

## Logging into ASHRM Learning Center

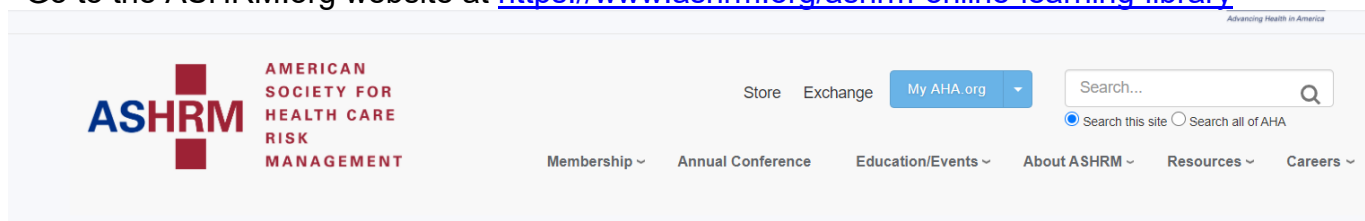
*Google Chrome Browser is Strongly Recommended*

This guide provides instructions on how to:

1. Log into ASHRM Learning Center .....page 1
2. Reset password.....page 3
3. Activate the account .....page 5
4. Navigating through an e-Learning offering ..... page 8

### How to log into ASHRM Learning Center

Go to the ASHRM.org website at <https://www.ashrm.org/ashrm-online-learning-library>



## ASHRM Online Learning Library

On-Demand Learning Activities for Health Care Risk Management Professionals

ASHRM online learning offers relevant, up-to-date streaming content taught by health care risk management subject matter experts. Browse 50+ newly released courses across each of the health care risk management domains, all eligible for CE credit towards your CPHRM certification.

Begin your learning by purchasing one of the online learning programs below. Access all of your purchased programs in ASHRM University.



**Access My Learning Activities**

E-Learning

Click **Access My Learning Activities** to view your currently registered courses in our Learning Management System (LMS)

ASHRM e-Learning programs are interactive learning activities, created in collaboration between subject matter experts and instructional designers. Each program combines varied learning modalities, including readings, visual examples and video presentations, along with assessment questions throughout each step of the learning process.





- Help advance the health of individuals and communities.
- Access valuable health care resources.
- Customize your experience.



## Login

LOGIN

[Forgot Password?](#)

By clicking the "Login" button, I agree to the [Terms of Use](#) and [Privacy Policy](#).

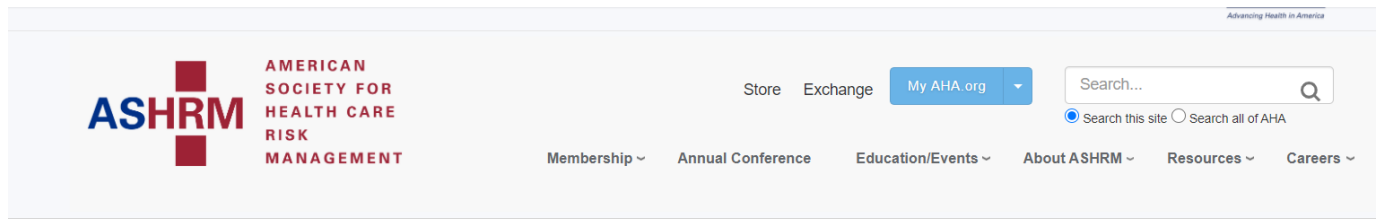
## First time?

