



ConnectCARE

HealthStream Instructions

E-Learning Opportunities

Welcome!

ConnectCARE/Epic e-learning can be accessed through the Trinity Mother Frances HealthStream learning system.

HealthStream Instructions:

HealthStream is available on the TMF Intranet under **Help Desk** on the upper right hand of the Home Page. HealthStream is also available from ConnectSHARE under **Important Connections** on the bottom right of the home page. You can also access HealthStream from the main webpage at www.tmfhs.org or www.tmfhc.org, scroll down to the gray area at the bottom of the web page. Under the section "Contact Us" select the link "TMF Employee Portal". This will take you to a list of common websites employees frequently need to use including HealthStream. If you are a physician or provider, select TMF Physician Portal from the same location and HealthStream is linked there as well. To log on to HealthStream please enter the following information:

USER ID: Your USER ID is your employee or assigned number

PASSWORD:

You may have used HealthStream already for online education so you will have already changed your password. If you cannot remember your password see below contact individuals to re-set your password. Enter **education** if this is your first time to log on. You may be prompted to create a new password.

Changing your password: To change your password at any time, go to the "My Profile" tab, select "Manage Account Information", delete the dots in the fields "password" and "confirm password", enter your new password in those fields, scroll down and select "Save". No matter what you change your password to, it will always display the same number of dots that is in the word "education".

MY LEARNING:

The first screen you are likely to see after logging on includes general announcements. Select the **My Learning** tab.

Under the **My Learning** tab you will see **Assigned Learning** and the completion deadline, if appropriate. The **Course Status** column will either say **Assigned** (for a course you are to complete but have not started yet) or **In Progress** (for a course you have begun but have not finished regardless as to how little or how much you have completed). Once you have completed a course, it will no longer show up under the My Learning tab, instead it will be available under the **My Transcript** tab.

Assigned Learning

If you are enrolled in a curriculum, you will find assigned learning modules on your “My Learning” tab.

Using the Catalog

You may also find e-learning modules using the Catalog in HealthStream. From the “Catalog” tab, please use the search term: CONNECTCARE. You will receive credit for any modules you complete from the General Catalog that are later assigned to you based on your required training for ConnectCARE. You can review courses as desired from your “Transcript” tab.

Please let us know if you need additional help accessing this information:

- Janice Miles at (903) 531-5134 or milesj@tmfhs.org
- Mary Peterson at (903) 531-5934 or petersm@tmfhs.org