

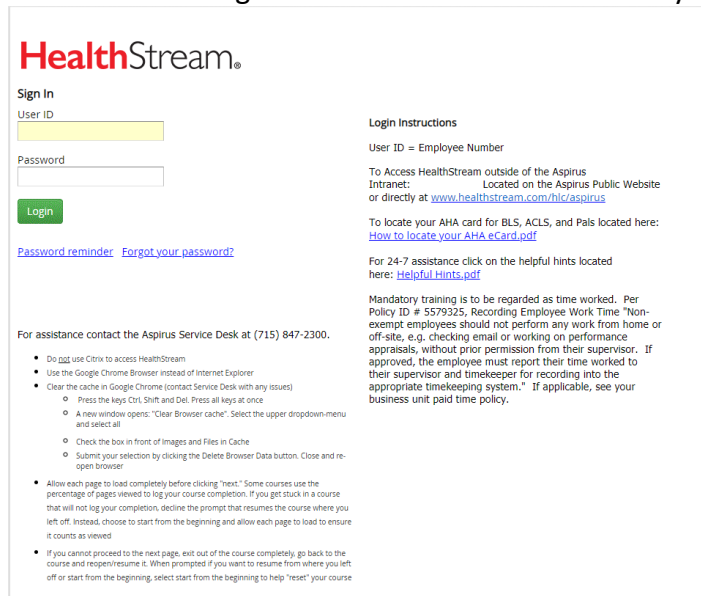
HealthStream is the software Aspirus uses to complete training assignments and register for classes. In addition to your initial education, you will use HealthStream to stay up to date with education on an annual basis. It is important to complete annual assignments by the due date assigned as Conditions of Employment. Your supervisor and you will receive emails directly from HealthStream whenever you receive assignments in HealthStream or when they become overdue.

Accessing HealthStream

You may access HealthStream directly here: www.healthstream.com/hlc/aspirus

Note: Once you are onsite, please access HealthStream through the Aspirus Intranet.

1. Use the HealthStream Log In credentials that were sent to you in an Aspirus e-mail.



The screenshot shows the HealthStream login interface. On the left, there is a 'Sign In' section with a 'User ID' field (containing a yellowed-out value), a 'Password' field, and a green 'Login' button. Below the login fields are links for 'Password reminder' and 'Forgot your password?'. On the right, there is a 'Login Instructions' section. It states 'User ID = Employee Number' and provides instructions for accessing the system outside the Aspirus Public Website or directly at the provided URL. It also includes a link to 'How to locate your AHA eCard.pdf' and a link to 'Helpful Hints.pdf' for 24-7 assistance. At the bottom of the instructions, there is a note about mandatory training being regarded as time worked. At the bottom left of the page, there is a section for assistance contact information (Aspirus Service Desk at 715) 847-2300) and a list of troubleshooting steps for users having difficulty logging in.

My To-Do List

The default screen for your HealthStream will be your “To-Do” tab.

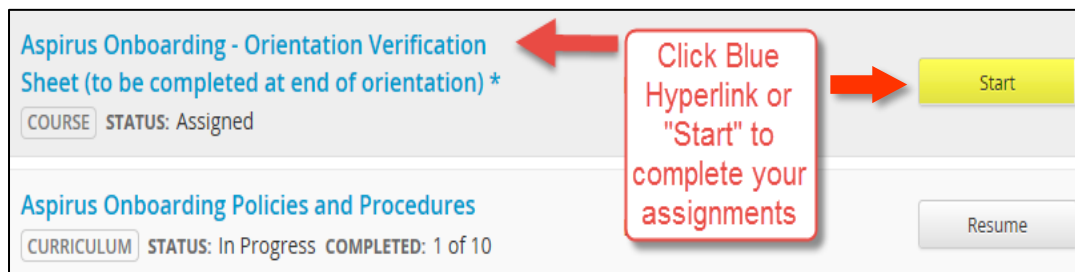
Your To-Do List displays all the items that you need to complete. They are arranged in chronological order (the closer an item is to being due, the closer it is to the top of the list).

IMPORTANT: Complete the assignments in order that they appear in HealthStream. Also, please complete as many of the assignments as you can within your 16 hours of orientation. Please ignore any assignments starting with “LIST.”

To Complete Items on your To-Do Tab

1. Ensure you have the “To-Do” tab selected.
2. Click on the blue hyperlink or the “Start” button.
3. Follow additional prompts to complete the assignment.

IMPORTANT: Please complete assignments in the order they are listed. Ideally, we would like you to complete everything that is assigned to you within the first 2 days of orientation.



My Completions

The “Completed” tab is like a transcript. A Transcript is a record of every course you have completed within HealthStream. This will provide a complete record of your professional education and training.

You can go back and reference any previous assignment you have completed by opening the content from your “Completed” tab.

Contact Information

For technical assistance contact the New Employee Orientation Hotline at 715-847-2000 extension 31292.