

Instructions for Accessing the Hill-Rom® Product Training Series for HealthStream and Non-HealthStream Facilities

<p>HealthStream Facilities</p>	<p>Step 1: Log in to your HealthStream Learning Center (HLC)</p> <p>Step 2: All courses are listed under <i>CE Center</i> and <i>OneSource Medical Product Training</i></p>  <p>OR</p>  <p>Step 3: If you do not have the <i>Catalog > OneSource Medical Product Training</i> icons (pictured above), access the courses using the Non-HealthStream Facilities instructions</p>
<p>Non-HealthStream Facilities</p>	<p>Step 1: Log in to the HealthStream Portal using the following URL (the login screen appearance may vary by facility):</p> <p style="text-align: center;">http://www.healthstream.com/hlc/hillromcourses</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="678 1360 976 1619">  </div> <div data-bbox="1008 1598 1049 1625"> <p>OR</p> </div> <div data-bbox="1068 1350 1357 1619">  </div> </div> <p style="text-align: center;">Figure 1 Figure 2</p> <p>The user experience will vary based on the login screen. Follow the next steps based on Figure 1 or 2's display.</p> <p>Figure 1 – Login:</p>

Step 2: Choose Your Country and State

* Country: ▼
 * State/Province: ▼

Step 3: Find Your Facility

- Once the facility list populates, select your facility
NOTE: A facility name may appear more than once, if the facility created a HLC account with more than one vendor. Please click *View Facility Info* to confirm you are selecting the correct facility.
- Click *Next*

Step 4: Log In

- For first time users, click *First time students click here to register*
- Enter all required information displayed in the *General Information* section

Figure 2 – Login:

Step 1: Log In

- For first time users, click *First time students click here to register*
- Enter all required information displayed in the *General Information* section
- Select *Submit* to access your new account and available courses.

Accessing OneSource Courses

The user's steps will vary based on the user experience. Follow the next steps based on Figure 3 or 4's display.

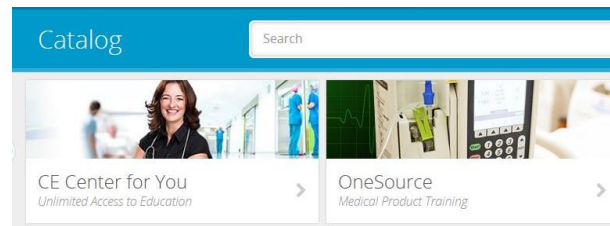


Figure 3

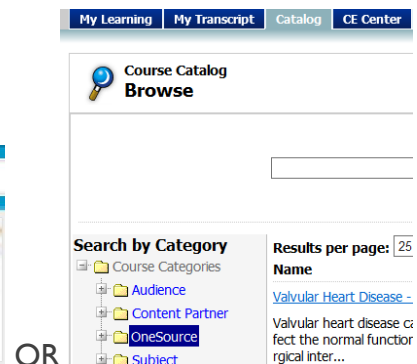
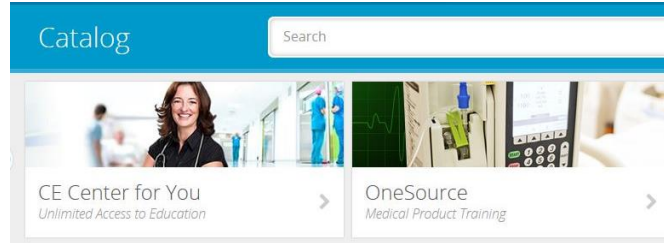


Figure 4

Figure 3 – Course Access:

Step 1: To Access a Course

- Click the *Catalog > OneSource Medical Product Training* icons



(Other course locations: *Catalog > CME* for Continued Physician Education and *Catalog > CE Center* for Continued Education)

Step 2: Course Searching Option

- *Manufacturers:* A list of Manufacturers. To view available courses, click on the Manufacturer's name

Step 3: Enrolling in a Course

- Click on the course title
- Click on *Enroll in this Course*



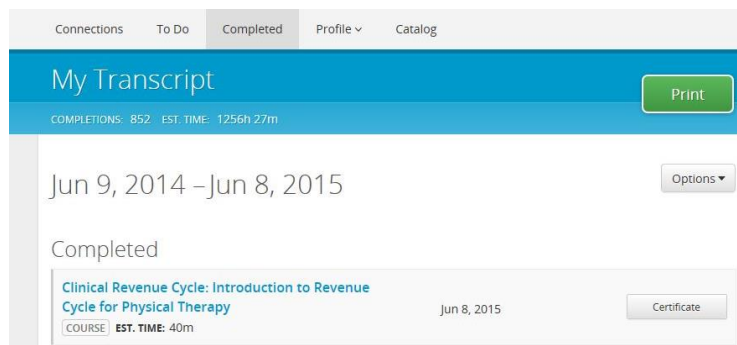
Enroll in this Course

Step 4: Completing a Course

- Learning Activities are available within each course
- Completion of the course requires the successful completion of each Learning Activity marked with an asterisk. *

Step 5: Certificate of Completion

- Each course has a Certificate of Completion
- Click *Completed* to display *My Transcript*
- Click *Certificate* to view certificate or *Print* to print Transcript history.

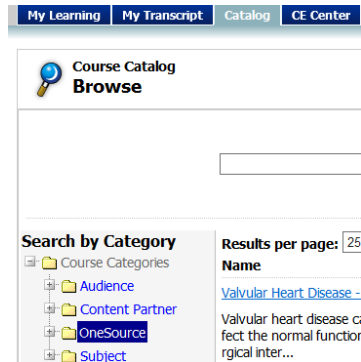


Accessing OneSource Courses

Figure 4– Course Access:

Step 1: To Access a Course

- Click the *Catalog > OneSource*



(Other course locations: *Catalog > CME* for Continued Physician Education and *Catalog > CE Center* for Continued Education)

Step 2: Course Searching Option

- Click the + icon next to OneSource
- Click the Manufacturer's name to display courses

Step 3: Enrolling in a Course

- Click on the course title
- Click on *Enroll in this Course*



Enroll in this Course

Step 4: Completing a Course

- Learning Activities are available within each course
- Completion of the course requires the successful completion of each Learning Activity marked with an asterisk. *

Step 5: Certificate of Completion

[View Certificate](#)

- Each course has a Certificate of Completion
- Click *View Certificate* to print (print shortcut: *ctrl + p* or *command + p*)
- Certificates for completed courses are also available under *My Transcript*

If you have an issue accessing courses or a general question, contact HealthStream Customer Service at 800-521-0574, Option 2.

HS105-C