

HOW TO SELF REGISTER ON MHS LEARN

IMPORTANT NOTE: New learners to MHS Learn will need to Self Register to create an MHS Learn account. The MHS Learn Website can be accessed from a non-government computer. Performing a “Browser Check” on your computer is recommended before starting MHS Learn HIPAA training. MHS Learn will not run properly without all necessary applications.

HOW TO PERFORM A BROWSER CHECK

“Outcome” must have all “Check” marks. If you get a RED “X” by any of the Browser Properties, MHS Learn will not run properly. If you are using a Womack computer, please call the Enterprise Service Help Desk @ 1-800-872-6482 for assistance.

HOW TO SELF REGISTER

1. Open MHS Learning Portal at <https://mhslearn.csd.disa.mil>.
2. Select **MHS Staff Training** from the **Military Health System Learning Portal Home page**.
3. Click '**LOGIN**'.
4. Select '**Click here to register**' link.



Figure 17 – Self Register Window – Click here to register

MHS Learn requires the learner to enter their complete SSN. The SSN is used to verify and match the MHS Learn account with the Defense Medical Human Resource System – internet (DMHRSi) account. The SSN is encrypted during this process and will never be listed on any reports. All MHS Learn application data is secured behind the Defense Information Systems Agency (DISA) firewall.

5. Enter **SSN** in the **SSN** and **Confirm SSN** fields. Click '**Next**'.

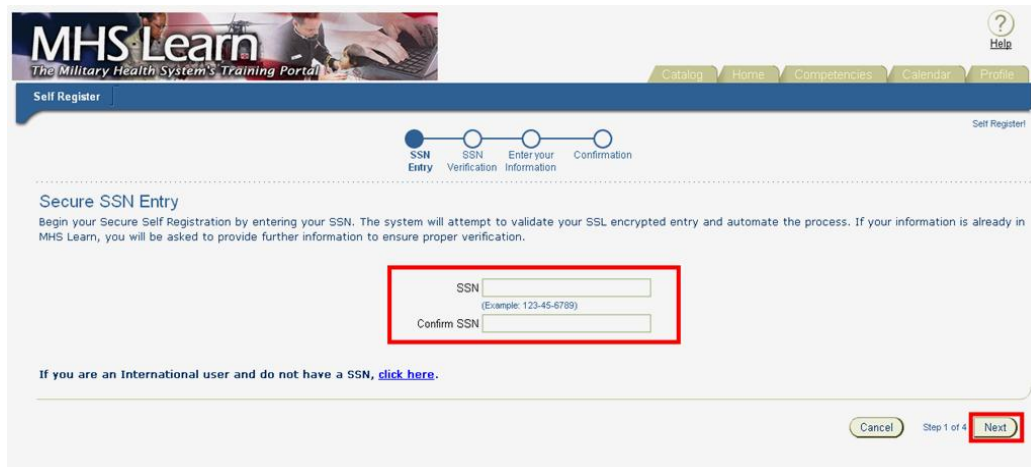


Figure 18 – Secure SSN Entry – SSN and Confirm SSN

*****If MHS Learn recognizes the SSN, the learner will receive the following message:**

“MHS Learn recognizes this entry as a registered user. Please go back to the main login page and login using your username and password. If you have forgotten your password, please select the Forgot Password link on the Login Page to reset your password.”

6. Click ‘Cancel’ to return to the MHS Learn Home page and login.

The screenshot shows the MHS Learn 'Self Register' page. At the top, there is a navigation bar with 'Catalog', 'Home', 'Competencies', 'Calendar', and 'Profile' links. Below this is a progress indicator with four steps: 'SSN Entry', 'SSN Verification' (the current step), 'Enter your Information', and 'Confirmation'. The main heading is 'SSN Verification'. Below the heading, a message states: 'MHS Learn recognizes this entry as a registered user. Please go back to the main login page and login using your username and password. If you have forgotten your password, please select the Forgot Password link on the Login Page to reset your password.' There are two input fields for 'SSN' and 'Confirm SSN', both containing masked characters. A 'Try Again' button is located below the fields. At the bottom right, there are 'Cancel' and 'Next' buttons, with 'Step 2 of 4' in between. The 'Cancel' button is highlighted with a red box.

