

## HLC Express Site Login Instructions

### Access the HLC Express Site

1. Open your internet browser. (HealthStream supports Internet Explorer.)
2. Enter this web address: [www.healthstream.com/hlc/emoryhc](http://www.healthstream.com/hlc/emoryhc)
3. The system will do a browser check to let you know if your computer meets the minimum requirements to successfully launch a course in HealthStream.

### Create or Access an Account

#### 1. First Time Users

- a. You will need to create an account.
- b. If you have access to the EHC network, use your EHC network login ID as your user ID and password.
- c. If you do not have access to the EHC network, create your own unique ID and use **express** as your user password.
- d. Under "Institution Information" enter Today's Date (00/00/0000) for **Hire Date & Active Date**

#### 2. Returning Users

- a. If you have not accessed the site in the past calendar year, your account will have been deactivated.
- b. Please do not create another account. You will want all your course completions in one account.
- c. Send a request to reactivate your account to [odls@emoryhealthcare.org](mailto:odls@emoryhealthcare.org) or call Organizational Development during business hours, M-F, 7:30a-4:00p, at 404-712-7167.

3. Enter your User ID and Password to log in. After a successful log in, you may be prompted to change your password. If prompted, use the word **express** as your new password.



#### Sign In

User ID

Password

Login

[Password reminder](#) [Forgot your password?](#)

[First time students click here to register.](#)

**Questions:** For clarification as to which site to use, account reactivation, password assistance, etc., contact Organizational Development via email at: [odls@emoryhealthcare.org](mailto:odls@emoryhealthcare.org) or call us at 404.712.7167 (M-F, 7:30am-4pm)

#### Login Instructions

This **HLC Express Site** is for non-EHC staff (e.g., community physicians, agency/contractors, Emory University staff, residents & fellows.) EHC employees & providers must log into the **EHC HLC**.

#### Returning Users:

If you have previously created an HLC Express account, log in with your User ID and password. After logging in, you **may be** prompted to change your password. When prompted, use **express** as your new password.

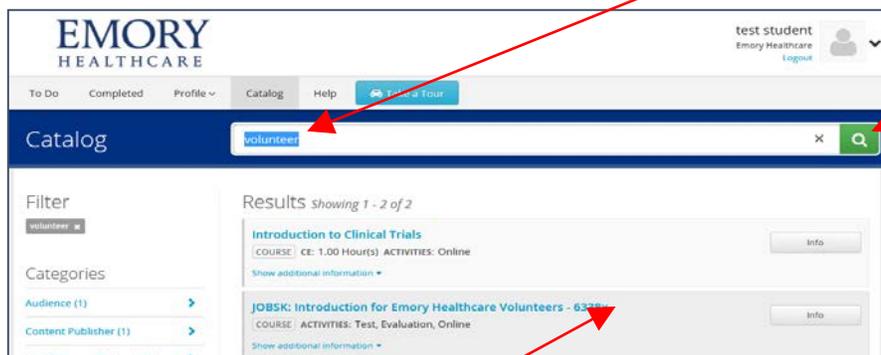
**First Time Users:** Click the [First time students](#) link. If you have access to the EHC network, use your EHC network ID as your User ID and use **express** as your password. If you do not have access to the EHC network, create your own User ID and use **express** as your password.

## Find a Course

1. After you login to the HLC, the default view is the To Do page



2. To self-enroll in a course, click the Catalog tab.
3. Type part of the course number # (6338x) or keyword (volunteer) in the search field and click Search.



4. Click on the blue course title/name: [JOBSK: Introduction for Emory Healthcare Volunteers](#)



5. To begin, click on the green Enroll button and click start on the learning activity link in the course.

Once you have completed your online orientation, you will be attending the in-person portion of your orientation.

**You must bring your completion certification with you to class.**

To print your certificate Log into the HLC Express site, Click on your Completed tab, Click on the Course Title, Click on Certificate, Click on Print (or hit Control-P on your keyboard to print)

-----  
**Where is my “In-Progress” Course...? (I was interrupted and unable to finish)**

- After you log into the HLC, the default view/tab is now called the To Do page – My To-Do List. To view a Course still “In Progress”, **Click** on the Course Title and click on Resume  .

**What happens to my Course...? (Completed)**

- After you log into the HLC, the default view is now called the To Do page – My To-Do List, this is where your “InProgress” Courses will remain, until they are COMPLETE.
- To view a Course after completion, **Click** on your **Completed** tab to find and open the completed Course.

For questions please contact Organizational Development during business hours (M-F, 7:30 am-4:00 pm) via email at [odls@emoryhealthcare.org](mailto:odls@emoryhealthcare.org) or call 404.712.7167