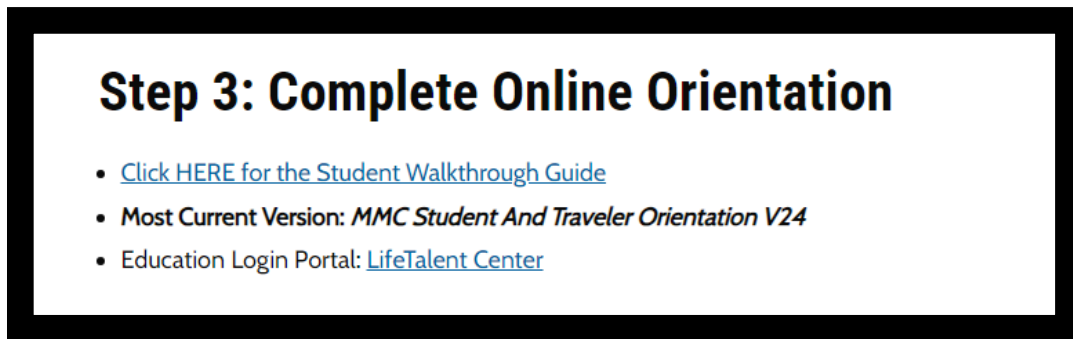


## LifeTalent/HealthStream Educational Website: Login Walkthrough

### MMC 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 our LifeTalent learning center.
3. If you are outside of the MMC network you must access this 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.



5. You will be transferred to our LifeTalent portal, and will need to:
  - a. Click on “Create Account”

The image shows a screenshot of the LifeTalent Center login form. The form has two tabs: "Sign In" and "Instructions". Below the tabs are two input fields: "User ID" and "Password". To the right of the "Password" field are links for "Reminder" and "Reset". Below the input fields are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a yellow box. At the bottom of the form, there is a footer with the text: "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:

**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 an ID and password you will remember.

Institution:

**General Information** Required Fields are marked with a \*.

Last Name: \*

First Name: \*

Middle Name:

User ID: \*

Password: \*

Confirm Password: \*

Password Reminder:

Email: \*

Time Zone: \*

Preferred Language: \*

**Institution Information**

Location: \*

Pay Grade: \*

Hire/Re-hire Date: \*



Note: these selections (unknown) are the only entries allowed

8. Follow prompts for second half of form:

HealthStream Learning Cen... x

Email:\*

Time Zone:\*

Preferred Language:\*

### Institution Information

Location:\*

Pay Grade:\*

Hire/Re-hire Date: \*

Review Month/Day:

Select a job title

- Contractor
- Independent Physician
- Physician Practice Staff
- Student**
- Volunteer

Select a department

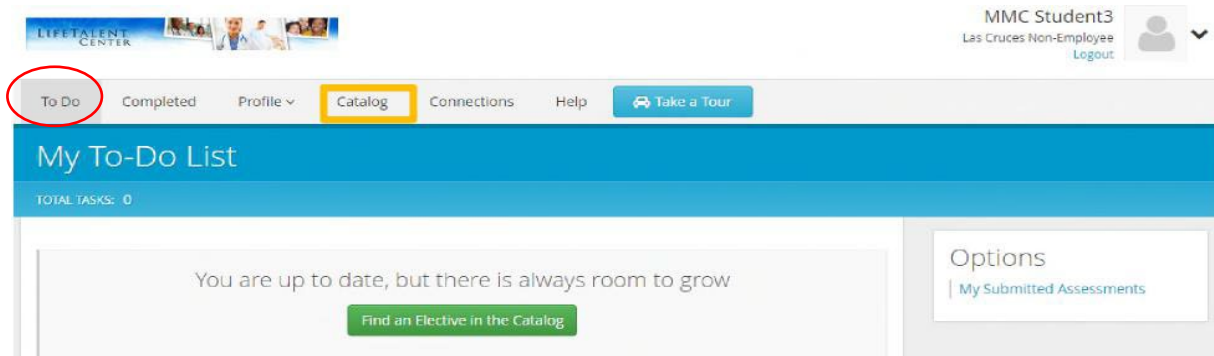
- Billers (Rev Cycle)
- Coder Cardiovascular
- Coder GI
- Coder GU Renal
- Coder Infectious Disease
- Coder Mental Health
- Coder Neuro
- Coder OB
- Coder Ortho
- Coder Physician
- Coder Respiratory
- IT Non Management Manager
- Non Physician Pract (NPP)
- Non-Employee - Department**
- Nursing (CMA,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

**Note:** If you have entered a valid email address, your user ID, password and login URL will be emailed to you shortly. Otherwise, you will need to remember your user ID and password. If you forget this information, please contact your administrator.

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

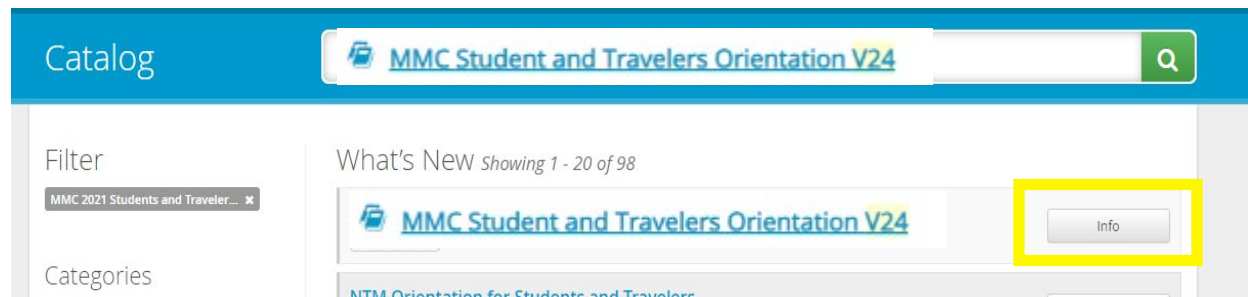
9. Note: LifeTalent accounts created within the non-employee portal may be inactivated one (1) year from the date the account was created.

