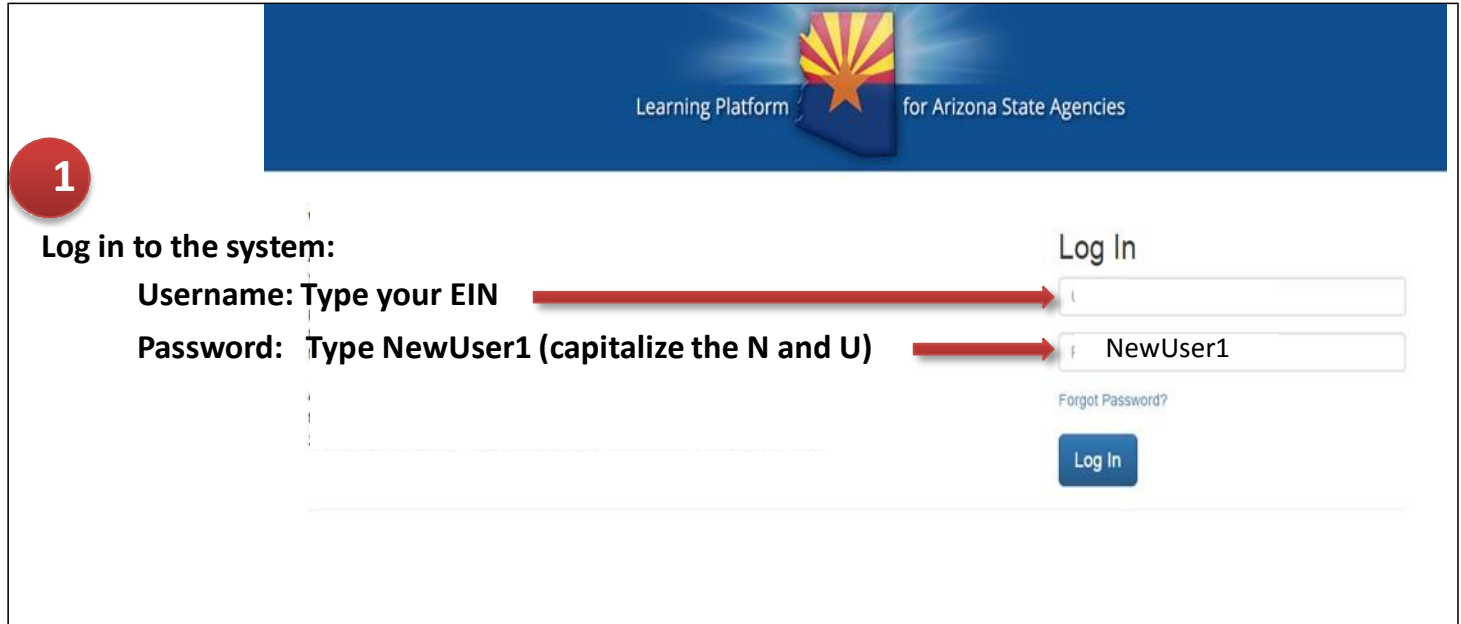


State of Arizona Learning Management System Student Instructions for Accessing Courses