Figure 19 – SSN Verification – Learner Recognized

*****If MHS Learn does not recognize the SSN, the learner will receive the following message (THIS PREVENTS MULTIPLE ACCOUNTS CREATED WITH THE SAME SSN):**

“We were unable to verify the SSN entered to DMHRSi information. If you have entered your SSN correctly, please click Next to continue with self registration. If you are not sure you entered correctly, please click “Try Again”.

7. To proceed with self registration, click ‘Next’.

The screenshot shows the MHS Learn 'Self Register' page. At the top, there is a navigation bar with 'Catalog', 'Home', 'Competencies', 'Calendar', and 'Profile' links. Below this is a progress indicator with four steps: 'SSN Entry', 'SSN Verification' (the current step), 'Enter your Information', and 'Confirmation'. The main heading is 'SSN Verification'. Below the heading, a message states: 'We were unable to verify the SSN entered to DMHRSi information. If you have entered your SSN correctly, please click Next to continue with self registration. If you are not sure you entered correctly, please click “Try Again”.' There are two input fields for 'SSN' and 'Confirm SSN', both containing masked characters. A 'Try Again' button is located below the fields. At the bottom right, there are 'Cancel' and 'Next' buttons, with 'Step 2 of 4' in between. The 'Next' button is highlighted with a red box.

Figure 20 – SSN Verification – Learner Not Recognized

8. Secure Self Registration window opens.

MHS Learn
The Military Health System's Training Portal

Self Register

SSN Entry SSN Verification **Enter your Information** Confirmation

Help

Catalog Home Competencies Calendar Profile

Self Register

If you have already Self Registered once, DO NOT attempt Self Registration again. Click Cancel and login with your user name and password. User name format is FirstName LastName.1234 (your last four SSN). If you forgot your password go back and click Forgot Password link. All fields below are either mandatory or necessary. Please fill all fields completely. False statements on this form will invalidate course certification and you will not get credit for completing your MHS training.

Secure Self Registration

Secure Self-Registration allows you to quickly create your own user account and get your MHS training. To self-register, please fully and accurately complete the form below. Click Next to receive your confirmation, and then click Submit to complete your registration. The next time you login, use the Username and your Password to login as a Registered User. You may be asked to change your password when you login the next time.

* Indicates Required Field

Please enter First Name. No numbers please.

Site **MHS-LEARN**

* First Name

Middle Name

* Last Name

* Email

Check here if you are an International User

* Telephone

DSN (123.4567)

* Birth Month

* SSN (xxx-xx-xxxx)

* Foreign National ID

* Service or Agency

* MTF\ Location\ Unit

* Duty Status

Rank

* HIPAA Job Position

* HIPAA Job Domain

* Job Role

* Username (System generated)

* Password

* Confirm Password

TIP The Password Challenge/Response: If you forget your password, the Password Challenge will be presented to you when you request to have your password reset. Password will be reset if the learner responds with the last 6 of SSN (or Foreign National Id) and birth month or the correct Password Challenge Response. The intent of the Password Challenge and Response is to prevent others from resetting your password.

Suggestions: Answer one of the given questions you will remember the answer to. Make the response a single word or phrase you would be familiar with but others would not necessarily know.

* Password Challenge

* Password Response

Cancel Back Step 3 of 4 Next

Figure 21 – Secure Self Registration Form

9. Enter **First Name** in the **First Name** field.

Note: An * (asterisk) indicates a required field.

10. Enter **Middle Name** in the **Middle Name** field.

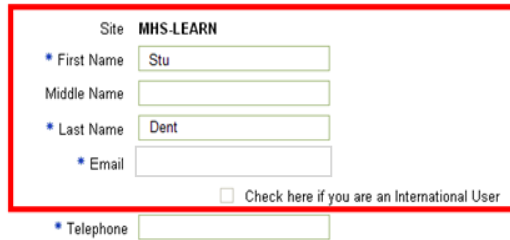
11. Enter **Last Name** in the **Last Name** field.

12. Enter your **Email** address in **Email** field. (**personal email is acceptable **if** you do not have a military email address*)

Secure Self Registration

Secure SelfRegistration allows you to quickly create your own user account and get your MHS training. To self-register, please fully and accurately complete the form below. Click Next to receive your confirmation, and then click Submit to complete your registration. The next time you login, use the Username and your Password to login as a Registered User. You may be asked to change your password when you login the next time.

