HealthStream Instructions for Employees

A. Getting Starting
From Work:
1. Double click on the Internet Explorer icon to get to the Infonet.
2. Click on Web Applications (top left)
3. Single Click on HealthStream
4. Single Click on HealthStream Learning Center (skip to B)

( Get permission from your supervisor before you complete courses at home.)

B. Log in as a Student (Use your Emp. # for your user ID and your password unless you have changed your password via the “My Profile” tab)
   o Click on My Learning tab:
   o Click on the course and take the pre-assessment (if available). If the pre-assessment is not available (or you do not pass the pre-assessment) you will have to review the course content. Click on the test and complete. Review your incorrect responses.
   o Select “return to course details” or click on the My Learning tab to return to your remaining courses.
   o When you have completed your session log out of HealthStream.

Notes:
• SJMHS does not pay for staff to take Continuing Education courses via HealthStream.

• HealthStream does not work on Macs, or dial-up systems.

• If there are links to our Infonet within a course the information will not display is you are at home unless you are using “Easy Access”. Those courses must be completed at work.

• If you have trouble with HealthStream at home try:
  1. Restart your computer
  2. Clear your “cookies” and delete your temporary internet files
  3. Turn your pop-up blocker off
  4. Call your internet provider and they may be able to help
  5. Use this link to see if your computer system meets the requirements of HealthStream: www.healthstream.com/browsercheck
  6. Call Kathleen Hay (2-3669 or (734) 712-3669) and she may be able to help you

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