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

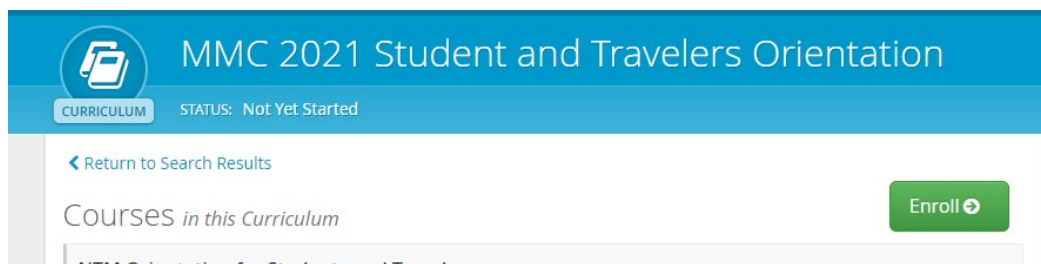


11. Using your mouse, browse to “Catalog” and search for the following course:

- a. “MMC Students and Travelers Orientation V24”
- b. click “Search”
- c. Select “MMC Students and Travelers Orientation V24” 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 Students and Travelers Orientation V24”**
- b. You may also see a pop-up screen indicating that you have finished a specific course.



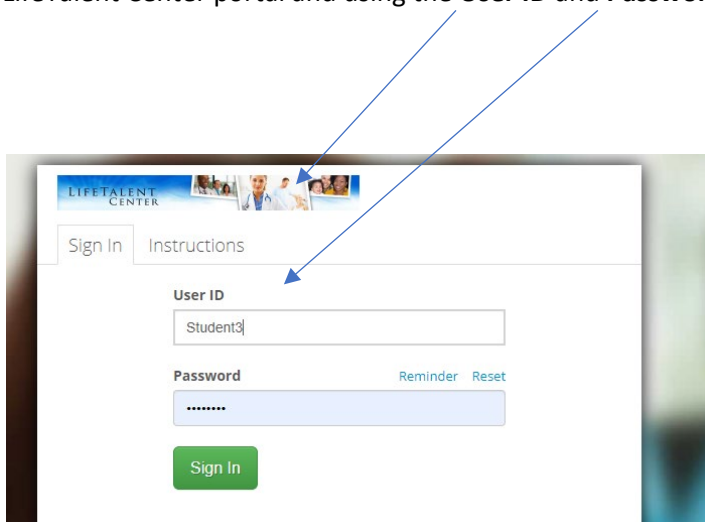
- 1. Click on **“Return to Curriculum”**. After completing each course, you will be able to view your overall progress.
- 2. Continue to **“Start”** each subsequent course and follow the specific instructions for completion.

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.

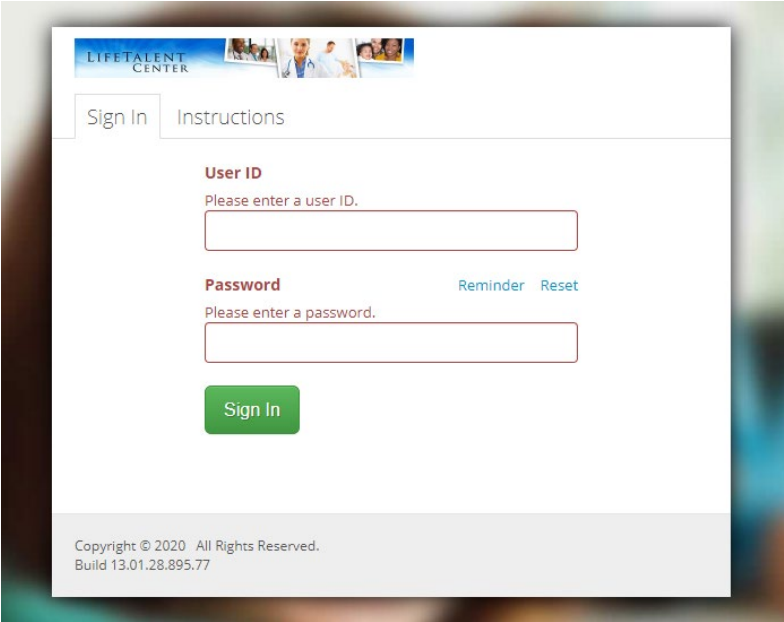
18. If you have previously completed this curriculum and need to view/print your progress, begin by logging into LifeTalent Center portal and using the **User ID** and **Password** you previously created.



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

<b>MMC 2020 Infection Prevention &amp; PPE</b> COURSE EST. TIME: 1h 30m	Jul 21, 2020	<a href="#">Certificate</a>
<b>Rapid Regulatory Bundle</b> COURSE EST. TIME: 15m	Jul 15, 2020	<a href="#">Certificate</a>

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.



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

**Welcome to Memorial!**