* Indicates Required Field



Site MHS-LEARN

* First Name Stu

Middle Name

* Last Name Dent

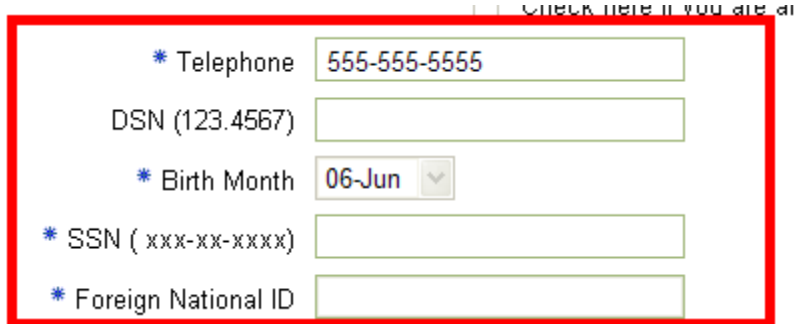
* Email

Check here if you are an International User

* Telephone

Figure 22 – Secure Self Registration – Name and Email

13. Enter a **Telephone** number in the **Telephone** field.
14. Enter a **DSN** number, if applicable, in **DSN** field. (optional)
15. Select **Birth Month** from the **Birth Month** drop down list.
16. Enter **SSN** in the **SSN** field.



* Telephone 555-555-5555

DSN (123.4567)

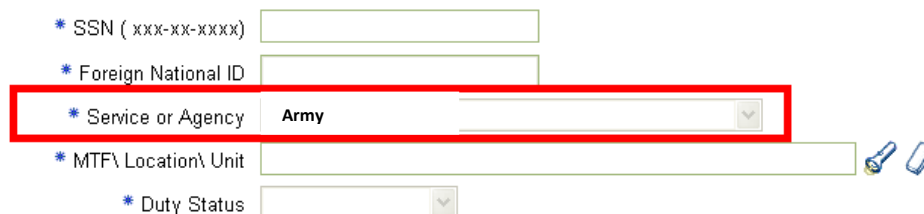
* Birth Month 06-Jun

* SSN (xxx-xx-xxxx)

* Foreign National ID

Figure 23 – Secure Self Registration – Telephone, Birth Month, and SSN

17. Select “**Army**” from the **Service or Agency** drop down list.



* SSN (xxx-xx-xxxx)


* Foreign National ID

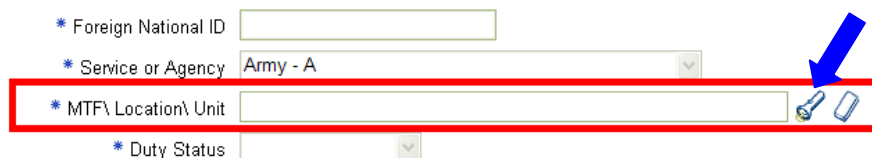
* Service or Agency Army

* MTF\ Location\ Unit

* Duty Status

Figure 24 – Secure Self Registration – Service or Agency

18. Click ‘’ (Search) icon to search for **MTF\Location\Unit**.



* Foreign National ID

* Service or Agency Army - A

* MTF\ Location\ Unit

* Duty Status

Figure 25 – Secure Self Registration – MTF\Location\Unit


19. Enter "0089", then click on  to search for "Womack", then click on "Select".



Figure 26

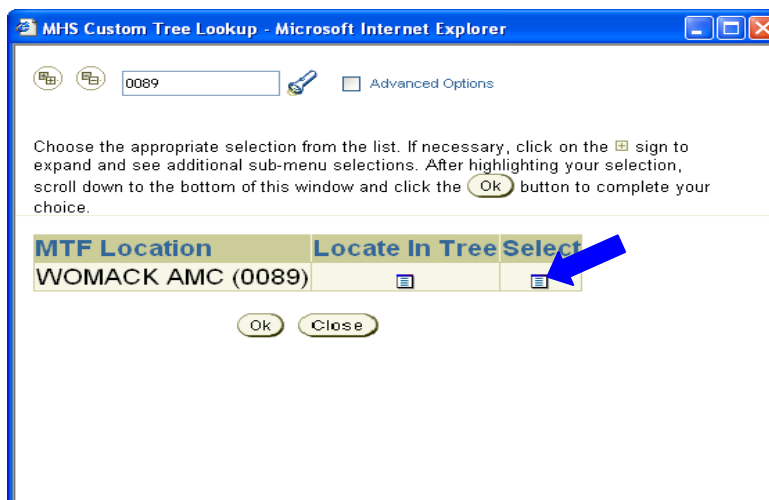


Figure 27

20. Select appropriate “**Duty Status**” from the drop down list.

Selections include:

