

Learner Guide for Individual Learners

Use this **Learner Guide** if you're taking a course and you *are <u>not</u>* managing a group account. If you manage a group training account, please use the **Admin Guide** instead.

Training Steps

Register >	2 Take Course ►	3 Take Test ►	4. Get Certificate
 Create your Login and	 Log-in and click the Course	 Click the 'Test' link next to	 After you pass your course
Password on the Registration	Name under MY TRAINING. Use the 'Previous' and 'Next'	your course name under the	test, 2 links to your Certificate
screen. Check the name on the	page buttons to move forward	MY TRAINING link. A passing score is 70%	will appear: 'Send' and 'View'. Click 'Send' to email a copy
Registration screen carefully.	and back through the course. The column on the left	correct answers or better. You can review your test	of your Cert to any email
Change or correct it if needed. If you missed the first	shows all the course pages. A green check-mark appears	answers before you submit	address, including your own. Click 'View' to save a copy of
Registration link, it's also in	beside each page name after	them for grading. Each course license includes	your Cert for printing. Certificates are in full-color,
your "NEW ORDER" email.	you view it.	3 tries to pass the test.	PDF format.

1. Register on the Registration Page

Before you can take your HIPAA course, 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.

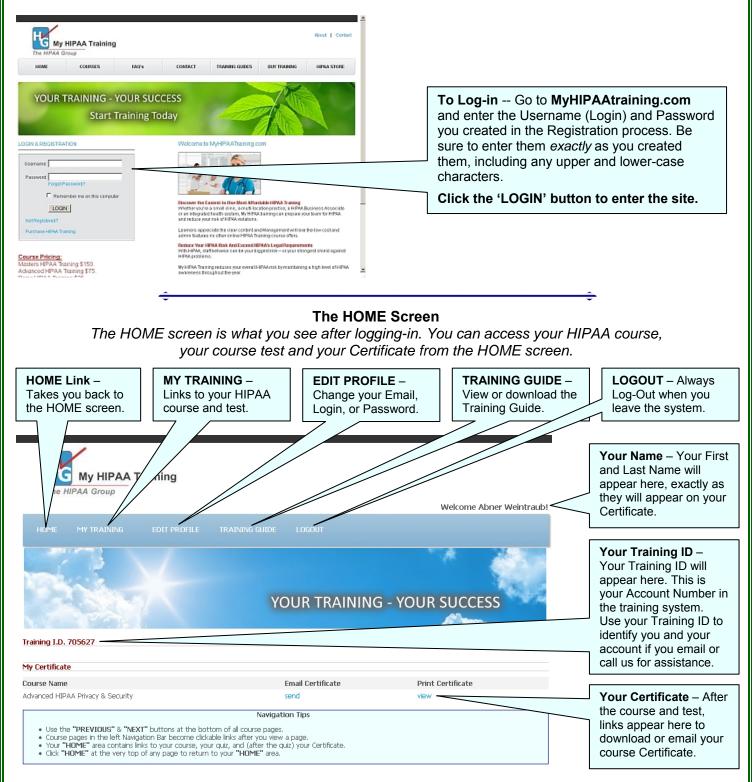
3.) Click the "Register" button to complete your Registration and account setup.

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

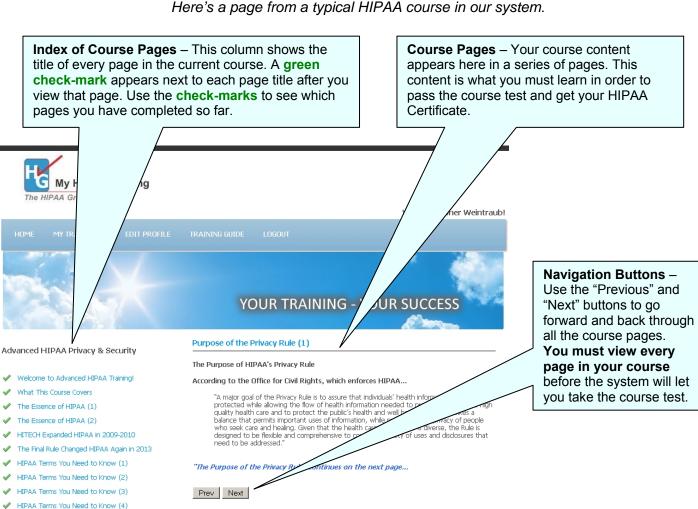
COURSE REGISTRATION	Email Address – You can enter your email here or leave this field blank. The email field is <i>optional</i> .
Email : Sample@yahoo.com Usemame *: Password *:	Username & Password – Enter a Username (Login) and Password for your training account. Re-enter your Password to be sure its correct. Use 4-10 characters.
Re-password *: Comment: * Required Fields Certificate of Completion	Comment – The Comment field is <i>optional</i> , and may be left blank if you like. Comments entered here can be used to identify your department, division, building, etc. Comments <i>do not</i> appear on your Certificate.
My HIPAA COURSE The HIPAA Group, Inc. hereby presents John Sample	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.
Register	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.



Inside Your HIPAA Course



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

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.

HIPAA Terms You Need to Know (5)

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 are stop or leave while taking a test, it does NOT count as one of your three 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.