CREATE ACCOUNT

Enter username and password used when registering for this education offering

## How to reset your password

Go to the ASHRM.org website at <https://www.ashrm.org/education/online-learning-library>



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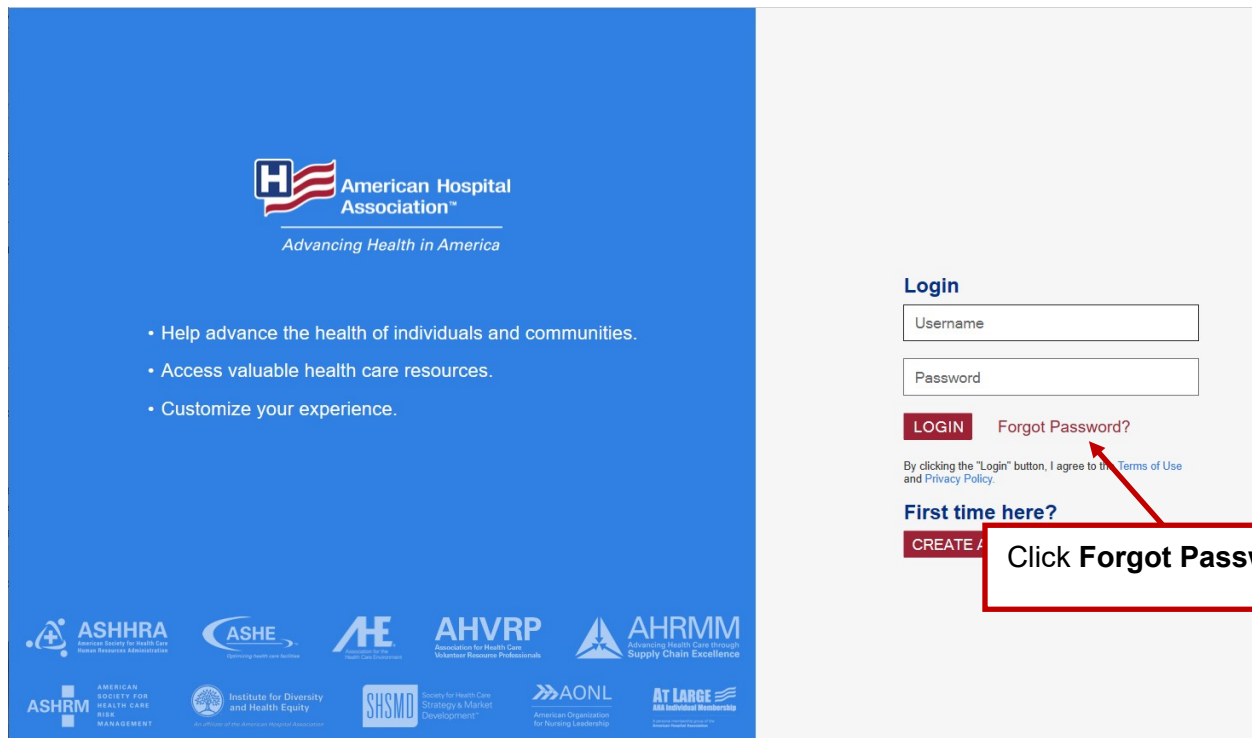


Access My Learning Activities

Click **Access My Learning Activities**

## E-Learning

ASHRM e-Learning programs are interactive learning activities, created in collaboration between subject matter experts and instructional designers. Each program combines varied learning modalities, including readings, visual examples and video presentations, along with assessment questions throughout each step of the learning process.



**American Hospital Association®**

## Reset Your Password

Enter your Email address

Email address

**SUBMIT**

[Create an Account](#)

[Help](#)

**Enter your email address and click **Submit**, then follow the instructions on the screen.**

**You will see confirmation that an email was sent**

Thank you. Reset password email has been sent.

You will receive an email from **ahahelp@aha.org**. If you do not see one after a few minutes, check your spam folder.