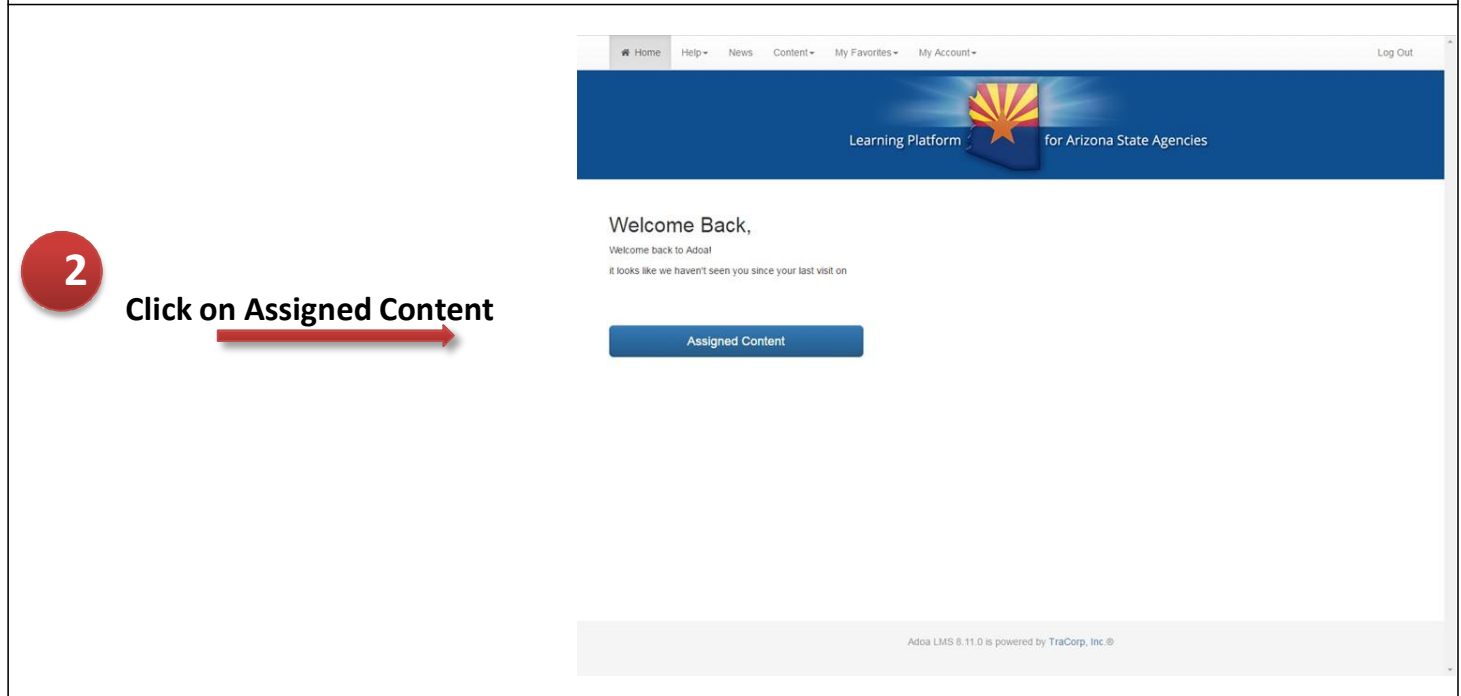
1

Log in to the system:

Username: Type your EIN →

Password: Type NewUser1 (capitalize the N and U) →

[Forgot Password?](#)



2

Click on Assigned Content →

Welcome Back,
Welcome back to Adoat
It looks like we haven't seen you since your last visit on

Adoat LMS 8.11.0 is powered by TraCorp, Inc.®


State of Arizona Learning Management System Student Instructions for Accessing Courses

3

Change your password

a. Click My Account from top menu

b. Click Preferences



Welcome Back,

Welcome back to Adoal

It looks like we haven't seen you since your last visit on Mar 22, 2016, less than a day ago

Here's where you left off:

2015 HIPAA Annual Refresher

Started Mar 17, 2016 3:29 PM.

You've launched this course 2 times.

[My Content](#)

