



## Training Guide for Group Administrators

Use this **Admin Guide** if you manage a training account for a group of learners.  
If you are not managing a group account, please use the **Learner Guide** instead.



### Training Steps for Group Admins Who Are Also Taking a HIPAA Course

1	Register ►	2	Take Course ►	3	Take Test ►	4	Get Certificate
<ul style="list-style-type: none"> <li>• Create your Login and Password on the Registration screen.</li> <li>• Check the name on the Registration screen carefully. Change or correct it if needed.</li> <li>• If you missed the first Registration link, it's also in your "NEW ORDER" email.</li> </ul>		<ul style="list-style-type: none"> <li>• Log-in and click your Course Name under MY TRAINING.</li> <li>• Use the 'Previous' and 'Next' page buttons to move forward and back through the course.</li> <li>• The column on the left shows all the course pages.</li> <li>• A <b>green check-mark</b> appears beside each page name after you view it.</li> </ul>		<ul style="list-style-type: none"> <li>• Click the 'Test' link next to your course name under the MY TRAINING link.</li> <li>• A passing score is 70% correct answers or better.</li> <li>• You can review your test answers before you submit them for grading.</li> <li>• Each course license includes 3 tries to pass the test.</li> </ul>		<ul style="list-style-type: none"> <li>• After you pass your course test, 2 links to your Certificate will appear: 'Send' and 'View'.</li> <li>• Click 'Send' to email a copy of your Cert to any email address, including your own.</li> <li>• Click 'View' to save a copy of your Cert for printing.</li> <li>• Certificates are in full-color, PDF format.</li> </ul>	



## System Functions for Group Admins

*The following functions are only available to Administrators.*

<b>HOME</b>	<b>Return to the HOME screen.</b>	Use this link to return to the HOME screen at any time.
<b>LEARNER MANAGEMENT</b>	<b>Add Learners</b>	Lets you Add and Edit Learners; Add and Remove Courses for Learners; View Test Results; and generate a Learner Status Report.
	<b>Edit Learners</b>	
	<b>View Test Results</b>	
	<b>Learner Status Report</b>	
<b>LICENSES</b>	<b>Assign Licenses</b>	Assign one or more licenses to Learners; Check your training License status; and link to The HIPAA Store to purchase additional training licenses.
	<b>License Status</b>	
	<b>Purchase Licenses</b>	
<b>MY TRAINING</b>	<b>Link(s) to Your Course(s)</b>	Take your own HIPAA course(s); Take your course test(s); Display test scores for yourself or other Learners in your account.
	<b>Link(s) to Course Test(s)</b>	
	<b>Display Test Scores</b>	
<b>EDIT PROFILE</b>	<b>Edit Company Profile</b>	Edit your organization's address and contact information; Edit your own profile, including your Login, Password and Email address; Change your own system Password.
	<b>Edit User Profile</b>	
	<b>Change Password</b>	
<b>HELPFUL LINKS</b>	<b>Download User Guides</b>	Download one or more of our User Guides (Individual Learner or Group Admin); Download one or more "Helpful Tips" sheets on system subjects; Contact Us for training or system assistance.
	<b>Download Helpful Tips</b>	
	<b>"Contact Us" Form</b>	
<b>LOGOUT</b>	<b>Log-out from the system.</b>	Always Log-Out from the system when you are finished with a session, or when you are interrupted.

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### 1. Register on the Registration Page

**Before you can take your HIPAA course or use any Admin functions, you must register to complete your account setup. You only need to register once.**

- 1.) Check the spelling of your First Name and Last Name, and correct any errors.
- 2.) Create a Username (Login) and Password for your training account.
- 3.) Click the "Register" button to complete your Registration and account setup.

**NOTE:** If you missed the Registration link after your training purchase, it's also in the "NEW ORDER" email you received.

**COURSE REGISTRATION**

Email :  *④*

Username \*:

Password \*:

Re-password \*:

Comment :  *④*

\* Required Fields

**Certificate of Completion**

**My HIPAA COURSE**

The HIPAA Group, Inc. hereby presents

John  Sample

**Register**

**Email Address** – You can enter your email here or leave this field blank. The Email field is *optional*.

**Username & Password** – Enter a Username (Login) and Password for your training account. Re-enter your Password to be sure its correct. Use 4-10 characters.

