



Create a new account:

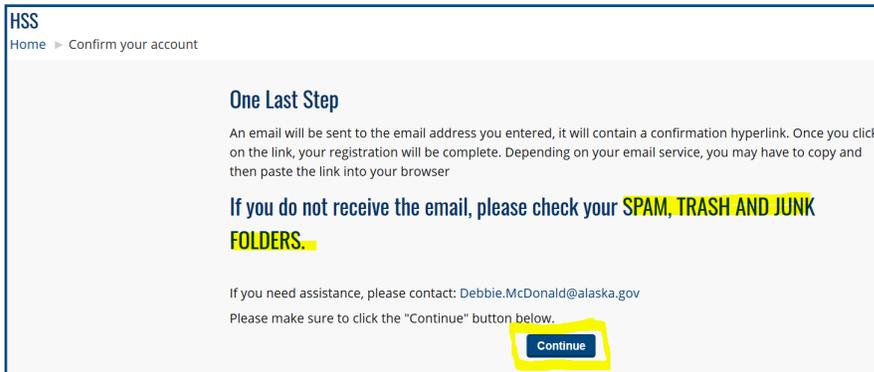
1. From www.learn.dhss.alaska.gov, click **“Create new account”** (highlighted in yellow ⇨)

2. Create new account:

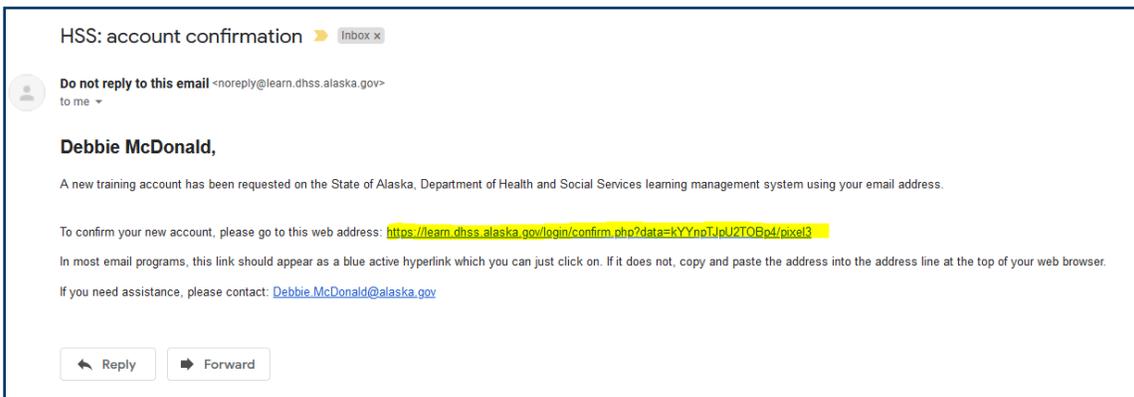
- a. Type a **username** for the account (lowercase)
- b. Add **password**. (Password must be 7 characters long: 1 upper, 1 lower, 1 special character and 1 number).
- c. Type your **email** address.
- d. Re-type your **email** address.
- e. Add first name **As you would like it to appear on your certificate**.
- f. Add last name **As you would like it to appear on your certificate**
- g. Add your **business address**
- h. Add your **city**
- i. Add your **state**
- j. Add **zip**
- k. Add **business telephone**
- l. **Employer or Business Name**. Name of your employer
- m. Add your **Job Title**
- n. **Profession**. Select the profession closest to the field you work in. Use the Medical Specialty field below to expand.
- o. **Medical Specialty**. Expand on the profession selected above. For example: Psychiatrist, director, administrator, surgeon, instructor, chief, owner, retired, student, volunteer or other profession not listed.
- p. **Medical credentials or degree**. Please use all caps and no abbreviation.