- a. Civilian-Contractor
- b. Civilian-GS
- c. Civilian-LN
- d. Civilian-SES
- e. Civilian-Volunteer
- f. Military-Active
- g. Military-Guard
- h. Military-Reserve

A screenshot of a registration form. The 'Service or Agency' dropdown is set to 'Army'. The 'MTF\ Location\ Unit' dropdown is set to 'WOMACK (0089)'. The 'Duty Status' dropdown is highlighted with a red box and set to 'Civilian-Volunteer'. Below it, the 'Rank' dropdown is empty. There are icons for help and a mobile device on the right side of the form.

Figure 28 – Secure Self Registration – Duty Status

21. **Rank** is for military personnel only.

A screenshot of a registration form. The 'MTF\ Location\ Unit' dropdown is set to 'WOMACK (0089)'. The 'Duty Status' dropdown is set to 'Civilian-Volunteer'. The 'Rank' dropdown is highlighted with a red box and is currently empty. Below it, the 'HIPAA Job Position' dropdown is empty. The 'HIPAA Job Domain' dropdown is also empty. There are icons for help and a mobile device on the right side of the form.

Figure 29 – Secure Self Registration – Rank

22. Select appropriate **HIPAA Job Position** based on your job role from the **HIPAA Job Position** drop down list.

Selections include:

- a. 01. Ancillary Clinical
- b. 02. Patient Services
- c. 03. Operations and Finance
- d. 04. Support Services
- e. 05. Information Systems
- f. 06. Medical Records
- g. 07. Nursing
- h. 08. Provider
- i. 09. Senior Management
- j. 10. Not Applicable

*****Please refer to HIPAA Job Position Table (pg. 12-13). This will automatically enroll the learner in the appropriate HIPAA CORE Training.**

* MTF\ Location\ Unit **WOMACK (0089)**


* Duty Status **Civilian-Volunteer**

Rank

* **HIPAA Job Position** 07. Nursing

* HIPAA Job Domain

Figure 30 – Secure Self Registration – HIPAA Job Position

23. Click '  ' icon to search for appropriate **HIPAA Job Domain**.

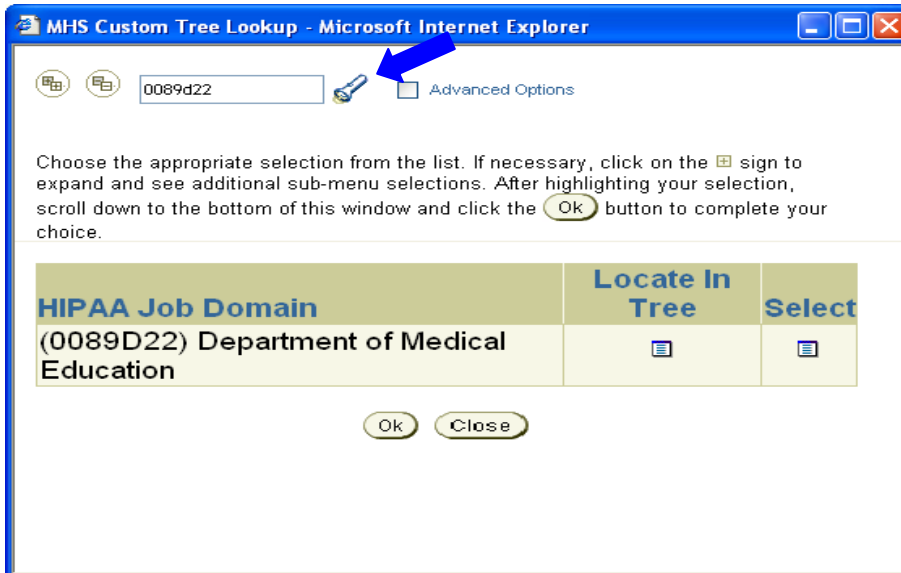
* HIPAA Job Domain 0089D22A Students

* Username (System generated)


Figure 31 – Secure Self Registration – HIPAA Job Domain


*****Please see WAMC Domain List for your department domain (pg. 12). Enter domain code and click on flashlight icon. Click "Select".**



24. Enter "0089D22" then click " " to search for "Department of Medical Education". Then click flashlight to search.



MHS Custom Tree Lookup - Microsoft Internet Explorer

0089d22  Advanced Options

Choose the appropriate selection from the list. If necessary, click on the  sign to expand and see additional sub-menu selections. After highlighting your selection, scroll down to the bottom of this window and click the **Ok** button to complete your choice.

