

How to Access the Healthcare Learning Center for JHBMC

START: Click the START button on the computer. Open Internet Explorer. Type in the Internet address location: www.healthstream.com/hlc/jhbmc. The HealthStream login page will display on the screen.

LOGIN: In the boxes, enter your USER ID (Your six digit badge number—before hyphen) and PASSWORD (Enter your badge number again). Click on the LOGIN button.

FIRST TIME USAGE: The first time you login, you will need to answer some questions.

PERSONAL PAGE: Your personal page will be displayed with a list of courses that you are required to complete. Notice the three tabs:

- **MY COURSES** (assigned courses)
- **MY TRANSCRIPT** (courses completed)
- **MY PROFILE** (email address and license information)

COURSES: Click the MY COURSES tab. Select the online course from the list by clicking the blue link. You will see the lessons within that course. All lessons must be completed.

Note: If you need to stop in the middle of a lesson, the system places a “bookmark” where you stopped so that you can come back later and finish where you left off.

EXAM: Click the EXAM link. After completing all exam questions, click the SCORE YOUR EXAM button. You will see the graded exam and your score. The questions are listed along with your answers. The correct answers and rationale for each is provided. You may take the exam as many times as needed to pass.

CREDIT FOR COMPLETION: Click the EXIT EXAM AND RECEIVE CREDIT link. A certificate of completion will be available to you in the MY TRANSCRIPT tab. You are able to print out the certificate.

MY TRANSCRIPT: Click the MY TRANSCRIPT tab. You will see that the course you just completed has been automatically moved from your MY COURSES page over to your MY TRANSCRIPT page. If you wish to review courses you have completed in the past, click on the title of the course—you can go through it as often as you like—and you don't need to repeat the test!

Click the **MY COURSES** tab to complete the rest of your assigned courses.

Need More Help Getting Started?