**Comment** – The Comment field is *optional*, and may be left blank if you like. Comments entered here can be used to identify your department, division, building, etc. Comments *do not* appear on your Certificate.

**First & Last Name** – Check your First and Last Name carefully. Correct it if needed. This is exactly how your name will appear on your Certificate. If someone else bought the training for you, their name may be shown here. *Change the First & Last Name to your name.*

Click 'Register' when all your data is correct.

### 2. Take Your HIPAA Course

**After Registering, always log-in from the main page at [www.MyHIPAAtraining.com](http://www.MyHIPAAtraining.com).**

**My HIPAA Training**  
The HIPAA Group

HOME COURSES FAQ'S CONTACT TRAINING GUIDES BUY TRAINING HIPAA STORE

**YOUR TRAINING - YOUR SUCCESS**  
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LOG IN & REGISTRATION

Welcome to MyHIPAATraining.com

Username:

Password:  [Forgot Password?](#)

☐ Remember me on this computer

**LOGIN**

[Not Registered?](#)

[Purchase HIPAA Training](#)

**Course Pricing:**  
Masters HIPAA Training \$150  
Advanced HIPAA Training \$75.

**To Log-in** -- Go to **MyHIPAAtraining.com** and enter the Username (Login) and Password you created in the Registration process. Be sure to enter them *exactly* as you created them, including any upper and lower-case letters.

Click the 'LOGIN' button to enter the site.

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### The HOME Screen

The HOME screen is what you see after logging-in.

**HOME Link** – Takes you back to the HOME screen.

**LEARNER MGMT** – Add & edit Learners; View test results; etc.

**LICENSES** – Assign course licenses; Check license status; Purchase more licenses.

**MY TRAINING** – Take your own course(s) and test(s); Display test scores.

**EDIT PROFILE** – Edit your Company or User Profile; Change your Password.

**Your Name** – appears here, exactly as it will appear on your Certificate.

**LOGOUT** – Click to Log-Out of the system when you are finished or interrupted.

**HELPFUL LINKS** – Download User Guides, Helpful Tips, or access the "Contact Us" page.

**Your Certificate** – After the course and test, links appear here to download or email your course Certificate.

Training I.D. 600519

**My Certificate**

Course Name	Email Certificate	Print Certificate
HIPAA Privacy & Security Training for Business Associates	<a href="#">send</a>	<a href="#">view</a>
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>
Advanced HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>

**Navigation Tips**

- Use the "PREVIOUS" & "NEXT" buttons at the bottom of all course pages.
- Course pages in the left Navigation Bar become clickable links after you view a page.
- Your "HOME" area contains links to your course, your quiz, and (after the quiz) your Certificate.
- Click "HOME" at the very top of any page to return to your "HOME" area.

### Inside Your HIPAA Course

Here's a page from a typical HIPAA course in our system.

**Index of Course Pages** – Shows the title of every page in the course. A **green check-mark** appears after you view that page. Use the **check-marks** to see which pages you have completed so far.

**Course Pages** – Your course content appears here in a series of pages. This is what you must learn to pass the course test and get your HIPAA Certificate.

**Navigation Buttons** – Use the 'Previous' and 'Next' buttons to go forward and back through all the course pages. **You must view every page in your course** before the system will let you take the course test.

Basic HIPAA Privacy & Security

- ✓ Welcome to Basic HIPAA Training!
- ✓ What This Course Covers
- ✓ SECTION ONE - UNDERSTANDING HIPAA
- ✓ - HIPAA Basics (1)
- ✓ - HIPAA Basics (2)
- ✓ - HIPAA Changed in 2013 with The Final Rule
- ✓ - HIPAA Terms You Need to Know (1)
- ✓ - HIPAA Terms You Need to Know (2)
- ✓ - HIPAA Terms You Need to Know (3)
- ✓ - Privacy Rule Basics
- ✓ - HIPAA Compliance

**- Privacy Rule Basics**

**The Purpose of the Privacy Rule**

The main purpose of HIPAA's Privacy Rule is to protect people's personal, private health information, while still allowing the flow of information needed to deliver healthcare services. HIPAA strikes a balance that allows some routine uses of patient information without authorizations, while still protecting people's privacy. HIPAA is flexible and scalable, so different sizes and types of Covered Entities and Business Associates can comply with it.