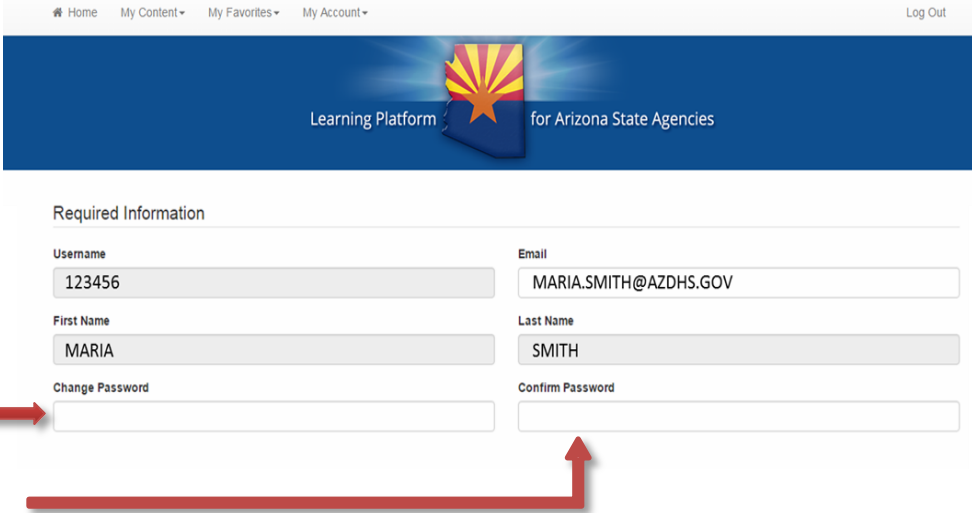
Changing your password

Password requirements:

- At least eight characters long
- Contain at least one number
- Contain at least one uppercase letter

Type your new password in the Change Password field.

Type your new password again in the Confirm Password field.



Required Information

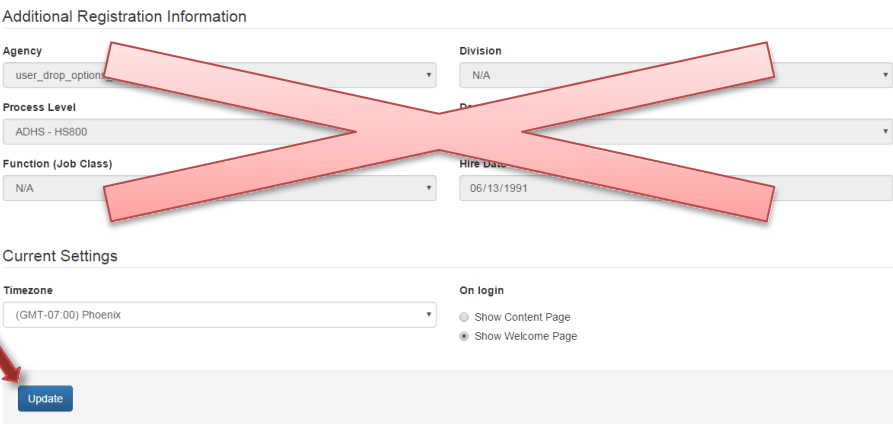
Username <input type="text" value="123456"/>	Email <input type="text" value="MARIA.SMITH@AZDHS.GOV"/>
First Name <input type="text" value="MARIA"/>	Last Name <input type="text" value="SMITH"/>
Change Password <input type="text"/>	Confirm Password <input type="text"/>

State of Arizona Learning Management System Student Instructions for Accessing Courses

4

Click the Update button

Disregard the fields in the Additional Registration Information section.



Additional Registration Information

Agency: user_drop_option | Division: N/A

Process Level: ADHS - HS800


Function (Job Class): N/A | Hire Date: 06/13/1991

Current Settings


Timezone: (GMT-07:00) Phoenix | On login: Show Content Page Show Welcome Page

5

Click on My Content



Home My Content My Favorites My Account Log Out

Learning Platform  for Arizona State Agencies

Preferences Updated x

Required Information

Username: 123456 | Email: MARIA.SMITH@AZDHS.GOV


First Name: MARIA | Last Name: SMITH

Change Password: | Confirm Password:

State of Arizona Learning Management System Student Instructions for Accessing Courses

6

Click on Show Content



The screenshot shows the top navigation bar with 'Home', 'My Content', 'My Favorites', and 'My Account'. The 'My Content' dropdown menu is open, showing 'Show Content', 'My Sessions', and 'Download Class Schedule'. A red circle highlights 'Show Content', and a red arrow points to it from the instruction box.

