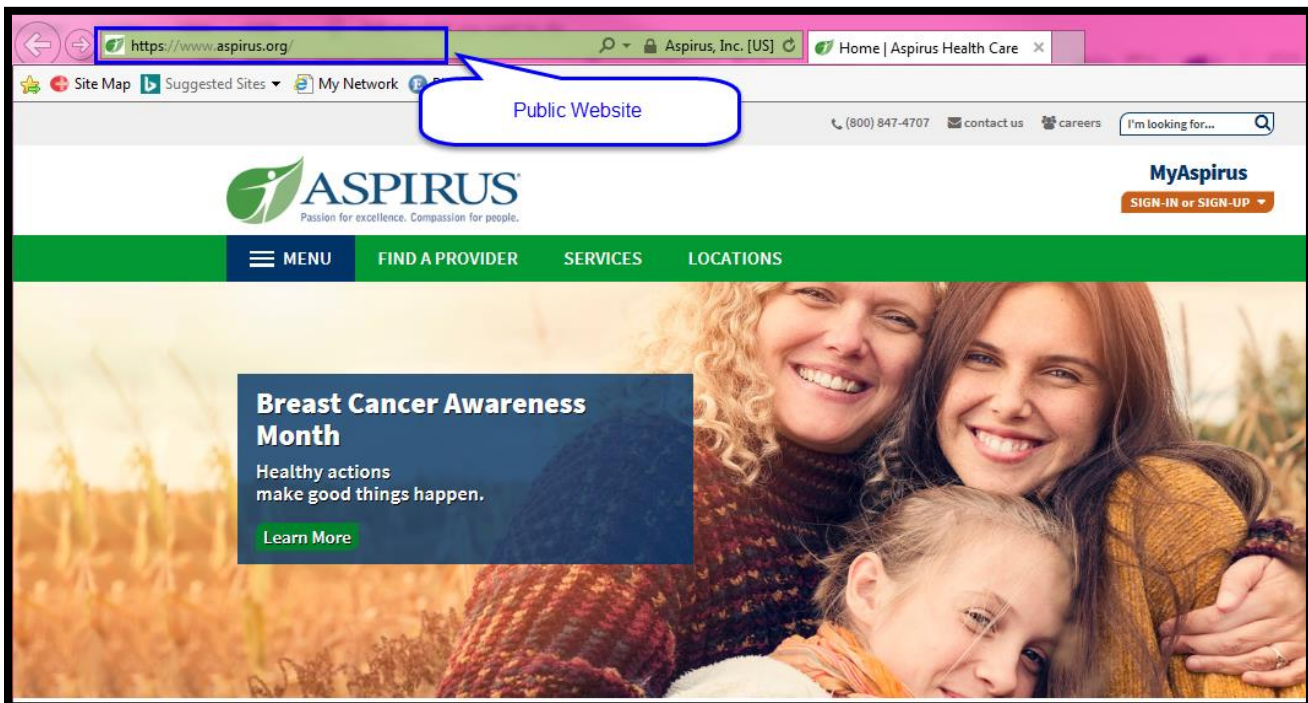


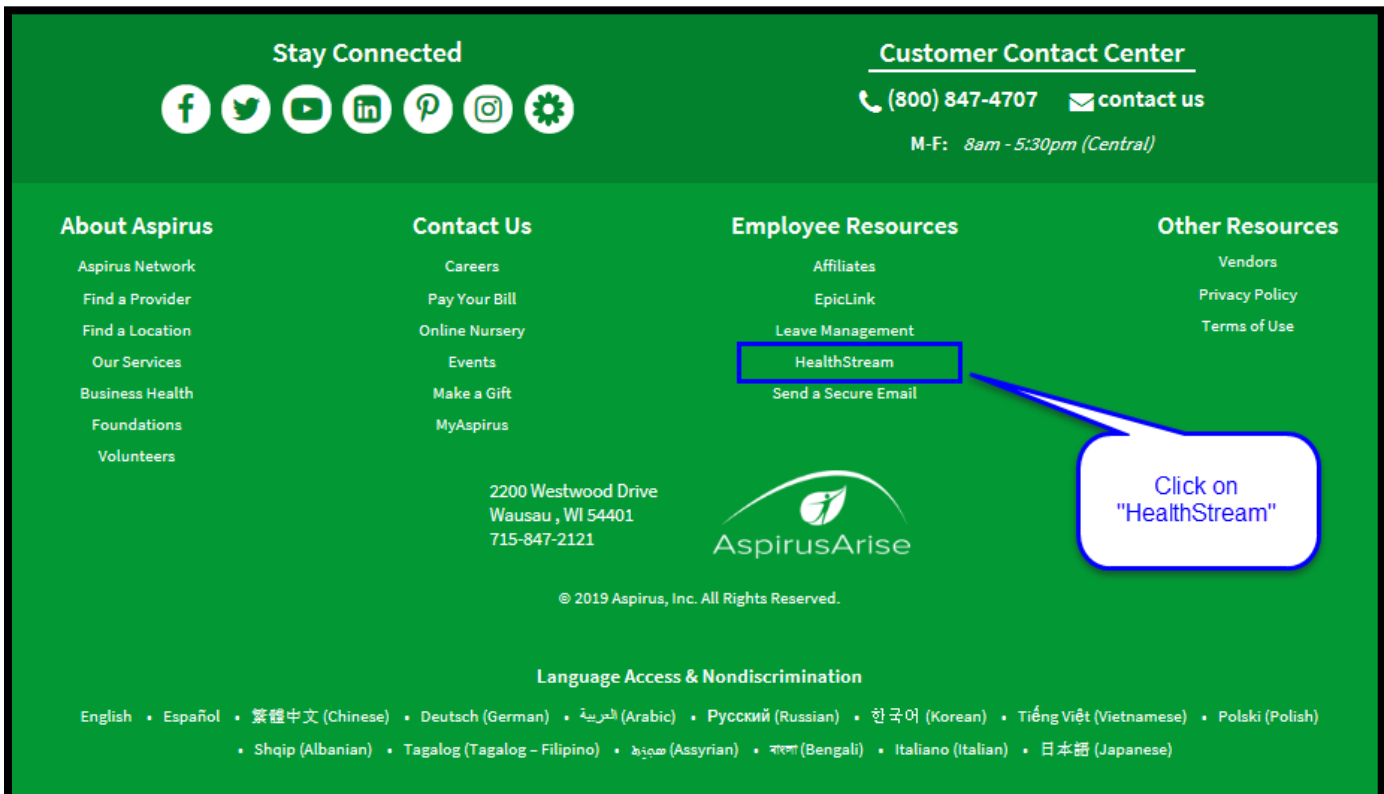
Access HealthStream- Home/Personal Computer

When working on required HealthStream, notify your leader and complete a timecard correction form.

1. Go to the aspirus.org public webpage



2. Scroll to bottom of page and click on "HealthStream"



3. Log in with User ID= Employee # and Password= Last 4 of SSN

HealthStream®

Sign In

User ID

Password

[Login](#)

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

For assistance contact the Aspirus Service Desk at (715) 847-2300.

Login Instructions

User ID = Employee Number

To Access HealthStream outside of the Aspirus Intranet:
Located on the Aspirus Public Website or directly
at www.healthstream.com/hlc/aspirus

To locate your AHA card for BLS, ACLS, and Pals located here: [How to locate your AHA eCard.pdf](#)

For 24-7 assistance click on the helpful hints located here: [Helpful Hints.pdf](#)

Mandatory training is to be regarded as time worked. Per Policy ID # 5579325, Recording Employee Work Time "Non-exempt employees should not perform any work from home or off-site, e.g. checking email or working on performance appraisals, without prior permission from their supervisor. If approved, the employee must report their time worked to their supervisor and timekeeper for recording into the appropriate timekeeping system." If applicable, see your business unit paid time policy.

Log in with:
ID= Employee #
Password = Last 4 of SSN

4. Complete learning in the "To Do" Tab

HealthStream®

Connections **To Do** Completed Profile ▾ Raters Catalog Help [Take a Tour](#)

My To-Do List

TOTAL TASKS: 6

Complete Learning in To Do

Show: [All Tasks 6](#) [Elective Learning 5](#) [Assessments 1](#)