3. Confirm your identity:

- a. Click **continue** on the next screen, button is at the bottom of the screen:



- b. Check your email account. An email confirming your account will be emailed to the address you entered into the system. Click on the hyperlink included in the email as shown below. **If you do not receive an email within 3 minutes, please check your spam, trash and junk folder.** Assistance: debbie.mcdonald@alaska.gov



Access the training:

Once you have logged into the site follow three easy steps to access the training

1

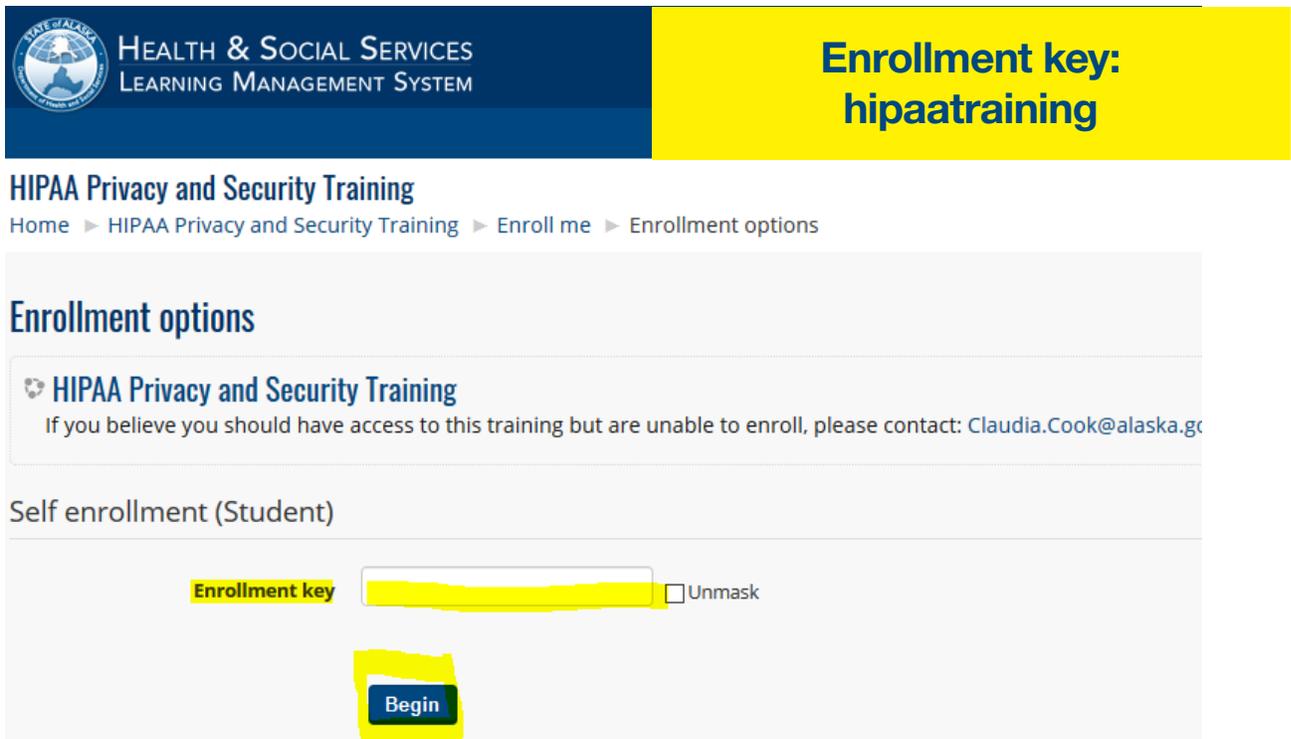
Make sure you are on the Home screen by clicking the logo in the upper-left hand side of the screen:



2 From the Home screen, click: **HIPAA TRAINING**. Either on the top bar or the image slider in the middle of the page.



3 Type in **Enrollment Key: hipaatraining** and click the ‘Begin’ button at the bottom of the screen



For assistance, please contact: debbie.mcdonald@alaska.gov