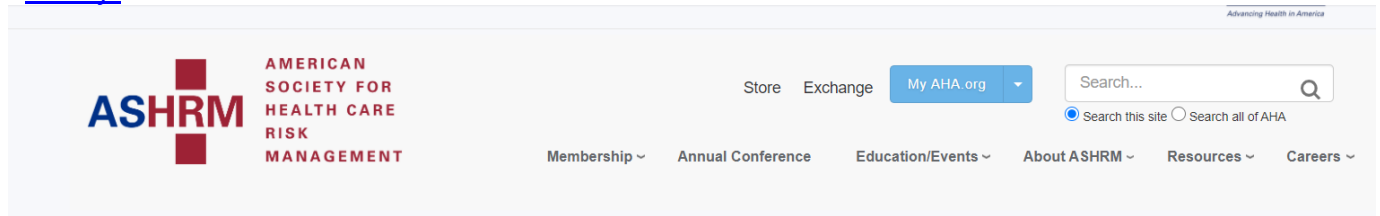
Follow the email instructions and click the link. You will be re-directed to the Rest Password page.

Enter and re-enter your new password and click **Submit**.

**Go back to page 1, and follow the log in instructions using your email address and NEW password.**

## How to activate your account

If you have NOT created an account with ASHRM or you have NOT set up a username and password please go to ASHRM.org website <https://www.ashrm.org/education/online-learning-library>



## ASHRM Online Learning Library

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Access My Learning Activities

Click **Access My Learning Activities**

## E-Learning

ASHRM e-Learning programs are interactive learning activities, created in collaboration between subject matter experts and instructional designers. Each program combines varied learning modalities, including readings, visual examples and video presentations, along with assessment questions throughout each step of the learning process.

Advancing Health in America

- Help advance the health of individuals and communities.
- Access valuable health care resources.
- Customize your experience.

**Login**

Username

Password

**LOGIN** [Forgot Password?](#)

By clicking the "Login" button, I agree to the [Terms of Use](#) and [Privacy Policy](#).

**First time here?**

**CREATE AN ACCOUNT** [Help](#)

Click **Create an Account**

## New Account Registration

Please enter your email address to create a user account. If you are affiliated with an AHA member organization, please use your hospital or business email address.

Email Address:

[submit](#)

Enter your **email address** and click **Submit**

## Account Search Result

### Email Match

A match with your email address has been found in AHA's records. [Login](#) with your email and registered password or click [Reset Password](#) and the AHA will email a link to you to reset your password.

Nick Bouchard  
nbouchard@aha.org

[Login Now](#)  
[Reset Password](#)

If your email is found, please log in or follow the **Forgot password** steps.

If you think you entered your email address incorrectly, [re-enter it here](#).

## Account Search Result

### SEARCHED ORGANIZATIONS

Please select [Link my user account to this org](#) if you are affiliated or employed by any of the organization's listed.

#### ORGANIZATION

#### ADDRESS

**No matching organizations were found based on the email address you entered. Search for your organization by zip code or create an account without an organization affiliation.**

[Search for your organization by zip code](#)

[Continue with no org affiliation](#)

If you think you entered your

If your email is not found, click the **Continue with no .org affiliation** to set up a new account.

## Create Account

Please complete the fields below to create your user profile and password. Your password must be:

- at least eight characters
- contain at least one number
- contain one upper-case letter
- contain no symbols

### Personal Information

Prefix:

First name:  Required

Middle name:

Last name:  Required

Suffix:

Organization:

Title:

### Address Information

Mailing address:  Required

Address line 2:

City:  Required

Country:  Required

State:

ZIP code:  Required

International province:

