

## HIPAA Privacy and Security Training for persons outside of the Wyoming Department of Health

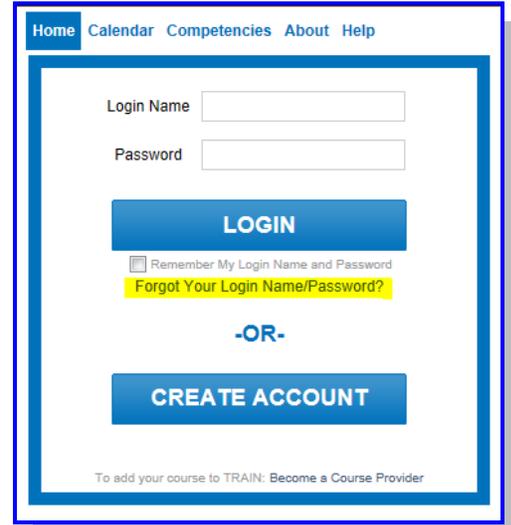
**Please READ and FOLLOW the instructions, step-by-step, below.**

**If you already have an account** in WYTRAIN, please use the *Chrome* browser to log in to WYTRAIN, <https://wy.train.org/>, then go to **Step 2** below. If you don't have Chrome, you can download it here: <https://www.google.com/intl/en/chrome/browser/>.

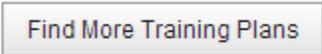
If you have an account but can't remember your password, please use the "Forgot Your Login Name/Password" link under the Login button:

**If you do have an account, but don't have a training plan assigned,** begin at Step 1 below.

**If you don't have a WYTRAIN account,** Create an account by clicking the "Create Account" button, then answer the questions presented to you. For "Organization", please use your company, organization or agency's title. In the "Groups" tab, please open the "+" signs for the region, county, city and so forth. You are encouraged to select a discipline that most closely matches your organization's purpose.



### 1. Assign your Training Plan under "My Training Plans"

- a. Click the "My Training Plans" link (highlighted) to open it.
- b. Click the  button
- c. Scroll down to search for the *WDH HIPAA Training, Public Version*.
- d. Click on the title of that training plan to make it yours. You will now see it under "My Training Plans."

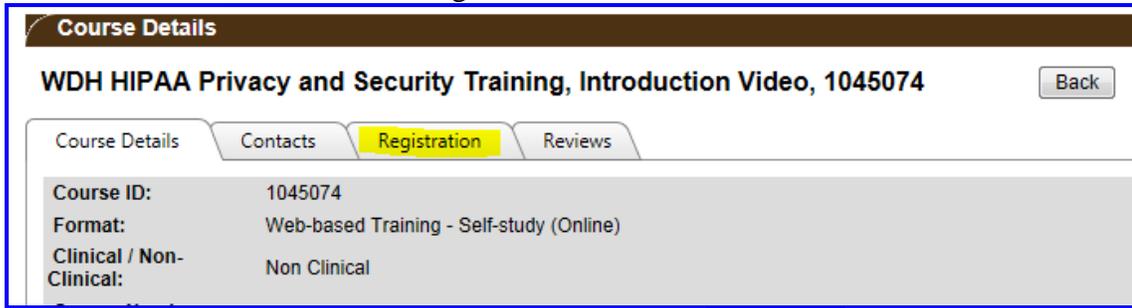


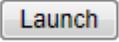
### 2. Take a Course

- a. With your Training Plan open, click on the title of any course that interests you.

20 rows per page		Filter	* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]																									
\$	Title	Type	Sponsor/Offerer	Format																								
	<b>User Responsibilities (Section Required)</b>																											
	<b>WDH HIPAA Privacy and Security Training, Introduction Video, 1045074</b>		WDH HIPAA Compliance Office	Web-based Training - Self-study																								
	WDH HIPAA Privacy and Security Training, A-1, Social Media, 1045030		WDH HIPAA Compliance Office	Web-based Training - Self-study																								

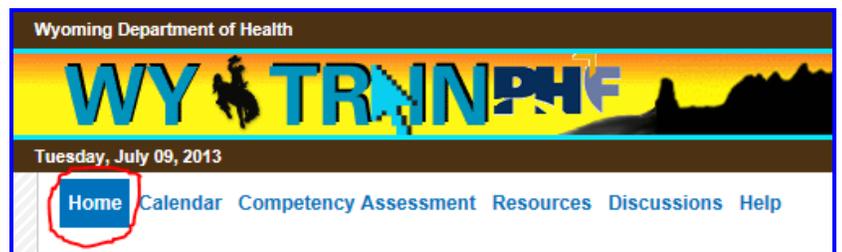
- b. In the next screen, click on the “Registration” tab



- c. In the screen that opens, click on the “Launch” button,  and then receive the training.

**Please note:** The first course in the series is a video. There is no assessment and no certificate associated with the introduction video, but each course in the series thereafter will have an assessment. **If you wish to receive a certificate, you must first take the assessment. (Step 3 below.)**

- d. When you finish the course, close that tab on your browser, then go back to WYTRAIN and click on the “Home” button in the top menu bar.



- e. Below your Dashboard, you will find a section titled, “My Learning”. The course you just completed will be listed there. Click on the “M” at the right of the course name to manage the completion of your course.

Type	Title	Status	Manage
Online	WDH HIPAA Privacy and Security Training, Introduction Video, 1045074	In Progress	

- f. Click on the “Complete” button. A pop-up window will give you the opportunity to rate the course. Click “Close” after you have rated the course, or you can skip the rating. (continues on next page)

### 3. Take the Assessment for that Course (only if you want to receive a certificate)

- a. After you indicate your completion for the course, you may take an assessment for all courses except the introductory video. When you click “Complete,” the screen below will appear. Click the “Assessment” button to take the assessment for that course. Each assessment consists of 3 to 10 Multiple Choice or True and False questions.

**Please note:** many of the HIPAA courses have **attachments** of the policies or forms discussed in the training (highlighted in the image). You are welcome to open and view, save, or print the form or policy for your reference.

**Attachment:**

S021PersonalUseofSocialMedia.pdf

**Before completing the course you must complete the assessment.**

To start the assessment immediately click

- b. Once you have completed the course, it will no longer appear in the “Current Courses” section of “My Learning.” You will find it in the “TRAIN Transcript” section instead.

### 4. Print your certificate of completion

To print your certificate, open the “My Certificates” section of your dashboard, and click on the printer icon, circled below. Your browser will ask you if you wish to open or save the PDF of your certificate. Open the document and print your certificate.

### 5. Repeat steps 4 through 6 for the remaining courses in your training plan.

The screenshot shows a dashboard with a red header 'My Action Items'. Below it are sections for 'My Learning', 'My Certificates', and 'My Training Plans'. The 'My Certificates' section contains a table with the following data:

Course Name	Date Completed	
WDH HIPAA Privacy and Security Training, A-1, Social Media, 1045030	09.07.2013	

Below the table is a button labeled 'View All Certificates'.

**Questions or difficulty?**

**Contact Chris Bosselman, Training Coordinator**

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