**The Privacy Rule Restricts PHI Uses and Disclosures**

In general, Covered Entities may not use or disclose PHI, except:

1. As the Privacy Rule permits or requires; or
2. As a patient (or their legal representative) authorizes with a valid Authorization.

Next, we see what's required for "HIPAA Compliance"...

Prev Next



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### 3. Take Your Course Test

When you have completed viewing every page of your HIPAA Course, return to the HOME screen and click on the course Test (under **MY TRAINING**) to go to the test.

**Tests Are Timed** -- The course test is timed. You have a maximum of 60 minutes to complete the test.

**If You Are Interrupted** -- or leave the system while taking the test, you must restart the test from the beginning when you return later. Please Log-out whenever you leave the system for any reason.

**Three Test-Attempts** -- Each course license includes three (3) test-attempts. This means that you have three "tries" to pass the course test. If you don't pass after three tries, you must purchase a new license to re-test. If you stop taking a course test or you leave in the middle of a test, that does NOT use up one of your test-attempts.

**Test Questions** -- The course test includes 20 multiple-choice questions (30 questions for HIPAA Masters).

#### Inside Your HIPAA Course Test

Here's a page from a typical HIPAA course Test.

**My HIPAA Training**  
The HIPAA Group

Welcome Abner Weintraub!

HOME MY TRAINING EDIT PROFILE TRAINING GUIDE LOGOUT

**YOUR TRAINING - YOUR SUCCESS**

1. HIPAA's Privacy Rule sets out protections and restrictions for:

- ☐ Banking and credit information
- ☐ Tax information
- ☒ Individually identifiable health information, known as "PHI" or Protected Health Information
- ☐ Automobile registration information

Prev Next

**Test Questions** – Questions and multiple-choice answers appear in this area.

**Navigation Buttons** – Use the 'Previous' and 'Next' buttons to go forward and back through the test questions.

### 4. Get Your Course Certificate

Access your course Certificate from the HOME screen.

**My HIPAA Training**  
The HIPAA Group

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HOME MY TRAINING EDIT PROFILE TRAINING GUIDE LOGOUT

**YOUR TRAINING - YOUR SUCCESS**

Training ID: 705627

**My Certificate**

Course Name	Email Certificate	Print Certificate
Advanced HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>

**Navigation Tips**

- Use the "PREVIOUS" & "NEXT" buttons at the bottom of all course pages.
- Course pages in the left Navigation Bar become clickable links after you view a page.
- Your "HOME" area contains links to your course, your quiz, and (after the quiz) your Certificate.
- Click "HOME" at the very top of any page to return to your "HOME" area.

**Use the 'Send' link** to email a copy of your Certificate to yourself or any other email address.

**Use the 'View' link** to download a copy of your Certificate.

You can use View and Send as many times as you like.

**Certificate Links** – Download or email a copy of your course Certificate.

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### System Functions for Group Admins

*The following functions are only available to Group Administrators.*

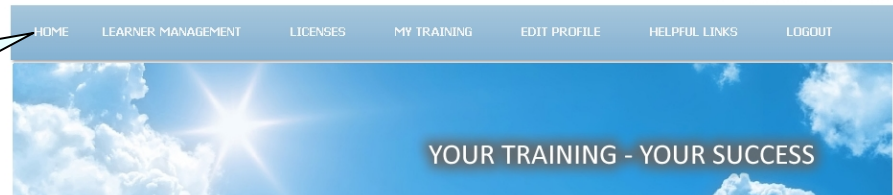
<b>HOME</b>	<b>Return to the HOME screen.</b>	Use this link to return to the HOME screen at any time.
<b>LEARNER MANAGEMENT</b>	<b>Add Learners</b>	Lets you Add and Edit Learners; Add and Remove Courses for Learners; View Test Results; and generate a Learner Status Report.
	<b>Edit Learners</b>	
	<b>View Test Results</b>	
	<b>Learner Status Report</b>	
<b>LICENSES</b>	<b>Assign Licenses</b>	Assign one or more licenses to Learners; Check your training License status; and link to The HIPAA Store to purchase additional training licenses.
	<b>License Status</b>	
	<b>Purchase Licenses</b>	
<b>MY TRAINING</b>	<b>Link(s) to Your Course(s)</b>	Take your own HIPAA course(s); Take your course test(s); Display test scores for yourself or other Learners in your account.
	<b>Link(s) to Course Test(s)</b>	
	<b>Display Test Scores</b>	
<b>EDIT PROFILE</b>	<b>Edit Company Profile</b>	Edit your organization's address and contact information; Edit your own profile, including your Login, Password and Email address; Change your own system Password.
	<b>Edit User Profile</b>	
	<b>Change Password</b>	
<b>HELPFUL LINKS</b>	<b>Download User Guides</b>	Download one or more of our User Guides (Learner or Admin); Download one or more "Helpful Tips" sheets on system subjects; Contact Us for training or system assistance.
	<b>Download Helpful Tips</b>	
	<b>"Contact Us" Form</b>	
<b>LOGOUT</b>	<b>Log-out from the system.</b>	Always Log-Out from the system when you are finished with a session, or when you are interrupted.