### Web Login Information

Email: newaccount@gmail.com

New password:  Required

Confirm password:  Required

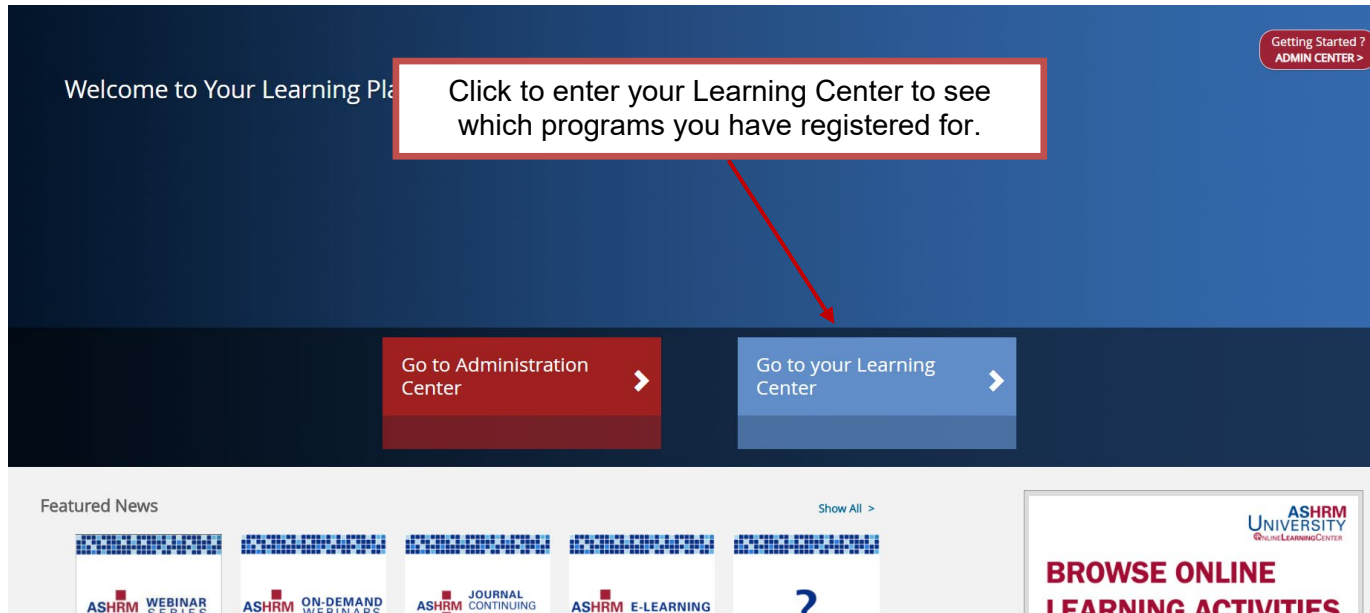
Fill in all the required fields and click  
**Create Account**

Create Account Cancel

## Navigating through an e-Learning offering

(Optimized for Google Chrome, Internet Explorer and Mozilla Firefox will cause issues)

1. Find the program you want to work on





## 2. Selecting the program

The screenshot shows the ASHRM Learning Center interface for user Nicholas Bouchard. It features a search bar, tabs for 'Current', 'Completed', and 'Submissions', and a list of learning items. Three red callout boxes provide instructions: the first points to the search bar, the second points to the 'Launch' button for the first item, and the third points to the 'Resume' button for the third item.

