DIRECTIONS FOR ON-LINE HITECH AND IT SECURITY TRAINING

MAKE SURE THAT YOUR POP-UP BLOCKER IS OFF

Go to website: <http://utoledo.simpllms.com/login/index.php>

USERNAME = r00000000 (small “r” and 8 digits)

Password = utoledo (you will be prompted to change to unique password)

After changing password go to **MY ASSIGNMENTS**

You are assigned **HITECH** (20 minutes + test) and the **IT Security training** (25 minutes)

**HITECH – 20 minutes**

* CLICK ON HITECH AND THE PRESENTATION WILL OPEN
* CLOSE THE PRESENTATION
* CLICK ON TEST

**IT SECURITY TRAINING**

* Click on HIPAA Compliance 2013-2014
* Click on HIPAA Compliance – press ENTER
* CLICK here to launch activity
* CLICK ON “**LAUNCH COURSE**”
* “**CLICK HERE**” to continue
* Select**: Video with Audio and Text**
* Select: Continue
* IT Security – Click Continue
* **Only take the Electronic Security training**
	+ **Part 1 Electronic Security Introduction - 10 minutes**
	+ **Part 2 Administrative Safeguards – 5 minutes**
	+ **Part 3 Physical Safeguards – 10 minutes**