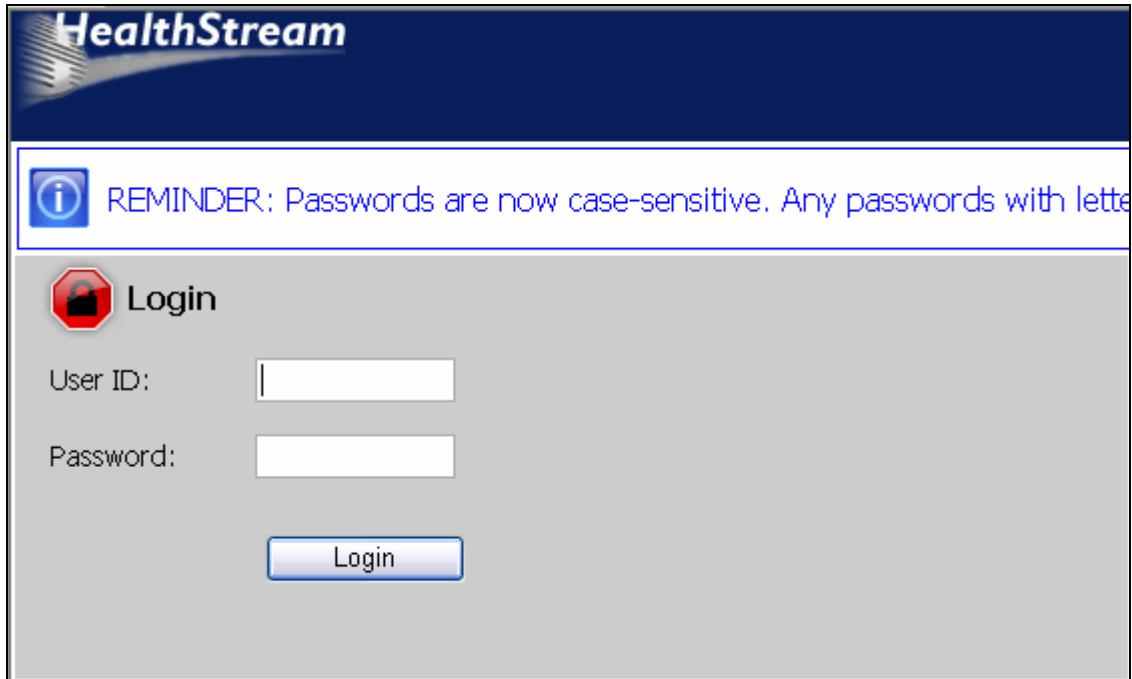


## Instructions for Self-Enrollment in HLC

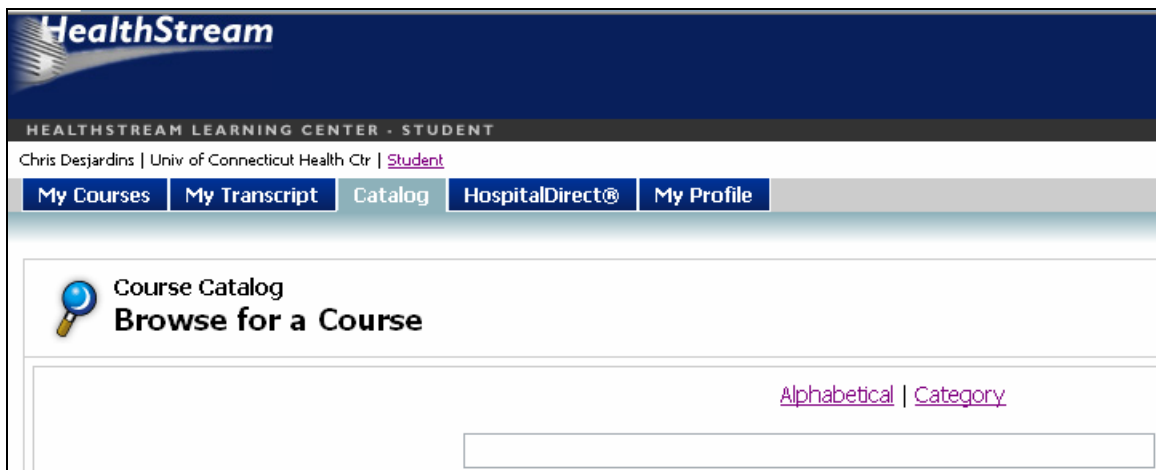
To begin, go to [www.healthstream.com/hlc/uchc](http://www.healthstream.com/hlc/uchc)

1. Log onto the HLC using your State Employee number as the Username and Password.



The screenshot shows the HealthStream login interface. At the top is the HealthStream logo. Below it is a blue banner with an information icon and the text: "REMINDER: Passwords are now case-sensitive. Any passwords with letters". The main login area has a red padlock icon and the word "Login". There are two input fields: "User ID:" and "Password:". Below the fields is a blue "Login" button.