## HOME

The HOME link takes you back to the HOME screen from any area of the system at any time.



Welcome Abner Weintraub!



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#### My Certificate

Course Name	Email Certificate	Print Certificate
HIPAA Privacy & Security Training for Business Associates	<a href="#">send</a>	<a href="#">view</a>
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>
Advanced HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>

#### Navigation Tips

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- Click "HOME" at the very top of any page to return to your "HOME" area.

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### LEARNER MANAGEMENT

Add and Edit Learners; Add and Remove Courses for Learners;  
View Test Results; and generate a Learner Status Report.

#### Add Learners

Under **LEARNER MANAGEMENT**, click **Add Learners** to open the **Add Learner** screen...

**My HIPAA Training**  
The HIPAA Group

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HOME LEARNER MANAGEMENT LICENSES MY TRAINING EDIT PROFILE HELPFUL LINKS LOGOUT

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Add Learner

Learner Type \*:

Assign Course \*:

First Name :

Last Name :

Active : ☐

Email :

Login \* :

Password \* :

Comment :

<<back Save Reset

**Learner or Admin** – Click 'Learner' or 'Admin' to select the status of this person.

**Assign a Course** – Click the Course name to assign that course to this person. Admins may be added with *no* course assigned. Learners *must* have a course assigned to them.

**First & Last Name** – The name entered here will appear on this person's Certificate.

**The 'Active' Box Must be Checked** -- Be sure the 'Active' box is checked when adding a Learner or an Admin.

**Login and Password** – Enter a Login and Password that is different than yours or any other person in your account.

**Comment** – This field is *optional* and may be left blank.

#### Edit Learners

Under **LEARNER MANAGEMENT**, click **Edit Learners** to open the **Edit Learners** screen. A list of all the Learners and Admins in your account will appear...

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The HIPAA Group

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Learner Management

Learner Name	Comment	Learner	Active	Action
Ava Ackerman	Mar19	L	Active	Edit Manage courses
LaTroya Adams	hipaa102012	L	Active	Edit Manage courses
Leora Adams	hipaa102012	L	Active	Edit Manage courses
Leora Adams	hipaa1	L	Active	Edit Manage courses
Yasmin Ahmed	Sep2013	L	Active	Edit Manage courses
Susana Alvarez	hipaa072012	L	Active	Edit Manage courses
Susie Alvarez	July152013	L	Active	Edit Manage courses
Dosha Armstrong	Extern	L	Active	Edit Manage courses
Dosha Armstrong	August2013	L	Active	Edit Manage courses
Cynthia Barrett	hipaa082012	L	Active	Edit Manage courses
Cynthia Barrett	August2013	L	Active	Edit Manage courses

**Edit** – Click the 'Edit' link to open a screen where you can:

- \* Change Learner or Admin status.
- \* Add or remove an email address.
- \* Check or un-check 'Active' status.
- \* Change the Login or Password.
- \* Add or remove a Comment.

**Manage Courses** – Click the 'Manage Courses' link to open a screen where you can:

- \* Add a course for this person.
- \* View test score(s) for this person.
- \* See how many test-attempts are remaining (out of 3) for this person.