ASHRM Nicholas Bouchard

### Learning Center

Current Completed Submissions

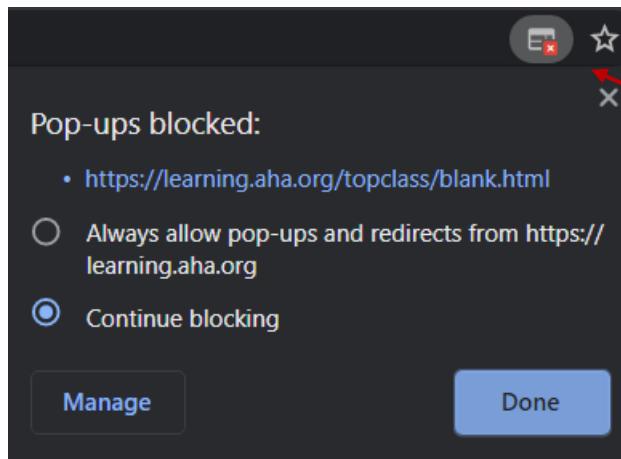
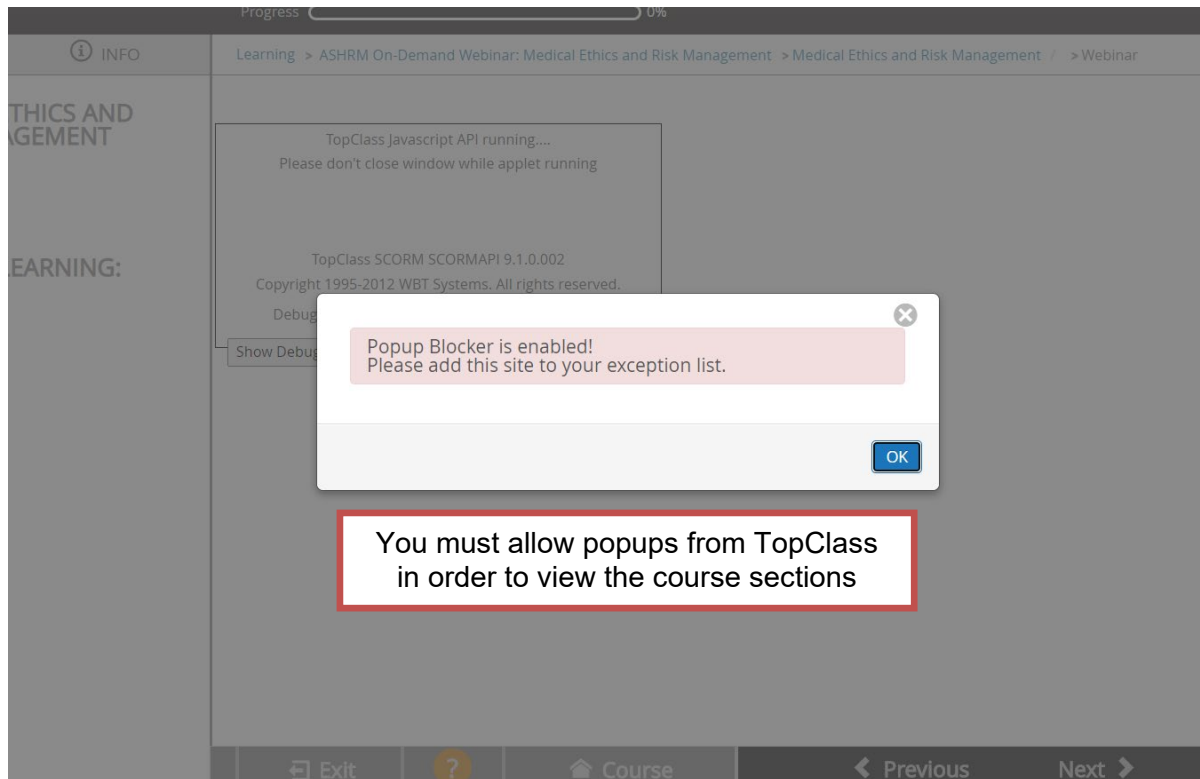
Search Learning Items

4 Learning Items

- ASHRM e-Learning: Best Practices for Implementing Telemedicine**  
Not Started  
Open From 08/20/2020 until 08/20/2021  
Launch
- ASHRM e-Learning: Investigations Complete Module Set**  
11%  
Open From 08/05/2020 until 08/05/2021  
Resume
- ASHRM e-Learning: CPHRM Prep Course**  
Open From 08/05/2020 until 08/05/2021  
Resume