2. Click on 'Catalog'



The screenshot shows the HealthStream Course Catalog page. At the top is the HealthStream logo. Below it is a dark blue banner with the text "HEALTHSTREAM LEARNING CENTER - STUDENT". Underneath is the user name "Chris Desjardins | Univ of Connecticut Health Ctr | [Student](#)". There is a navigation bar with buttons for "My Courses", "My Transcript", "Catalog", "HospitalDirect@", and "My Profile". The "Catalog" button is highlighted. Below the navigation bar is a section titled "Course Catalog" with a magnifying glass icon and the text "Browse for a Course". At the bottom right of this section are the links "Alphabetical" and "Category". There is a search input field at the bottom of the page.

- Click on the Category you wish to see. Once you click on it the courses will show.

My Courses | My Transcript | Catalog | HospitalDirect@ | My Profile

**Course Catalog**  
Browse for a Course

Alphabetical | Category

Search

Search In Browse Category

**Search by Category**

- Course Categories
  - Business Writing Courses
  - Career Development
  - Clinical
  - Compliance Training
  - Distance Learning
  - Leadership Training
  - Non-Clinical
  - Other
  - Performance Improvement
  - Personal and Professional Development
  - Subject

**Search Results**

**Course Name**

[Managing a Harassment Free and Respectful Workplace - MT103](#)

See Class Details for Class Registration Fee. See Class Details for Class Registration Fee. The information also help you maintain and manage an inclusive and respectful workplace/learning environment consistently ...

**Legend:**

Test Evaluation Classroom

- Once you find the course you wish to sign up for, click on the name of the course.
- Click on the “Start Now” button to see the details of the course

**Course Overview**

**Managing a Harassment Free and Respectful Workplace - MT103**

**Description**

See Class Details for Class Registration Fee. See Class Details for Class Registration Fee. The information in this training will also help you maintain and manage an inclusive and respectful workplace/learning environment and effectively and consistently resolve tough problems that can arise when you're applying UCHC's policies.

Start Now

**Course Fee:** \$0.00  
**No-Show Fee:** \$0.00  
**Cancellation Fee:** \$0.00

6. You will see the course details information.
7. Click on the name of the course to see all the available course times.



 **Course Details**  
**Managing a Harassment Free and Respectful Workplace-MT103**

 There is a class in this course. Register for the class by clicking on the class name once it events in this course before doing so).


Course Activities	CE Credit Informa								
Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below.	The list below shows professional license in Course Overview scr information by clickin or by contacting you								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Activity</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Score</th> <th style="text-align: left;">Last Accessed*</th> </tr> </thead> <tbody> <tr> <td> <a href="#">Managing a Harassment Free and Respectful Workplace**</a></td> <td>Not Yet Viewed</td> <td></td> <td></td> </tr> </tbody> </table>	Activity	Status	Score	Last Accessed*	 <a href="#">Managing a Harassment Free and Respectful Workplace**</a>	Not Yet Viewed			<p><b>Credit Name</b></p> <p>Not For Credit</p>
Activity	Status	Score	Last Accessed*						
 <a href="#">Managing a Harassment Free and Respectful Workplace**</a>	Not Yet Viewed								

 [Maintain Discipline](#)

8. Select the time that you would like and click “Register”


 **Class Schedule**  
**Attend or Register for a Class**  [Return](#)


For classes with multiple sessions, click Class Details to view individual session times and locations.

 **Classes for: Managing a Harassment Free and Respectful Workplace**


Class Name	Session Date Range	Status	Options
<a href="#">Managing a Harassment Free and Respectful Workplace</a>	3/28/2007 1:00 PM - 3/28/2007 4:00 PM 1 session	Not Registered	<a href="#">Class Details</a> <a href="#">Register</a>
<a href="#">Managing a Harassment Free and Respectful Workplace</a>	4/10/2007 1:00 PM - 4/10/2007 4:00 PM 1 session	Not Registered	<a href="#">Class Details</a> <a href="#">Register</a>
<a href="#">Managing a Harassment Free and Respectful Workplace</a>	4/23/2007 1:00 PM - 4/23/2007 4:00 PM 1 session	Not Registered	<a href="#">Class Details</a> <a href="#">Register</a>

9. You will see a Green bar when you Register successfully

 **Class Schedule**  
**Attend or Register for a Class**

 Registration Successful.

For classes with multiple sessions, click Class Details to view individual session times and locations.

 **Classes for: Managing a Harassment Free and Respectful Workplace**