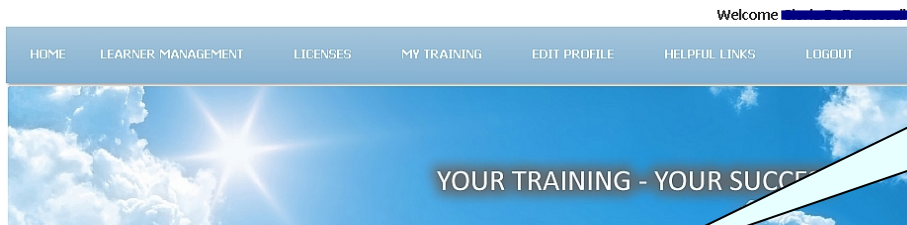
# YOUR TRAINING - YOUR SUCCESS

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### View Test Results

Under **LEARNER MANAGEMENT**, click **View Test Results** to open the **View Test Results** screen.



Date Taken:  to

Course Name:

Learner Name:

Past Test Results

Test Name	Learner Name	Comment	Date Taken	High Scores	Detail	Certificate
Basic HIPAA Privacy & Security	DeShaunda Carr-Paul	HIPAA02...	02/16/2014	90%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>
Basic HIPAA Privacy & Security	Wendy Cohen	HIPAA2014	02/14/2014	80%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>
Basic HIPAA Privacy & Security	Evelyn Diamond	HIPAA2014	02/04/2014	95%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>
Basic HIPAA Privacy & Security	April Gaspar	HIPAA12...	01/05/2014	95%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>
Basic HIPAA Privacy & Security	LaShavia Johnson	HIPAA2014	02/05/2014	85%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>
Basic HIPAA Privacy & Security	Angelica Mendoza	HIPAA01...	01/20/2014	85%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>
Basic HIPAA Privacy & Security	Stormy Morales	HIPAA2014	02/10/2014	95%	<a href="#">Detail</a>	<a href="#">Download Certificate</a>

**Test Results Search** – Enter a date range in which to search. You can limit searches by Course Name or by Learner Name, or you can search “ALL” for these fields.  
\* Click ‘**Search**’ to run your search.  
\* Click ‘**Clear**’ to clear all fields.

**Search Results** – The results of your search appear here in alphabetical order.

**Detail** – This link displays the test questions for this person, and shows correct and incorrect test responses.

**Download Certificate** – This link downloads a copy of this person's Certificate to your computer.

### Learner Status Report

Clicking this link creates and downloads a **Learner Status Report**. The **Learner Status Report** is an Excel-formatted spreadsheet that contains details about every Learner and Admin in your account.

Microsoft Excel - Learner\_Status\_Report.csv

Acct # Here	ADMIN NAME HERE	2014-02-21				
First Name	Last Name	Comment	Course Title			
Ava	Ackerman	19-Mar	Basic HIPAA Privacy & Security	3/19/2013	95	
LaTroya	Adams	hipaa102012	Basic HIPAA Privacy & Security	10/15/2012	75	
Leora	Adams	hipaa102012	Basic HIPAA Privacy & Security	10/23/2012	99	
Leora	Adams	hipaa1	Basic HIPAA Privacy & Security	10/23/2012	99	
Yasmin	Ahmed	Sep-13	Basic HIPAA Privacy & Security	8/26/2013	80	
Susana	Alvarez	hipaa072012	Basic HIPAA Privacy & Security	7/13/2012	90	
Susie	Alvarez	July152013	Basic HIPAA Privacy & Security	7/23/2013	80	
Dosha	Armstrong	Extern	Basic HIPAA Privacy & Security	9/27/2012	95	
Dosha	Armstrong	Aug-13	Basic HIPAA Privacy & Security	8/29/2013		
Cynthia	Barrett	hipaa082012	Basic HIPAA Privacy & Security	9/19/2012	95	
Cynthia	Barrett	Aug-13	Basic HIPAA Privacy & Security	9/1/2013	90	
Ryan	Bazan	hipaa1	Basic HIPAA Privacy & Security	10/12/2013	100	
Julia	Belton	June242013	Basic HIPAA Privacy & Security	6/20/2013	95	
Phyllis	Benefield	hipaa092012	Basic HIPAA Privacy & Security	10/1/2012	99	
Lolita	Bennett	hipaa082012	Basic HIPAA Privacy & Security	8/16/2012	80	
Cassandra	Biyela	hipaa082012	Basic HIPAA Privacy & Security	8/20/2012	95	
Cassandra	Biyela	hipaa-violation1	Basic HIPAA Privacy & Security	11/5/2013	95	
Cassandra	Biyela2	Aug-13	Basic HIPAA Privacy & Security	9/3/2013	95	
Kim	Blair	hipaa012013	Basic HIPAA Privacy & Security	1/15/2013	95	
Priscilla	Bravo	Extern	Basic HIPAA Privacy & Security	9/28/2012	85	
Giselle	Brawley	HIPAA052013	Basic HIPAA Privacy & Security	7/15/2013	100	
Debra	Brown	May202013	Basic HIPAA Privacy & Security	5/18/2013	100	
William	Bussie	hipaa1	Basic HIPAA Privacy & Security	10/19/2012	99	

