

ENROLL IN MHS LESSONS FOR HS “A” SCHOOL

STEP	ACTION
	<p>The self-paced learning courses you must complete in MHS Learn before you arrive at HS “A” School are:</p> <ol style="list-style-type: none"> 1. Data Safeguard Awareness 2. Privacy Act and HIPAA Clinical Training 3. CHCS-System Orientation: Basic Skills
1.	Before beginning, ensure you have access to the Internet and at least 90 minutes of uninterrupted time to complete each course.
2.	Enter the web address: https://mhslearn.satx.disa.mil/ilearn/en/learner/jsp/default.htm and press <ENTER>
3.	Read Warning and press <OK>
4.	On the Top left side of the screen, find MHS Staff Training link and Click on it . Then click on the MHS Learn Login to register as a user.
5.	<p>Type your social security number in the box provided. Type it again to confirm. Select <Next> (bottom right side of page)</p> <p>Note –If you incorrectly typed your SSN or you typed it correctly and the system is unable to verify, you may encounter this error message - <i>We were unable to verify the SSN entered to DMHRSi information. If you have entered your SSN correctly, please proceed to step 3 of self registration – Select <Next>. If you are not sure you entered correctly, please click "Try Again".</i> Please follow the instructions as appropriate.</p>
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STEP	ACTION
6.	<p>Complete the registration by typing and selecting the appropriate answers: Complete Personal Data (name, email etc.) Foreign National ID: Leave Blank Service or Agency: Coast Guard CG</p> <p>MTF\Location\Unit: Select the flashlight symbol  Click on the  next to Coast Guard, next, select the  next to (Pacific) USCG Pacific Area, then, highlight (0419A) USCG HS "A" SCHOOL and click </p> <p>Duty Status: As appropriate Rank: As appropriate HIPAA Job Position: 01 Ancillary Clinical</p> <p>HIPAA Job Domain: MTF\Location\Unit: Select the flashlight symbol  Click on the  next to Coast Guard, next, select the  next to (Pacific) USCG Pacific Area, then, highlight (0419A) USCG HS "A" SCHOOL and click </p> <p>Create a password and password challenge/response, then Select <Next>.</p>
7.	<p>After a short pause confirming registration, the system takes you to a Search Catalog on the upper left of the screen. Type in HIPAA.</p>
8.	<p>The next screen is Self-Paced Learning: Click on See all 24 results in Self-Paced Topics</p>
9.	<p>A list of HIPAA topics appears: Select one at a time to include the following: Data Safeguard Awareness Privacy Act and HIPAA Clinical Training</p> <p>When you click on a topic, you will be given the option of enrolling in it: Click on the Enroll icon associated with the topic.</p>
10.	<p>New window opens Success: Enroll. Go back and enroll in the other topics. Once you have added all of the topics, proceed.</p>
11.	<p>Read the eStudy screen. When finished reading, click on the Play button to run the course.</p>
12.	<p>Proceed through the course. When finished, take the Test.</p>
13.	<p>At the conclusion of the test, <u>print the Security Certificate of Completion</u> and keep it for your records. Upon completion notify HSC Gorman via E-mail. Do NOT lose or forget your password the MHS Learn; bring it with you as well.</p>