HIPAA Job Domain	Locate In Tree	Select
(0089D22) Department of Medical Education		

Ok Close

Figure 32 – Secure Self Registration – HIPAA Job Domain

Old Window,
new window will show option for students as 0089D22A

Select "Students".





HIPAA Job Domain	Locate In Tree	Select
(0089D22) Department of Medical Education		
0089D22A Students		

Figure 33 – Secure Self Registration – HIPAA Job Domain

25. Click '🔑' icon to search for appropriate **Job Role** drop down list.

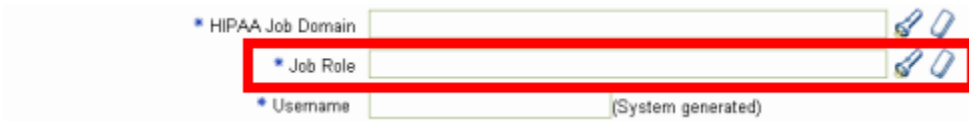


Figure 34 – Secure Self Registration – Job Role

26. Select most appropriate **Job Role** from the list, then click “OK”.

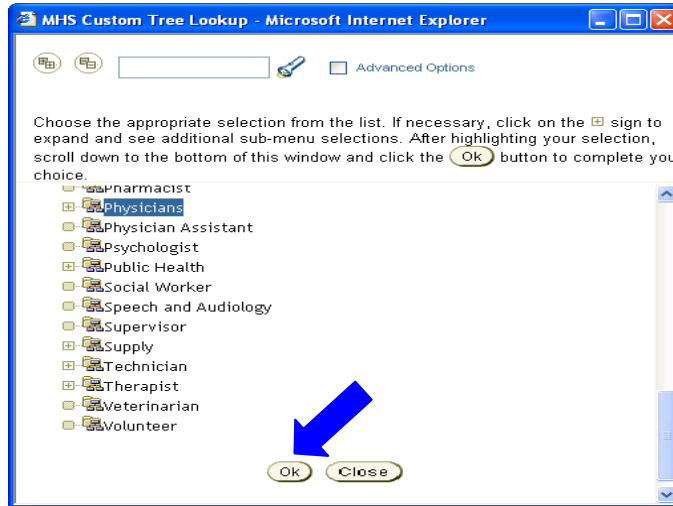


Figure 35 – Secure Self Registration – Job Role

Username field is self populated based on entries made by learner in the First and Last Name fields and SSN field.

1. Enter a **Password** in the **Password** field.
2. Re-enter the **Password** in the **Confirm Password** field.

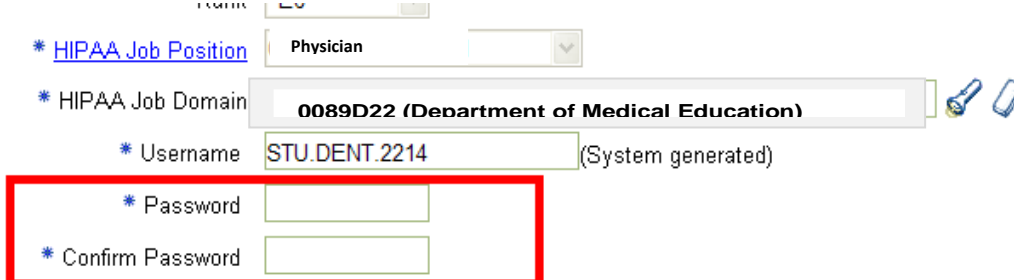


Figure 36 – Secure Self Registration – Password and Confirm Password

Note: Security policy requires password to be a minimum of 15 characters with at 2 letters, 2 digits and 2 special characters.

3. Select a **Password Challenge** question from the drop down list.
Selections include:
 - a. Your first grade Teacher's name?
 - b. Model of your first car?
 - c. Your pet's name?
 - d. Your Father's middle name?
 - e. Your favorite city

Figure 37 – Secure Self Registration – Password Challenge

TIP The Password Challenge/Response: If you forget your password, the Password Challenge will be presented to you when you request to have your password reset. Password will be reset if the learner responds with the last 6 of SSN (or Foreign National Id) and birth month or the correct Password Challenge Response. The intent of the Password Challenge and Response is to prevent others from resetting your password.