**Excel Spreadsheet** – After downloading your Report, you can use any of Excel's sorting and formatting functions.

**Learner & Admin Names** – All your Learners and Admins are listed in alphabetical order.

**Comments** – All comments that were entered in the system are listed here.

**Course(s) Taken** – Courses taken are listed here.

**Course Dates** – Dates that Courses were completed are listed here.

**Test Scores** – Test scores are listed here for all Learners and Admins.

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### LICENSES

Assign one or more licenses to Learners; check your training license status; and link to The HIPAA Store to purchase additional training licenses.

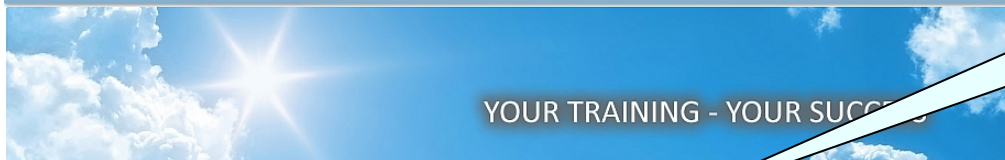
#### Assign Licenses (step 1 of 2)

For existing users, use **Assign Licenses** (under **LICENSES**) to assign courses to one or more people in the system. For people not yet in the system, use the **Add Learner** screen under **LEARNER MANAGEMENT**.



Welcome **Christine Brown**!

HOME LEARNER MANAGEMENT LICENSES MY TRAINING EDIT PROFILE HELPFUL LINKS LOGOUT



Licenses Status

Course Name	Total License Purchased	Available Licenses	
Basic HIPAA Privacy & Security	227	11	<a href="#">Assign License</a>
HIPAA Masters Training	1	0	<a href="#">Assign License</a>

**License Status** – Your total number of training licenses purchased, and licenses still available, are displayed here for each Course.

**Assign License** – Click here to open the **Assign License** screen and assign courses to one or more people at the same time.

#### Assign Licenses (step 2 of 2)

##### Basic HIPAA Privacy & Security

Available Licenses: 11

Registered Learners: 217

☐ Select All

Assign

Close

- ☐ Ava Ackerman
- ☐ LaTroya Adams
- ☐ Leora Adams
- ☐ Leora Adams
- ☐ Yasmin Ahmed
- ☐ Susana Alvarez
- ☐ Susie Alvarez
- ☐ Dosha Armstrong

**License Status** – Your total number of training licenses available for this Course are displayed here, along with your total number of registered learners.

**Select All** – Checking this box selects every name in your account at the same time.

**Close** – Click here to close this window and NOT assign any licenses at this time.

**Assign** – Click here to assign licenses for this course to every person with a box checked next to their name.

**Check Boxes** – Check the box for every person you are assigning this course to.



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### License Status

Under **LICENSES**, click **License Status** for a summary of all the course licenses you have purchased, and how many are still remaining for each course. You can also reach the **Assign License** screen from this area.



Welcome [User Name]!

HOME LEARNER MANAGEMENT LICENSES MY TRAINING EDIT PROFILE HELPFUL LINKS LOGOUT

## YOUR TRAINING - YOUR SUCCESS

Licenses Status

Course Name	Total License Purchased	Available Licenses
Basic HIPAA Privacy & Security	227	11
HIPAA Masters Training	1	0

[Assign License](#)

[Assign License](#)

**License Status** – Your total number of training licenses purchased, and licenses still available, are displayed here for each Course.

