

LifeTalent/HealthStream Educational Website: Login Walkthrough

MMC 2021-2022 Student and Traveler Orientation

1. Prior to beginning your experience with us at Memorial Medical, it is important for you to learn more about how to operate within the hospital in safe and effective way.
2. We have created customized, online learning modules that are available through out LifeTalent learning center.
3. If you are outside of the MMC network you access the website by first going to our external website: <https://www.mmclc.org/students-and-contract-affiliates>
4. Scroll down until you see a link to “LifeTalent Center” like in the image below.

*****UPDATED Student and Instructor Clearance Packet (Rev. 6/21/2021)*****

All students and onsite instructors will need to fulfill each requirement outlined in this packet every academic semester. For greater details please review the link above.

Online Orientation

- [Click HERE for the Student Walkthrough Guide \(pending update\)](#)
- **Most Current Version: ~~MMC 2021 Student and Travelers Orientation~~**
- Education Login Portal: [LifeTalent Center](#)

5. You will be transferred to our LifeTalent portal, and will need to:

- a. Click on “Create Account”

The screenshot shows the LifeTalent Center login interface. At the top, there is a navigation bar with the 'Sign In' tab selected. Below this, there are two input fields: 'User ID' and 'Password'. The 'Password' field has 'Reminder' and 'Reset' links to its right. At the bottom of the form area, there are two green buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a yellow rectangular box. The footer of the page reads: 'Copyright © 2020 All Rights Reserved. Build 13.01.28.895.77'.

6. This form below will be shown. “02765N – Las Cruces Non-Employee” should auto-populate. If it does not, then use the drop down menu to scroll down to this institution and choose the exact name of the institution as shown.

HealthStream

Please Create an Account

If you have already registered, please click [here](#) to login.

Organization Information

Institution: 02765N - Las Cruces Non-Employee

General Information Required Fields are marked with a *.

Last Name: *

First Name: *

This selection is crucial as selecting any other Institution will not grant you access to the library and course that you will need.

7. Complete form. The “*” are necessary areas of completion. Please complete with and ID and password you will remember.

Institution: 02765N - Las Cruces Non-Employee

General Information Required Fields are marked with a *.

Last Name: * Tibbs

First Name: * Joy

Middle Name:

User ID: * JoyTibbs

Password: *

Confirm Password: *

Password Reminder: something helpful

Email: * personalemail@live.co

Time Zone: * Mountain Time

Preferred Language: * English

Institution Information

Location: * UNKNOWN

Pay Grade: * UNKNOWN

Hire/Re-hire Date: * 7/10/2020

Note these selections are the only in this two drop down menus.

8. Follow prompts for second half of form:

The screenshot shows a registration form for HealthStream Learning Center. The form includes fields for Email, Time Zone, Preferred Language, and Institution Information (Location, Pay Grade, Hire/Re-hire Date, Review Month/Day, Department, Job Title). A dropdown menu for Department is open, showing various roles like 'Non-Employee - Department' and 'Volunteer'. A 'Submit' button is highlighted. A text box provides instructions on how to choose a job title based on the user's role.

Email: *

Time Zone: *

Preferred Language: *

Institution Information

Location: *

Pay Grade: *

Hire/Re-hire Date: *

Review Month/Day:

Department: *

Job Title: *

I Agree to the [Terms of Use](#).

Select a department
Billers (Rev Cycle)
Coder Cardiovascular
Coder GI
Coder GU Renal
Coder Infectious Disease
Coder Mental Health
Coder Neuro
Coder OB
Coder Ortho
Coder Physician
Coder Respiratory
IT Non Management
Manager
Non-Physician Pract (NPP)
Non-Employee - Department
Nursing (CMA, LPN, RN)
Physician Cardiothoracic
Physician-Cardiology Gen
Physician-Cardio Electro

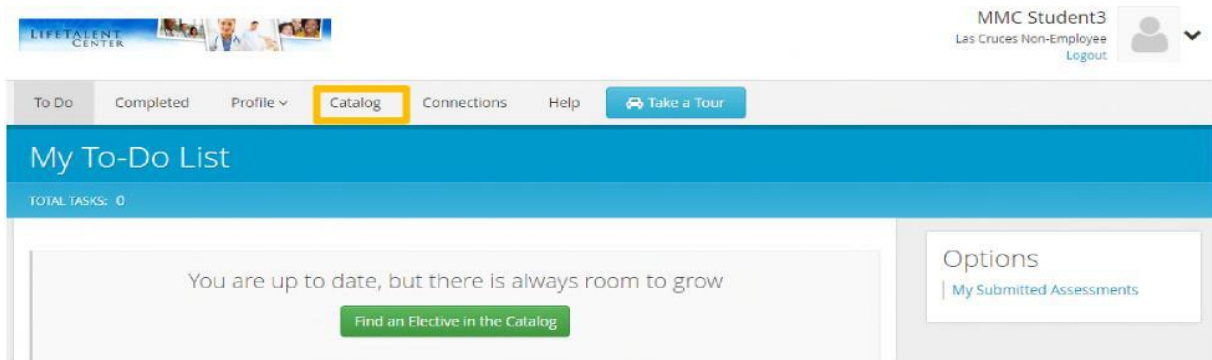
Student
Select a job title
Contractor
Independent Physician
Physician Practice Staff
Student
Volunteer

entered a valid email address, your user ID, password and emailed to you shortly. Otherwise, you will need to remember password. If you forget this information, please contact your administrator.

