


# Methodist University

## Student Quick Start Guide

Log in to Methodist University (MU): [www.healthstream.com/hlc/mu](http://www.healthstream.com/hlc/mu)

### I. Enter Your User ID and Password:



**Sign In**

User ID

Password

Employee ID # (not network ID), no leading zeros


### II. Complete Assigned Learning with the "My Learning" Tab

The **My Learning** page contains a list of courses that you are required to complete or have elected to take.

- Click on the **My Learning** tab to access your assigned and elective learning activities



- Click on your assignment that appears in **blue letters**:



### Assigned Learning

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**Name**

[Annual Education](#)

[Using the HealthStream Learning Center \(HLC\)](#)

- Click on the **Enroll** button:

Courses:	Status
<input checked="" type="checkbox"/> Hospital Orientation	<input type="button" value="Enroll"/> Not Yet Started <a href="#">Course Information</a>

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- Click on the activity in **blue letters**. Complete all presentations and quizzes listed for the Learning Activity.


### Learning Activity

 [Mission Vision and Values\\*](#) ←

 Module 1 Presentation

 Module 1 Quiz\*

 Module 2 Presentation

 Module 2 Quiz\*

- Continue to Enroll and complete each Learning Activity until there are no more items left in the **Assigned Learning** section.

### Assigned Learning

Name ←

No items are remaining under Assigned Learning

\*All assignments are due at midnight, Eastern Time.

### Elective Learning

- View and print your **Certificate of Completion**.

### Course Continuing Education Credit

Credits are based on State and License Discipline information. Please read through all credit information before clicking the Enroll In this Course button.

Certificate of Completion: [View Certificate](#)



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### III. View Completed Learning at the "My Transcript" Tab

The **My Transcript** page lists the learning you have completed.

Name	Est. Time*	Completion Date
<a href="#">Annual Education 2015</a>		03/19/2015
<input type="checkbox"/> <a href="#">XXX2015 National Patient Safety Goals (Non-Nurse)</a>	0:13	03/06/2015
<input type="checkbox"/> <a href="#">Back Safety &amp; Work Ergonomics 2015</a>	0:15	02/25/2015
<input type="checkbox"/> <a href="#">Enhancing Team Communication 2015</a>	0:10	02/10/2015
<input type="checkbox"/> <a href="#">Quick Start Guide for Managers</a>	0:00	01/28/2015
<input type="checkbox"/> <a href="#">HR Policies &amp; Occupational Injury Benefits Plan 2015</a>	0:15	01/28/2015
<input type="checkbox"/> <a href="#">National Patient Safety Goals Non-Nursing 2014</a>	0:15	01/22/2015
<input type="checkbox"/> <a href="#">New Employee Orientation 2015</a>	8:00	01/22/2015
<input type="checkbox"/> <a href="#">Compliance Education 2015</a>	0:15	01/13/2015
<input type="checkbox"/> <a href="#">WOW Test Module for IT</a>	0:00	01/13/2015
<input type="checkbox"/> <a href="#">New Employee Orientation Evaluation</a>	0:05	10/09/2014
<input type="checkbox"/> <a href="#">New Employee Orientation 2015</a>	8:00	10/06/2014

### IV. Search for a Course with the "Catalog" Tab

The **Catalog** tab enables searching and browsing for courses alphabetically, using keyword search or by category.

Methodist University  
Where minds shine bright.

MHS Employee   Methodist Chariton | Student

[My Learning](#)   [My Transcript](#)   **[Catalog](#)**   [My Profile](#)   Welcome

Course Catalog  
Browse

Alphabetical | Category

Diversity   Search


Search by Category

- Course Categories
  - ACLs, BLS CPR, PALS Education
  - Audience

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 **Course Catalog Browse**


**Click on the desired course**

[Diversity and Intentional Inclusion](#)

The **diversity** of an organization influences its strength, productivity, and intellectual personality. ness of the environment...


[Diversity Awareness & Cultural Competence 2015](#)


### V. Enroll in a Course / Register for a Class

 **Course Overview Diversity and Intentional Inclusion**  
Estimated Course Length: 241 minutes

**Click to view dates, times and locations for upcoming classes**


**Course Learning Activities**


 Diversity and Intentional Inclusion (Live Classroom) [Show Class Schedule...](#)

 DII Evaluation\*

[Enroll in this Course](#)


[My Learning](#) [My Transcript](#) [Catalog](#) [My Profile](#) [Welcome](#)



 **Class Schedule**  
**Show Class Schedule for: Diversity and Intentional Inclusion (Live Classroom)** [Return](#)

 If you click "Register" or "Waitlist" below, you will also be enrolled in this course. After you enroll in this course, you may drop the class and register for another, or you may un-enroll from the course completely.

**Upcoming Classes**  
For classes with multiple sessions, click Class Details to view individual session times and locations



Class Name	Session Date Range	Location	Status	Options
<a href="#">Diversity and Intentional Inclusion (Live Classroom)</a>	5/14/2015 1:00 PM - 5/14/2015 5:00 PM CT 1 sessions	MDMC - Weiss Building(OE Classroom)	Not Registered	<a href="#">Class Details</a> <a href="#">Register</a>

 **Course Details Diversity and Intentional Inclusion**  
Estimated Course Length: 241 minutes

 [Course Overview](#) 

**Course Learning Activities**

**You are enrolled in this course.** **Confirmation that you are enrolled** Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activity. (Credit information; scroll down.)

Learning Activity	Additional Information	Status
 Diversity and Intentional Inclusion (Live Classroom)	5/14/2015 1:00 PM - 5/14/2015 5:00 PM CT	Registered
 DII Evaluation*		Not Yet Started