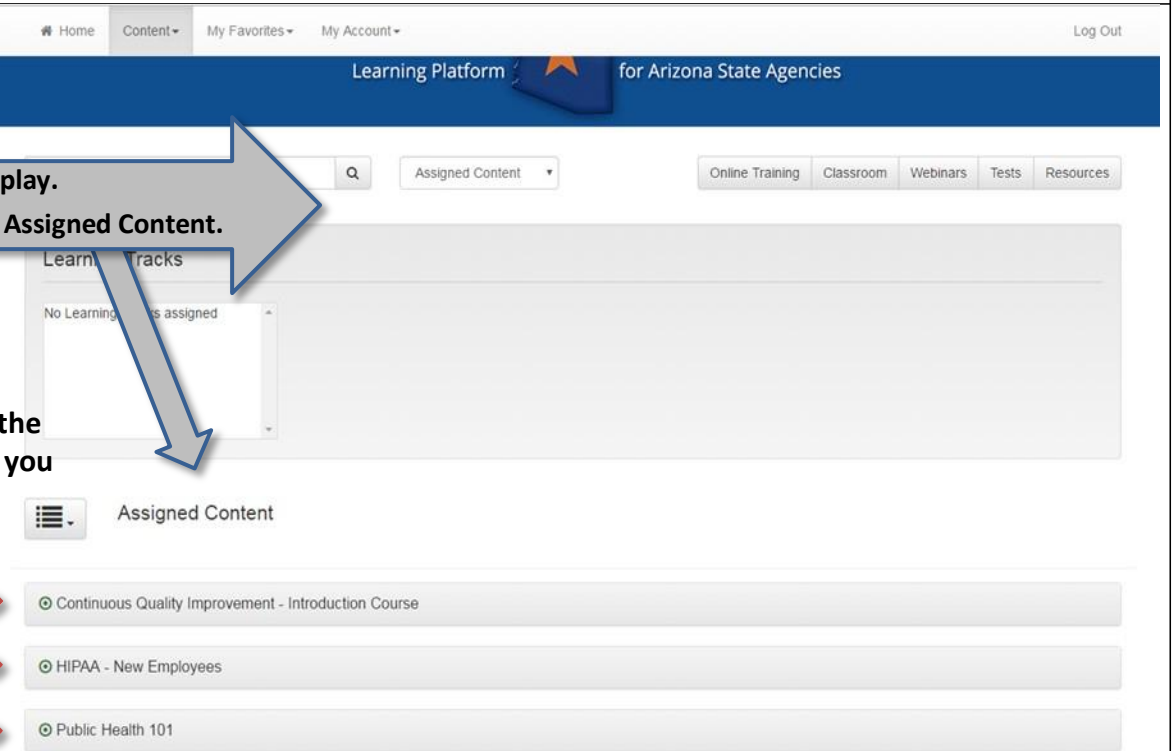
Preferences Updated

Required Information

Username 123456	Email MARIA.SMITH@AZDHS.GOV
First Name MARIA	Last Name SMITH
Change Password	Confirm Password

