

Online learning: Helpful Hints

Agenda

Live Zoom

<https://hartfordhealthcare.zoom.us/j/5539024544>

8:00-8:30 Welcome Back
8:30-10:30 HHC Safety Starts With Me:
Building a High Reliability
Organization (HRO)

HealthStream Online

Transition to online self-study

10:30-2:30 Online learning

Build in 30-minute Lunch and
Frequent Stretch breaks

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2:30-3:00 Final check in

HealthStream Online

3:00-4:30 Finish Online Learning
Prep for Day 3

1. Link to HealthStream log in page

<https://www.healthstream.com/HLC/Login/Login.aspx?organizationID=5645a246-684c-dc11-bbdf-000423d6b5c1&BypassFederation=true>

2. Sign in using your 9-digit employee ID and unique password.

Password format:

Capitalized first initial of your first name
Capitalized first initial of your last name
Year of birth

If you have two last names, use the **first** letter of your **first** last name.

Example: John Smith, born in 1990 → **JS1990**



Sign In

User ID

Password

Login

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

What if I can't find my employee ID number?

Search your emails from "Hartford HealthCare Human Resources" (donotreply@careers.hhchealth.org) Subject Line: Hartford HealthCare - Start Date Reminder. This email contains your 5 days before your start date and contains your Employee ID Number.

If you've been working with a Hartford HealthCare employee, your recruiter, recruiting assistant, or call the Employee Service Center at 860.626.3500 and select option '0.' Everyone else: Call the Employee Service Center at 860.626.3500 and select option '0.'

If you continue having problems, please contact our Technology Help Desk at 860.545.5699. Tell them you are having a problem with remote orientation.

Login Instructions

Log in to HealthStream with your 9 digit employee ID number.

The password is a combination of your initials (capitalized) and your birth year.

Example:

Employee: John Smith

Employee ID #: 100012345

Year of Birth: 1990

Username: 100012345

Password: JS1990

Use Google Chrome or Firefox

Edge, IE or Safari may cause issues.

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Take the courses in your To-Do list in this order:

- 1. HHC Learning Management System Training**
- 2. HHC Required Learning Curriculum**

This is a curriculum of 10 courses:

- Rights of People in our Care- Mandated Reporting
- Language Services and Serving the Deaf and Hard of Hearing
- Infection Prevention and Control
- Minimizing Risk and Reporting Events
- Compliance and Integrity
- Privacy
- General Safety
- Emergency Management
- Safety Strategies Against Workplace Violence
- Information Security

- 3. Hartford HealthCare Notice of Electronic Monitoring**
- 4. HHC End of Day Wellness Checklist**

Complete the courses with a due date of today

Additional courses listed can be completed later

Return to Zoom at 2:30pm:

<https://hartfordhealthcare.zoom.us/j/5539024544>

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

You will receive your HHC email & password from your manager during your first week. Then you will be able to access the HHC intranet to:

Enroll in:

- Benefits (enroll within 31 days of your start date)
- Direct Deposit

Learn about:

- Timekeeping and input your time

HELP FOR COLLEAGUES

HHC Colleague Service Center (Employee ID #)
860.696.3500

HHC IT Help Desk (Technical Issues)
860.545.5699

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