Suggestions: Answer one of the given questions you will remember the answer to. Make the response a single word or phrase you would be familiar with but others would not necessarily know.

* Password Challenge

* Password Response

Cancel Back Step 4 of 5 **Next**

4. Enter the correct response to the **Password Challenge** in the **Password Response** field.

TIP The Password Challenge/Response: If you forget your password, the Password will only be reset when you respond with the correct Password Challenge Response. The intent of the Password Challenge and Response is to prevent others from resetting your password.

Suggestions: Answer one of the given questions you will remember the answer to. Make the response a single word or phrase you would be familiar with but others would not necessarily know.

* Password Challenge

* Password Response

Figure 38 – Secure Self Registration – Password Response

5. Click '**Next**' to submit the registration form.



If you have already Self Registered once, DO NOT attempt Self Registration again. Click Cancel and login with your user name and password. User name format is FirstName.LastName.1234 (your last four SSN). If you forgot your password go back and click Forgot Password link. All fields below are either mandatory or necessary. Please fill all fields completely.

False statements on this form will invalidate course certification and you will not get credit for completing your MHS training.

Secure Self Registration

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• Indicates Required Field

Site **MHS-LEARN**

• First Name

Middle Name

• Last Name

• Email

Check here if you are an International User

• Telephone

DSN (123.4567)

• Birth Month

• SSN (xxx-xx-xxxx)

• Foreign National ID

• Service or Agency

• MTF Location\ Unit

• Duty Status

Rank

• HIPAA Job Position

• HIPAA Job Domain

• Job Role

• Username (System generated)

• Password

• Confirm Password

TIP The Password Challenge/Response: If you forget your password, the Password Challenge will be presented to you when you request to have your password reset. Password will be reset if the learner responds with the last 6 of SSN (or Foreign National Id) and birth month or the correct Password Challenge Response. The intent of the Password Challenge and Response is to prevent others from resetting your password.

Suggestions: Answer one of the given questions you will remember the answer to. Make the response a single word or phrase you would be familiar with but others would not necessarily know.

• Password Challenge

• Password Response

Please provide a simple response you will remember incase you forget your password.

Cancel Back Step 3 of 4 **Next**

Figure 39 – Secure Self Registration – Completed

*If all areas of Self Registration have been entered, learner will be logged into MHS Learn. If there are any questions, or areas not meeting minimum requirements, the learner will be asked to correct those areas before registration is complete.

HIPAA Job Positions and Required Courses

Following is a list of HIPAA job positions, descriptions including examples, and required HIPAA courses. Appropriate selection of HIPAA Job Position during self-registration ensures the appropriate assignment of role specific training required by DoD 6025.18R, "DoD Health Information Privacy Regulation." **As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.**

HIPAA Job Position	Description	Required HIPAA Courses
Ancillary Clinical	Ancillary clinical staff including technicians <i>(i.e., Audiologist, Behavioral Health personnel, Chiropractor, Clinical Psychologist, Cytotechnologist, Dietician, Occupational Therapist, Optician, Optometrist, Pharmacist, Physical Therapist, Podiatrist, Preventive Medicine staff, Social Worker, Speech Pathologist, Cardiovascular Technician, Dental Laboratory Technician, Dermatology Technician, Electroneurodiagnostic Technician, Hemodialysis/Apheresis Technician, Histopathology Technician, Medical Laboratory Technician, Nuclear Medicine Technician, Orthopedic Technician, Otolaryngology Technician, Respiratory Therapy Technician, Surgical Technologist, Urology Technician, X-ray Technician, Clinical support volunteers).</i>	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Patient Services <i>(formerly "Administrative Support Staff")</i>	Patient Assistance staff	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Operations and Finance <i>(formerly "Business/Finance Office")</i>	Resource Management, Personnel staff, Medical Operations (Readiness, Education, Training, Security), Headquarters Staff, Executive Agency Staff not elsewhere classified by job position.	Core Training Operations Training <i>HIPAA Refresher Course (annually)</i>

