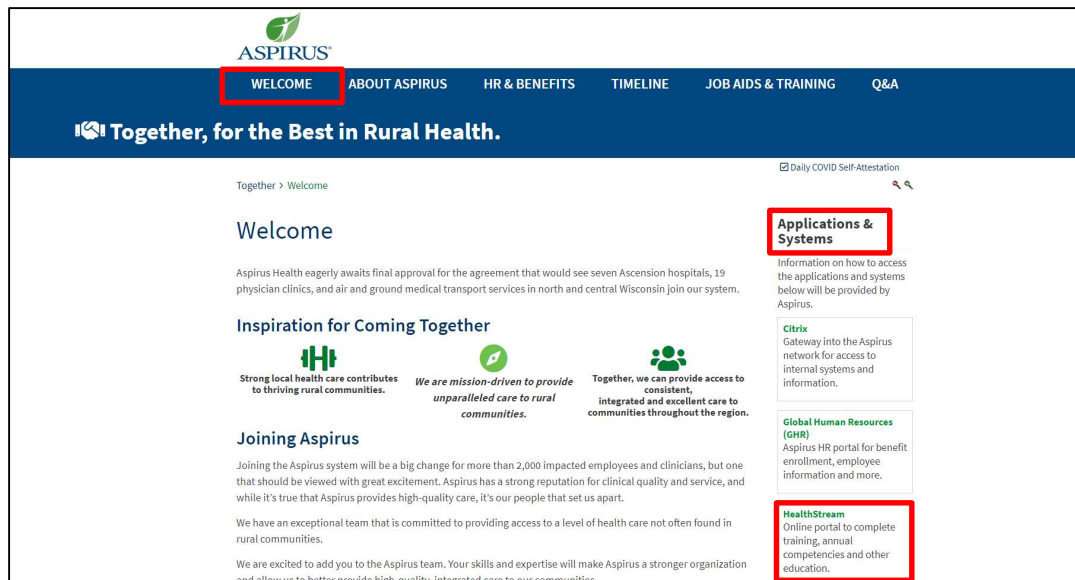


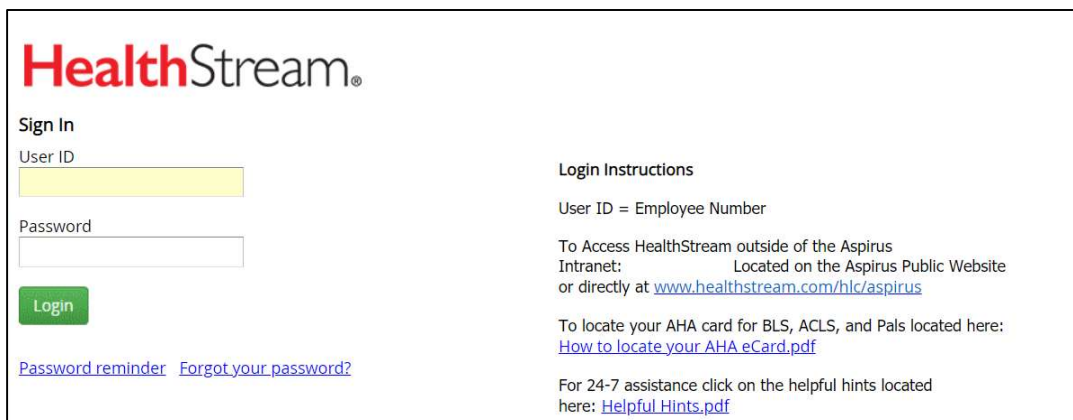
HealthStream is the software Aspirus uses to complete training assignments and register for classes. Additional details on HealthStream will be added to the microsite site later.

Access

1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “HealthStream”.
 - a. **Go directly through this link, do not go through Citrix to access HealthStream.**



2. Use the HealthStream Log In credentials that were sent to you in an Aspirus e-mail.
 - a. **User ID:** Employee number
 - b. **Password:** last four digits of your social security number



HealthStream

Sign In

User ID

Password

Login

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

Login Instructions

User ID = Employee Number

To Access HealthStream outside of the Aspirus Intranet: Located on the Aspirus Public Website or directly at www.healthstream.com/hlc/aspirus

To locate your AHA card for BLS, ACLS, and Pals located here: [How to locate your AHA eCard.pdf](#)

For 24-7 assistance click on the helpful hints located here: [Helpful Hints.pdf](#)

My To-Do List

The default screen for your HealthStream will be your “To-Do” tab.

Your To-Do List displays all of the items that you need to complete. They are arranged in chronological order (the closer an item is to being due, the closer it is to the top of the list).

To Complete Items on your To-Do Tab

1. Ensure you have the “To-Do” tab selected.
2. Click on the blue hyperlink or the “Start” button.
3. Follow additional prompts to complete the assignment.



My Completions

The “Completed” tab is like a transcript. A Transcript is a record of every course you have completed within HealthStream. This will provide a complete record of your professional education and training.

You can go back and reference any previous assignment you have completed by opening the content from your “Completed” tab.

Contact Information

For technical assistance contact the Ascension Help Desk at 877-640-1416.

If you have questions about this process or would like more information, please contact HealthStreamOrgLrnDev-AspirusInc@aspirus.org.