**Assign License**– Click here to reach the Assign License screen with a list of all your Learners and Admins.

### Purchase Licenses

Under **LICENSES**, click **Purchase Licenses** to go to the HIPAA Store's "Online Training" section and buy more licenses.



Free Shipping **FedEx**

HOME GO TO TRAINING HIPAA GROUP CONSULTING CONTACT US

#### Categories

- > [HIPAA Training](#)
- > [Online Training](#)
- > [HIPAA Compliance](#)
- > [HIPAA Awareness](#)
- > [Business Associates](#)
- > [Assessment Tools](#)
- > [All Products ...](#)

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- > [Terms of Service](#)
- > [Contact Us](#)

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[Add Selected Items To Cart](#)

Displaying 1 to 7 (of 7 products)

Product Image	Item Name-	Price
 Your Training - Your Success Exceptional HIPAA Online Training www.MyHIPAATraining.com	<b>BASIC HIPAA TRAINING - ONLINE TRAINING</b> Fully Revised for the 2013 Final Rule! Our Basic HIPAA Training online program training satisfies HIPAA compliance requirements in a brief...	\$25.00  Add: <input type="text" value="0"/>
 Your Training - Your Success Exceptional HIPAA Online Training www.MyHIPAATraining.com	<b>BUSINESS ASSOCIATE HIPAA TRAINING - ONLINE TRAINING</b> Fully Revised and Updated for the 2013 Final Rule! Business Associates (BAs) must now comply with nearly all of HIPAA. Be compliant, be safe, and...	\$25.00  Add: <input type="text" value="0"/>
 Your Training - Your Success	<b>ADVANCED HIPAA TRAINING - ONLINE TRAINING</b> Totally Revised and Updated with the Latest 2013	\$75.00  Add:

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## Start Training Today



### MY TRAINING

Under **MY TRAINING** are links to your own HIPAA Course(s), test(s), and test score(s).



Welcome **Abner Weintraub**!

Navigation Bar: HOME, LEARNER MANAGEMENT, LICENSES, MY TRAINING, EDIT PROFILE, HELPFUL LINKS, LOGOUT

MY TRAINING Sub-menu: Basic HIPAA Privacy & Security Course, View Scores, Test

YOUR TRAINING - YOUR SUCCESS

Training I.D. 703790

My Certificate

Course Name	Email Certificate	Print Certificate
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>

Navigation Tips

- Use the "PREVIOUS" & "NEXT" buttons at the bottom of all course pages.
- Course pages in the left Navigation Bar become clickable links after you view a page.
- Your "HOME" area contains links to your course, your quiz, and (after the quiz) your Certificate.
- Click "HOME" at the very top of any page to return to your "HOME" area.

**Link to Your Own HIPAA Course(s)** – Click the link to enter your own HIPAA course(s).

**Link to Your HIPAA Course Test(s)** – Click the link to take your own HIPAA course test(s).

**You Test Score(s)** – Click the link to view your own HIPAA course test score(s).

### EDIT PROFILE

Edit your organization's address and contact information; change your own Password and Email Address.

#### Edit Company Profile

Under **EDIT PROFILE**, click **Company Profile** to change or update your company or organization information.



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YOUR TRAINING - YOUR SUCCESS

Edit Client Info

Client ID : 600519

Client Name : DynaSearch Group

Phone :

Address :

Address 2 :

City :

State :

Zip :

Url :

**Edit Company Profile** – Use this screen to change or update information about your company or organization.

Be sure your **Company Profile** is always up-to-date.

*You cannot change your 'Client Name' or your 'Client ID'*

**'Submit' Button** – To save your changes, be sure to click the 'Submit' button after making any changes on this screen.

# YOUR TRAINING - YOUR SUCCESS

## Start Training Today



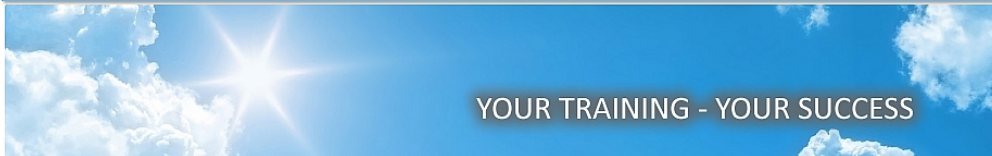
### Edit User Profile

Under **EDIT PROFILE**, click **User Profile** to change or update *your own* Email Address and/or Password.