7

Click on any one of the courses assigned to you



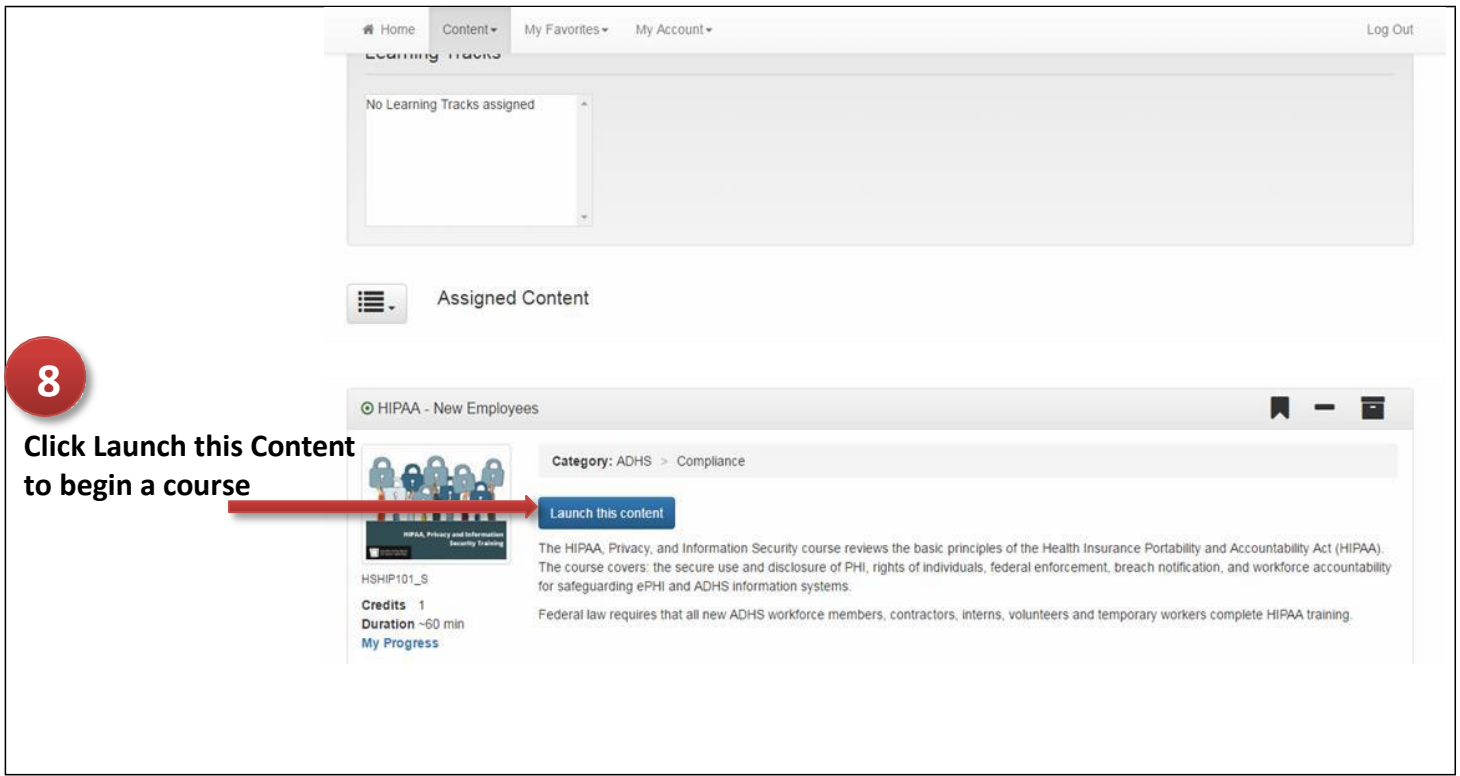
The screenshot shows the 'Assigned Content' page. At the top, there is a search bar and a dropdown menu set to 'Assigned Content'. Below this, there is a section for 'Learn Tracks' which says 'No Learning Tracks assigned'. Below that, there is a list of assigned content items:

- Assigned Content
- Continuous Quality Improvement - Introduction Course
- HIPAA - New Employees
- Public Health 101

Red arrows point to each of these three course titles from the instruction box.

This screen will display. Scroll down below Assigned Content.

State of Arizona Learning Management System Student Instructions for Accessing Courses



The screenshot displays the LMS interface. At the top, there are navigation tabs: Home, Content, My Favorites, My Account, and Log Out. Below this is a 'Learning Tracks' section with a message 'No Learning Tracks assigned'. Underneath is an 'Assigned Content' section. A red circle with the number '8' is overlaid on the left side of the screen. A red arrow points from this circle to a blue button labeled 'Launch this content' in the 'Assigned Content' section. The content item is titled 'HIPAA - New Employees' and is categorized under 'ADHS > Compliance'. The course description states: 'The HIPAA, Privacy, and Information Security course reviews the basic principles of the Health Insurance Portability and Accountability Act (HIPAA). The course covers: the secure use and disclosure of PHI, rights of individuals, federal enforcement, breach notification, and workforce accountability for safeguarding ePHI and ADHS information systems. Federal law requires that all new ADHS workforce members, contractors, interns, volunteers and temporary workers complete HIPAA training.'

8

Click Launch this Content to begin a course

Home Content My Favorites My Account Log Out

Learning Tracks

No Learning Tracks assigned

Assigned Content

HIPAA - New Employees

Category: ADHS > Compliance

Launch this content

HSHIP101_S

Credits 1

Duration ~60 min

My Progress

The HIPAA, Privacy, and Information Security course reviews the basic principles of the Health Insurance Portability and Accountability Act (HIPAA). The course covers: the secure use and disclosure of PHI, rights of individuals, federal enforcement, breach notification, and workforce accountability for safeguarding ePHI and ADHS information systems.

Federal law requires that all new ADHS workforce members, contractors, interns, volunteers and temporary workers complete HIPAA training.