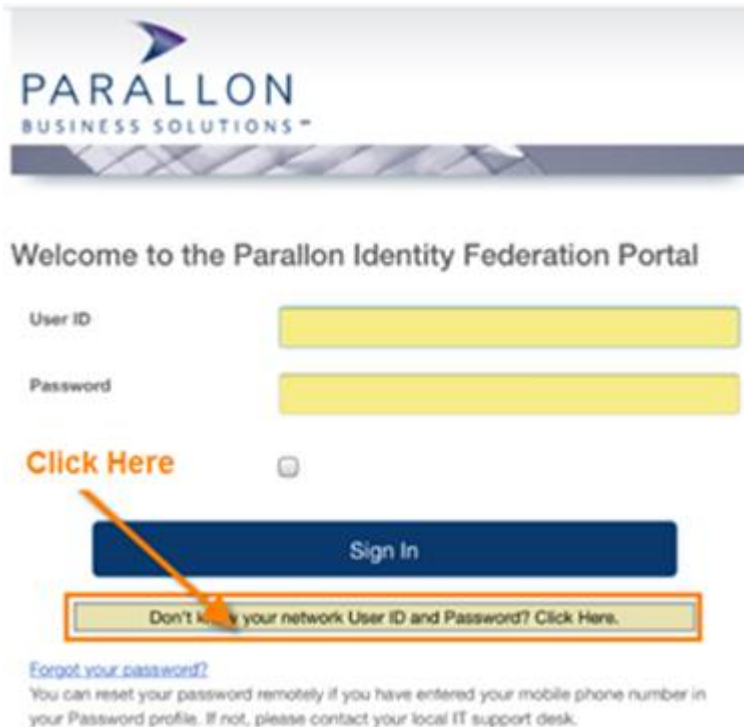




## How to Access your HealthStream Courses

- HealthStream Link: [healthstream.com/parallon](https://healthstream.com/parallon)
- Click on the “Don’t know your network User ID and Password?” button



- You will be redirected to the Healthtrust Login Screen. Log on with your 3-4 ID. If you cannot log-in using uppercase letters for both your User ID/Password (ABC1234), then try using lowercase letters for both (abc1234)



### Sign In

User ID

Password

Login

→ Upon Initial Login you will be required to reset your password:

 Your password has expired. Please reset your password to log in.

### Reset Your Password

Old Password\*

New Password\*

Confirm Password\*


Submit

Enter the password you used to login with, this is your 3/4 ID.


Enter a new password, confirm, then Submit.

**Note: You will not be able to reset it to your current password.**

→ Select the PWS001 - StaRN Affiliation, then click Proceed with Login



### Select Affiliation


 **Student/Manager**


- 26110 - Mercy Hospital
- PWMS22 - Parallon Workforce East Florida
- PWS001 - StaRN**

Make this my default selection on this computer.

Always select the **PWS001 - StaRN** Affiliation

➔ On the **To Do** tab, complete the courses assigned to you



Nancy Nurse 

Parallon Workforce Solutions | Logout Click Manage Account

Connections
To Do
Completed
Profile ▾
Catalog
Help
Take a Tour

Click to Take a Tour to see how to use HealthStream

## My To-Do List

TOTAL TASKS: 3

Click on Assignments to view your required Courses (Note: Electives are not required)

Quick Start >

Jump to the next priority

Show: All Tasks 3 Assignments 2 Electives 1

<p><b>2016 Code of Conduct Orientation Equivalent</b></p> <p><small>COURSE STATUS: In Progress COMPLETED: 0 of 1</small></p>	<p>Due: Feb 29, 2016</p> <p><input type="button" value="Resume"/></p>
<p><b>2016 Code of Conduct Refresher Equivalent</b></p> <p><small>EQUIVALENT STATUS: Not Yet Started</small></p>	<p>Due: Oct 31, 2016</p> <p><input type="button" value="Choose"/></p>

Click the buttons to the right of the course to begin

It is suggested that you set up a password reminder and add your email address to your account to enable the Password Reminder feature.

1. Click Account Settings to add your email
2. Click Manage Password to add a Password Reminder

In the future, if you forget your password, you can click on the Password Reminder on the login screen for assistance.

- All assigned modules should be completed within 4 weeks of your orientation date
  - HWS General Orientation Bundle
- If you have completed any of the assigned modules through HCA you will not need to repeat the course
- Your HealthStream completion hours are automatically added to your payroll every Saturday.
- All HealthStream Education is paid at a rate of \$10/hr.
- **Do not** clock in when working on your HealthStream.
- If you fail to complete your HealthStream modules, you will be taken off of any scheduled shifts. You will not be eligible to work until all modules are completed