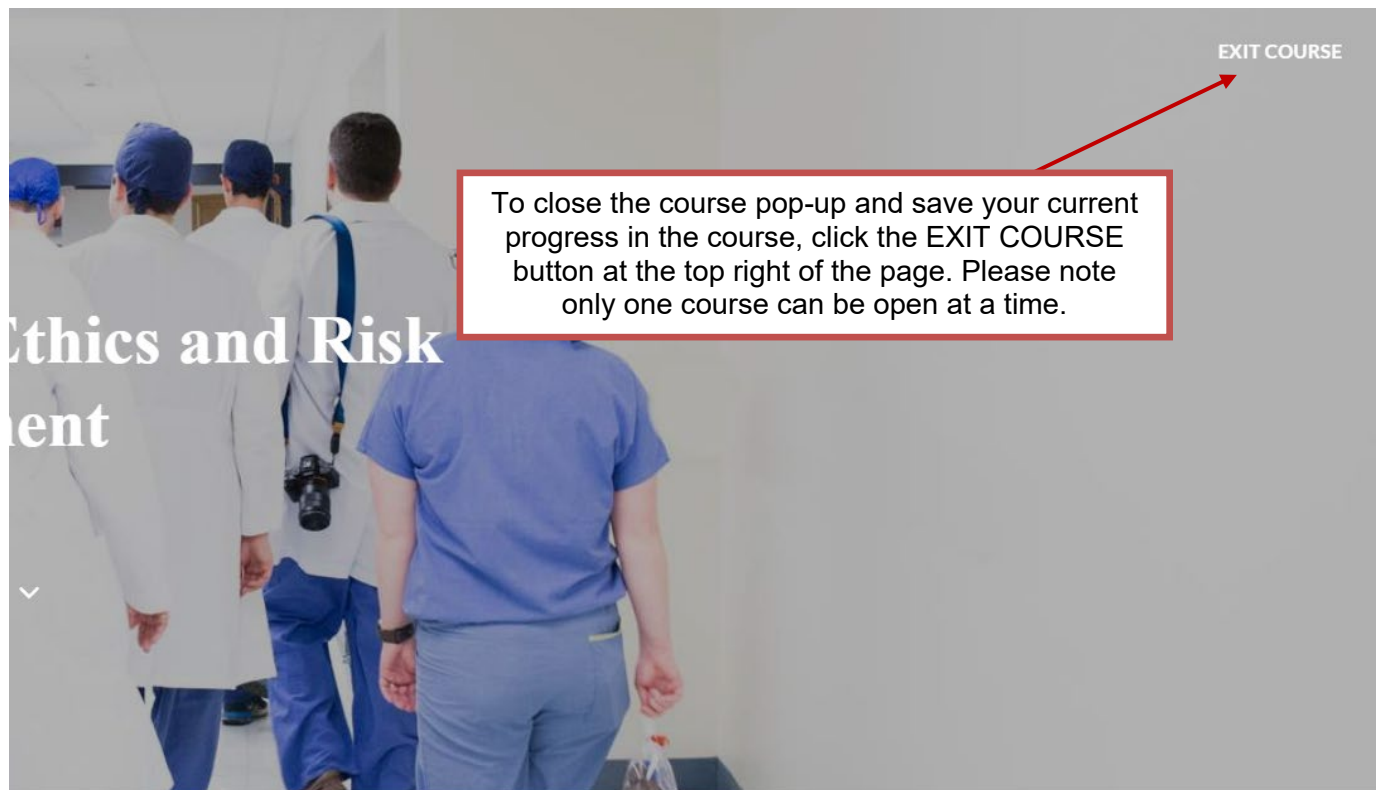
Start a course from the beginning or pick-up where you left off.

### 3. Disabling Popups on Chrome



To do this, click the announcement icon to the right of the URL/weblink and click allow pop-ups and redirects.

#### 4. Exiting a Course in Progress



#### 5. Progressing through a course

**IMPLEMENTING  
TELEMEDICINE**

- Introduction
- Licensing and Credentialing
- Provider/Patient Relationship
- Standard of Care - Patients and Conditions
- Physical Environment
- Privacy and Security
- Medical Record
- Professional Liability Coverage
- Consent
- Wrap-Up

The Status for this Material is **Not done**

[Launch](#)
[Continue to Course Content](#)

See your course progress here.

Click to view the course outline.

Progress through the course or go back a section.