Students should choose:
"Student"
Contract Affiliates should choose:
"Contractor"
New Hires should choose:
"Student"
Volunteers should choose:
"Volunteer"

9. Note: LifeTalent accounts created within the non-employee portal may be inactivated one (1) year from the date the account was created.

10. After creating your initial profile, you will be directed to your “My To-Do List” page, as displayed below.

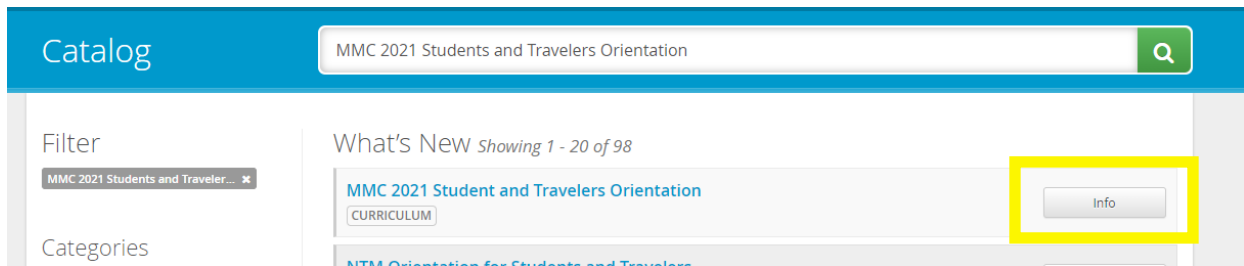


11. Using your mouse, browse to “Catalog” and search for the following course:

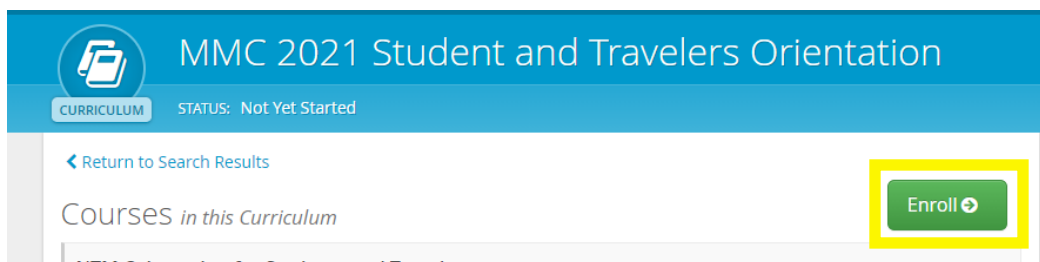
a. “**MMC 2021 Students and Travelers Orientation**”

b. click “Search”

c. Select “**MMC 2021 Students and Travelers Orientation**” by clicking on the curriculum link. It is very important that this exact curriculum is selected and completed; no other courses can be substituted.



12. You will be able to view an overview of the courses contained within the curriculum. Click on “**Enroll**”



13. Each course within the curriculum will be separated and the next course available to you in the series will be highlighted.

a. Begin by clicking on the “Start” Button for the first course listed.

14. Follow the instructions and click on the blue links displayed to initiate the course. If the course contains an external test after the course, follow the instructions to take that Test, Acknowledgement, or Additional Details.

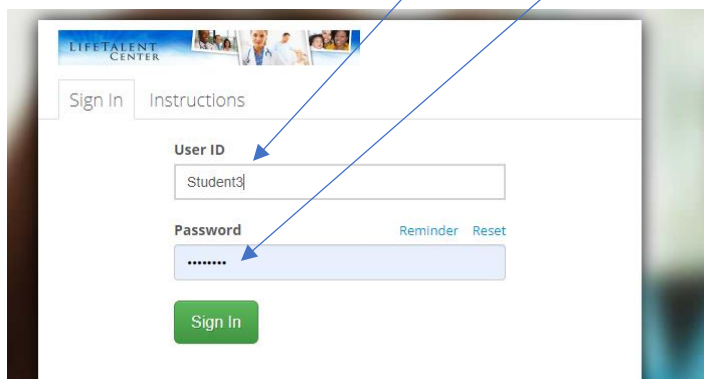
15. Once you have completed all requirements for that course, you will see a notification showing you this information, as displayed below.
 - a. To return to the list of remaining coursework within the curriculum, Click on **“MMC 2020 Students and Travelers Orientation”**
 - b. You may also see a pop-up screen indicating that you have finished a specific course.
 1. Click on **“Return to Curriculum”**. After completing each course, you will be able to view your overall progress.
 2. Continue to **“Start”** each subsequent course, and follow the specific instructions for completion.



16. You will then return to the curriculum and choose the next course.



17. You can print certificates of completion by using the printer functionality in your web browser.
18. If you have previously completed this curriculum and need to view/print your progress, begin by logging into LifeTalent Center portal and using the **User ID** and **Password** you previously created.



19. Navigate to “Completed”. Find the appropriate curriculum, and click on “Certificate” to view/print.

MMC 2020 Infection Prevention & PPE COURSE EST. TIME: 1h 30m	Jul 21, 2020	Certificate
Rapid Regulatory Bundle COURSE EST. TIME: 15m	Jul 15, 2020	Certificate

19. Forgot your password? Use the “Password Reminder” feature at the Login Screen or reset it by clicking “Reset” to have a link sent to the registered email.

Copyright © 2020 All Rights Reserved.
Build 13.01.28.895.77

If you have questions, please reach out to your Education at 521-2233 or Human Resources at 521-2230.

Welcome to Memorial!