Support Services <i>(formerly "Facility Support Services")</i>	All non-clinical support personnel <i>(i.e., Biomedical Repair, Chaplain/Religious Services, Environmental Health Services, Facilities Management-Janitorial, Housekeeping, Maintenance, Food Service, Industrial Hygiene/Safety, Logistics, Occupational Health, Transportation, Supply, Veterinary Services Personnel)</i>	Core Training Operations Training <i>HIPAA Refresher Course (annually)</i>
Information Systems <i>(formerly "Information Management")</i>	IM/IT (Information Management/Information Technology) staff, Telecommunication/Mailroom, Biomedical Illustrator/Photographer.	Core Training Operations Training <i>HIPAA Refresher Course (annually)</i>
Medical Records	Medical Records staff, Patient Admin staff, Coders, Transcriptionists, Clinical/Ward Admin staff, General Clerical/Secretarial staff, Administrative volunteers.	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Nursing	Staff Nurse- RN/LPN/LVN, Nurse Midwife, Nurse Anesthetist, Medical Assistants, Dental Hygienist, Dental Assistants.	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Providers	Physicians- all specialties, Physician Assistants, Dentists- all specialties, Nurse Practitioners, Research Clinicians, Dental Science and Research.	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Senior Management <i>(formerly "Senior Executive Staff")</i>	Commanders, Executive staff/Leadership, General Administration staff, Hospital Legal staff, Public Affairs/Marketing staff.	Core Training Senior Management Training <i>HIPAA Refresher Course (annually)</i>

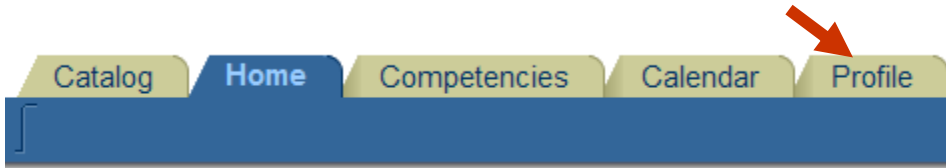
As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.

HOW TO PRINT YOUR HIPAA CORE CERTIFICATE

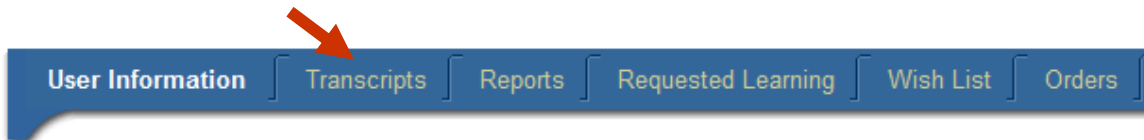
1. Select the **Home** icon in the upper right corner of the navigation bar:



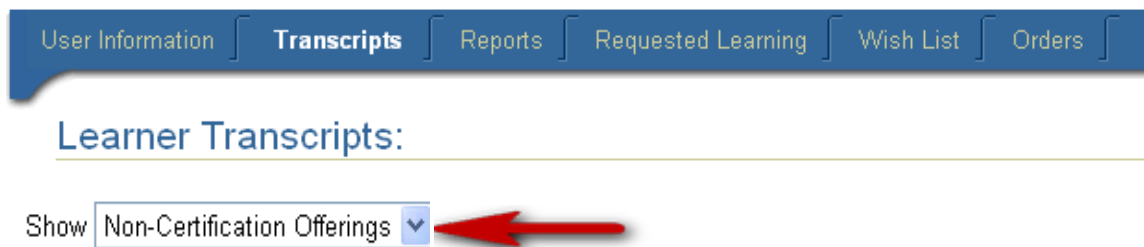
2. Select the **Profile** tab in the upper right corner of the page:



3. Select the **Transcript** button on the left-hand side of the page:




4. Select **Non-Certification Offerings** from the drop list



5. You will see your certificate listed in the **Completed Certification** section. Select the **Certificate** icon at the far right of the appropriate course row:

Completed Courses

The courses you have completed are listed below. The Version column shows the version of the content that you completed.

Course Name	Offering Name	Player Status	Completed Date	Score	Time	Version	Certificate
Privacy Act and HIPAA Clinical Training	Privacy Act and HIPAA Clinical Training	Completed	2/14/08		01:47:03	1.0	

6. You can view and/or print your certificate by selecting the **Print MHS Learn Certificate** link:



7. Your certificate will open in a new browser window for review and you can select the **Print** tab at the top of the certificate to print a hardcopy.



FOR QUESTIONS OR TECHNICAL ASSISTANCE

MHS LEARN HELP DESK CONTACT INFO

1-800-600-9332

Option 3

<https://mhssc.timpo.osd.mil/>

or

Ms. Alice Torres, HIPAA Privacy Officer @ 907-1050

alice.torres@amedd.army.mil