

OHSU

HIPAA Education

New User Instructions

1. As someone who is new to OHSU, and who does not yet have a recognized employee or student number, you can access HIPAA training by going to https://hipaatraining.ohsu.edu/pending_register.phtml , filling in the information requested, and clicking on “register.” This is a special link and is not intended for general use; please do not share it with others. While you are not required to provide your social security number in order to register, doing so will help us track your completion more accurately. Social security numbers are encrypted and transmitted securely. If you provide your SSN, that will be your login ID; if not, you will be issued a random ID when you click “register.”
2. At the next screen, make a note of your Login ID and click on the link that reads “[Login here.](#)” At the login screen, enter your Login ID. If you were issued a random ID, please remember that login ID’s are case-sensitive.
3. When the course launches it will check your computer to see if you have all the software you need. This may take a few minutes, especially if you have a dial up connection. If you do not have a plug-in called Flash 6.0, you will automatically be taken to a site where you can download it free of charge.
4. Once you have logged in you will be asked to choose either the high bandwidth or low bandwidth version of the course. **You should only choose the high bandwidth version if you have a high speed (DSL/cable) Internet connection.** If you have a dial up (phone line) Internet connection, the high bandwidth version of the course will not run on your computer. For other system requirements, see <http://www.ohsu.edu/cc/hipaa/sysreq.shtml>
5. Answer the questions at the beginning of the course.
6. Proceed with the training.
7. That’s it. Estimated time of completion is approximately 1 hour and 15 minutes for the broadband version of the course. Times for dial up users will be longer, and will vary depending on the speed of their Internet connection.
8. Completion of this course will be automatically logged in a tracking database.
9. If you have any questions or problems, contact the OHSU Help Desk at 503-494-2222, or send an email to hipaaed@ohsu.edu . You can also see our Frequently Asked Questions (FAQs) at <http://www.ohsu.edu/cc/hipaa/edfaq.shtml>