Welcome Abner Weintraub!

HOME LEARNER MANAGEMENT LICENSES MY TRAINING EDIT PROFILE HELPFUL LINKS LOGOUT



Edit User Info

Type user: Admin  
Company name: DynaSearch Group

First Name: Abner  
Last Name: Weintraub  
Comment: test  
Email:   
Password:   
Re-Password:

**Edit Your Personal Information –**  
Make any needed changes here to keep your system info up-to-date.

**‘Submit’ Button –** To save your changes, be sure to click the ‘Submit’ button after making any changes on this screen.

Submit

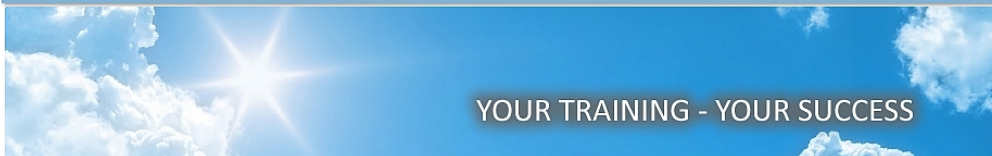
### Change Password

Under **EDIT PROFILE**, click **Change My Password** to change *your own* system Password.



Welcome Abner Weintraub!

HOME LEARNER MANAGEMENT LICENSES MY TRAINING EDIT PROFILE HELPFUL LINKS LOGOUT



Edit User Info

Type user: Admin  
Company name: DynaSearch Group

First Name: Abner  
Last Name: Weintraub  
Comment: test  
Email:   
Password:   
Re-Password:

**Edit Your Password –** Enter a new Password here to change your Password. Re-enter the new Password to verify it.

**‘Submit’ Button –** To save your changes, be sure to click the ‘Submit’ button after making any changes on this screen.

Submit



# YOUR TRAINING - YOUR SUCCESS

## Start Training Today



### HELPFUL LINKS

*Download User Guides (Learner or Admin); Download "Helpful Tips" on specific system subjects; Contact us for assistance.*

#### Download User Guides

Under **HELPFUL LINKS**, click to download and save a copy (PDF format) of the *MyHIPAAtraining Learner Guide* or *Admin Guide*.

#### Download Helpful Tips

Under **HELPFUL LINKS**, click to download and save a copy (PDF format) of any of our **Helpful Tips for Admins** sheets. Each **Helpful Tips** sheet, in just one or two pages, covers a specific system topic or helpful tip to help you solve challenges and understand how a specific part of the training system works.

#### "Contact Us" Form

Under **HELPFUL LINKS**, click **Contact Us** to open a form you can use to ask questions or request assistance.



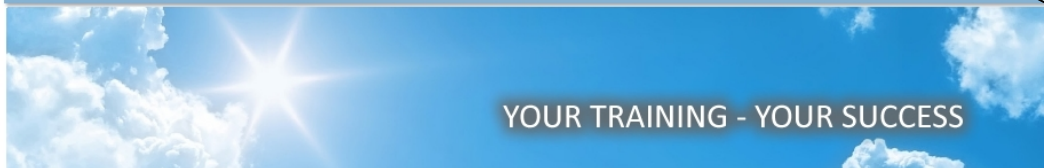
### LOGOUT

*Always remember to log-out when you are finished with training, testing, or other system functions.*



Welcome Abner Weintraub!

HOME LEARNER MANAGEMENT LICENSES MY TRAINING EDIT PROFILE HELPFUL LINKS LOGOUT



**LOGOUT** – Please log-out of the system by clicking the LOGOUT link.

Training I.D. 600519

#### My Certificate

Course Name	Email Certificate	Print Certificate
HIPAA Privacy & Security Training for Business Associates	<a href="#">send</a>	<a href="#">view</a>
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>
Advanced HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>
Basic HIPAA Privacy & Security	<a href="#">send</a>	<a href="#">view</a>

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