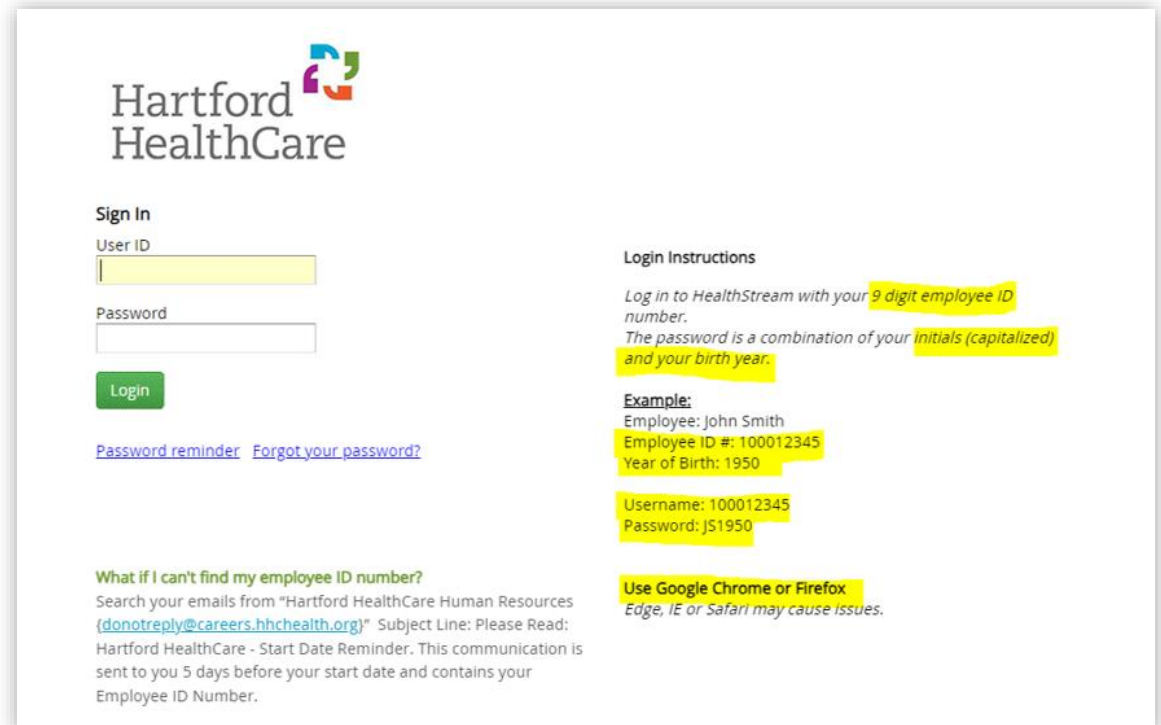
Welcome to Hartford HealthCare! Our onboarding website is here to help you navigate your first day with all the information you need to succeed.

- Before orientation — Let us know you're coming: Register and upload your badge photo +
- Before orientation — Save time: Present your identity and work authorization paperwork (0-9) +
- Before you start — Complete all remaining pre-employment requirements +
- Orientation — Day 1 +
- Orientation — Day 2** +
- Orientation — Day 3 and beyond starts in your new department +
- Continuing Education Credits — Get credit for your orientation time +
- Learn more — Optional resources to help you hit the ground running! +

4. Select **Log in** to complete this training



5. Sign in using your 9 digit employee ID



## Online learning: Helpful Hints

Take the courses in this order (they appear in a different order online):

1. **HHC Learning Management System Training** (15 min.)
2. **H3W Leadership Behaviors Attestation** (5 min.)  
(Attestation must be completed for credit)
3. **High Reliability Organization (HRO) Attestation** (5 min.)  
(Attestation must be completed for credit)
4. **HHC Required Learning Curriculum** (2.5 hours)  
**Note the courses that have a the pre-test. If you pass the pre-test, you do not need to take course.**
  - General Safety (pre-test)
  - Emergency Management (pre-test)
  - Compliance and Policies (pre-test)
  - Information Security (pre-test)
  - Minimizing Risk and Reporting Events (pre-test)
  - Infection Prevention and Control
  - Privacy
  - Rights of People in Our Care
  - Language Services and Serving the Deaf and Hard of Hearing
4. **HHC End of Day Wellness Checklist** (5 min.)

Additional courses listed are specific to your role to be completed ay another time.

## Day 3 and beyond

Contact your manager or location contact if you have questions about:

- Where to go
- Your badge / Where to park
- What time to report
- What you need to wear

If you were not able to complete your HealthStream training, work with your manager/location contact to complete this week.

### HELP FOR COLLEAGUES

HHC Colleague Service Center (Employee ID #)  
**860.696.3500**

HHC IT Help Desk (Technical Issues)  
**860.545.5699**

HHC New Colleague Welcome Site  
[www.hartfordhealthcare.org/welcome](http://www.hartfordhealthcare.org/welcome)

### IMPORTANT FOLLOW UPS:

#### Badging

No badge? No worries. Report to the local badging office

[» Badge office locations](#)

#### Benefits

**833.442.2363**  
HHC.BENE

[» HHCbenefits.org](#)

#### MyChoiceMobile

