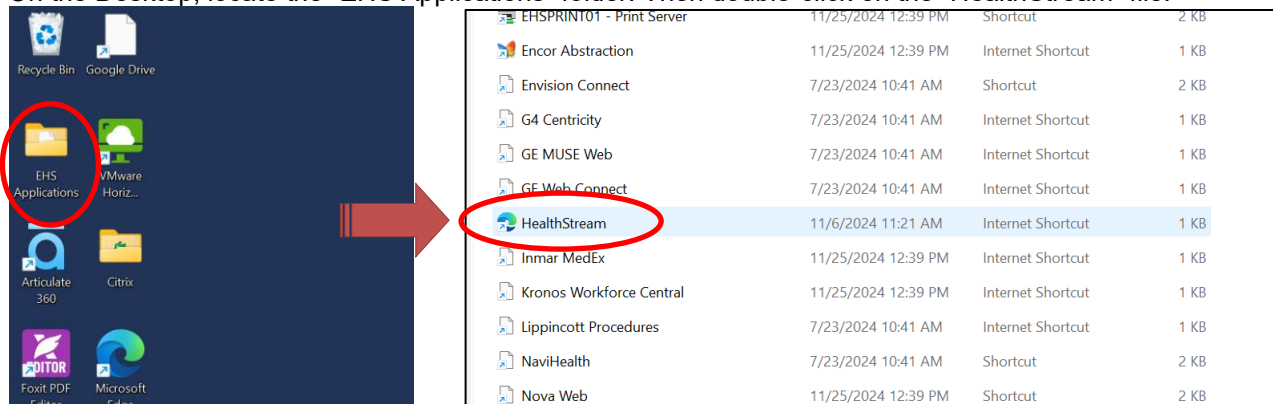


Accessing Your Account

Log into an EHS computer using your usual credentials.

On the Desktop, locate the “EHS Applications” folder. Then double-click on the “HealthStream” file.



EHS has implemented a Federated Single Sign-On. If asked, use the EHS email provided and the same password used to log into the computer. Please consult with IT and/or EHS Learning should you run into any issues.

Alternatively, you can access the platform through the following link:

<https://www.healthstream.com/hlc/episcopalhealthservices>

Navigating Your Account



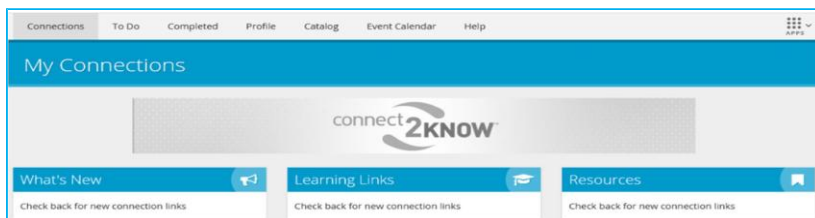
The **Take a Tour** link is intended to familiarize you with the layout of your new HealthStream account. Once you click the icon, it will give you a high-level summary and overview of the page you are on.

Note: The information covered in the rest of this section will be covered in the ‘Take a Tour’ view and in the ‘Introduction to HealthStream (25 min)’ course

A breakdown of tabs that you will see when navigating through HealthStream are described below: *(Managers/Supervisors will have additional tabs depending on their function)*

Connections

EHS may use the Connections tab to display announcements specific to educational initiatives. Pay attention to updates that may appear on this page.



To Do

The **To Do** tab will allow you to see a list of your assigned and elective learning. Assigned learning will appear first in order of earliest due date, with elective learning displaying underneath. Self-Evaluations would also appear in this tab.

The screenshot shows the EHS (Episcopal Health Services) interface. At the top is the EHS logo. Below it is a navigation bar with tabs: Connections, To Do (selected), Completed, Profile, Catalog, Event Calendar, Help, and a 'Take a Tour' button. The main heading is 'My To-Do List'. Below this, it says 'TOTAL TASKS: 3'. There are two filters: 'Show: All Tasks 3' and 'Assigned Learning 3'. The list of tasks is as follows:

Task Name	Status	Due Date	Action
HPC: Completing a Peer Assessment (Performance)	Assigned	Jun 1, 2025	Start
HPC: Completing a Self-Assessment (Performance)	Assigned	Jun 1, 2025	Start
Introduction to HealthStream (25 min)	Assigned	Jun 1, 2025	Start

All team members have been enrolled into an “**Introduction to HealthStream**” course as part of the launch. This self-paced module will provide you with the basics on how to use the system.

It is important that you follow all instructions in the course after you click “Start” from your **To Do** page to see the course through to completion.

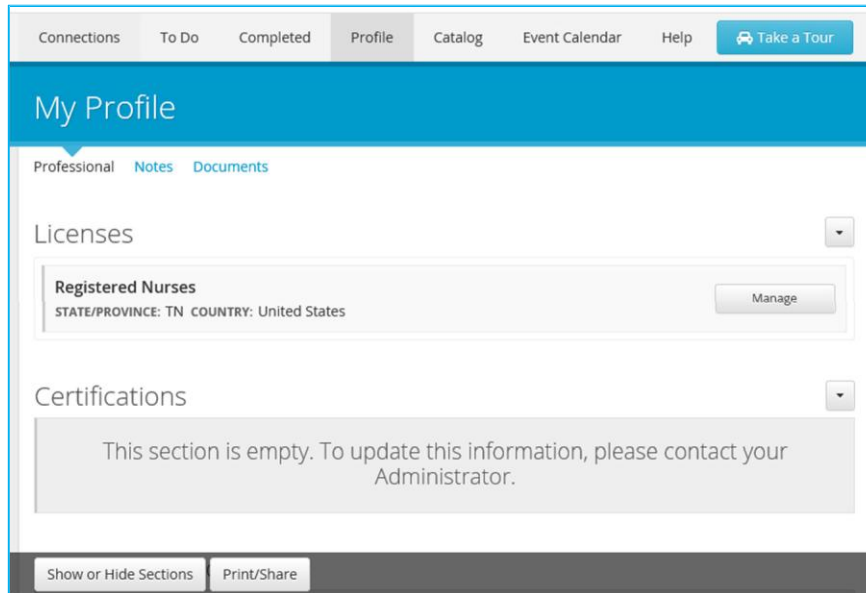
If you run into any issues while taking a course in your HealthStream account, please contact EHSLearning@ehs.org

Completed

Your **Completed** tab will house your transcript information for all courses and related items you have completed in your account. Your certificates of completion and CE certificates will be in this page for future access.

Profile

Your **Profile** tab will allow you to add and update important professional credentials, including your licensure and certifications.



Catalog

The **Catalog** tab will provide access to hundreds of free courses available for self-registration.

Video Demonstration

You can watch a video demonstration on how to log in and start a training by clicking on this link below:

<https://photos.app.goo.gl/6vvHeeA61CsGAuZE6>

Need Support?

The **Help** menu will give you detailed information on specific items within HealthStream, and in some cases will provide step-by-step directions on tasks you are intended to complete. The Help menu will always be accessible in your account. To access the Help menu, please access [this hyperlink](#).

Support

Reach out to your local HealthStream administrator for any questions.

The **Student Support Statement** will detail your local HealthStream administrator contact, who you may reach out to with questions or problems with your account. This statement is located on the far-right hand side of your page, and in the lower right-hand corner of the screen.

If you have questions or need assistance with the HealthStream system, please contact:

EHS Learning
Email: EHSLearning@ehs.org
Extension: x5140