**INFORMATION**



STATUS	Not d
SUBMITTED	
NAME	Nichc nBoud
TEST MODE	For ci
ATTEMPT	1

[Exit](#)
[?](#)
[Course](#)

[< Previous](#)
[Next >](#)


## 6. The course outline

ASHRM On-Demand Webinar:  
Evaluating Your TPA - Metrics and  
Value

**Completed**


**Date Enrolled**  
08/20/2020 13:41

 Open From 08/20/2020 until 08/20/2021

**Description**

**Level of Learning:**  
Foundational

**Domain:**  
Risk Finance

**Introduction:**  View




### Course Home

#### Contents

[Learning](#) > [ASHRM On-Demand Webinar: Evaluating Your TPA - Metrics...](#) > [Contents](#)

#### Contents

##### ▼ Evaluating your TPA

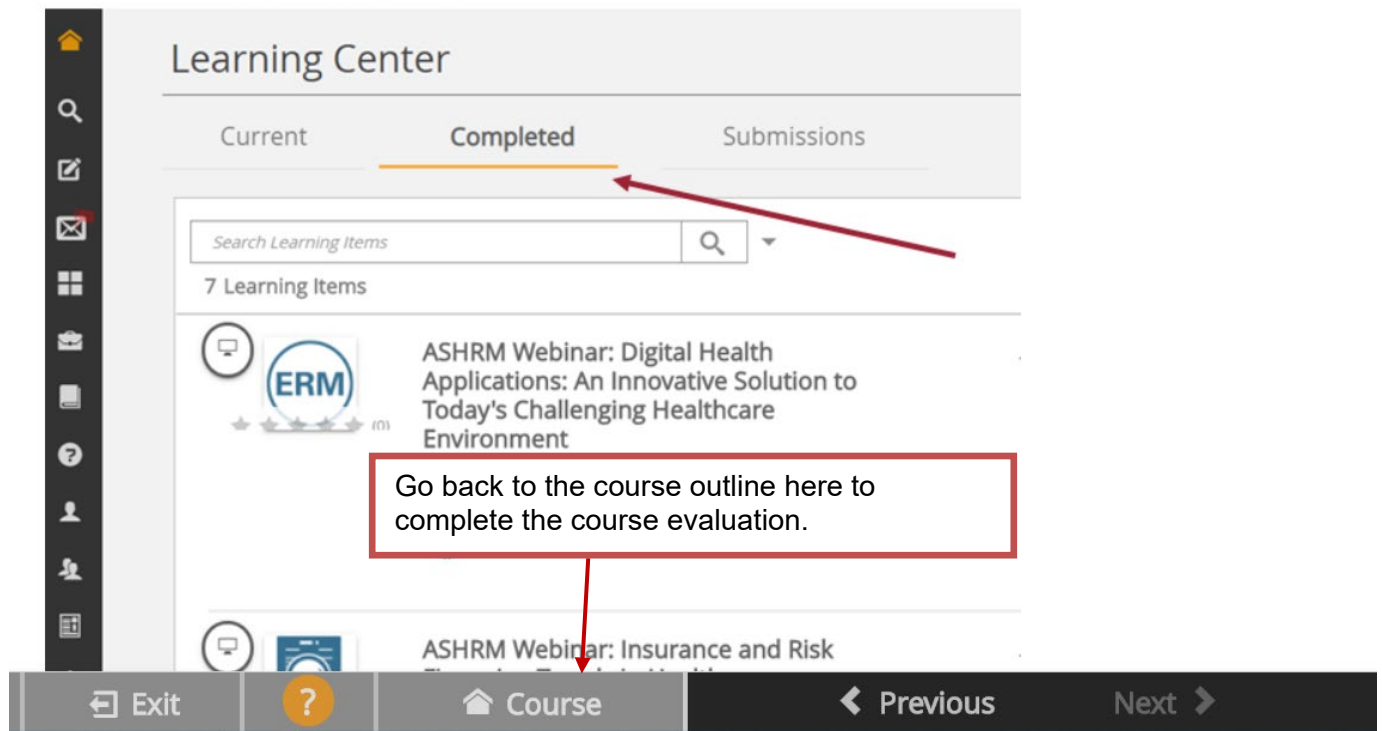
- ✓  Webinar
- ✓  Final Exam
- ✓  Wrap-Up

##### ✓ Course Evaluation

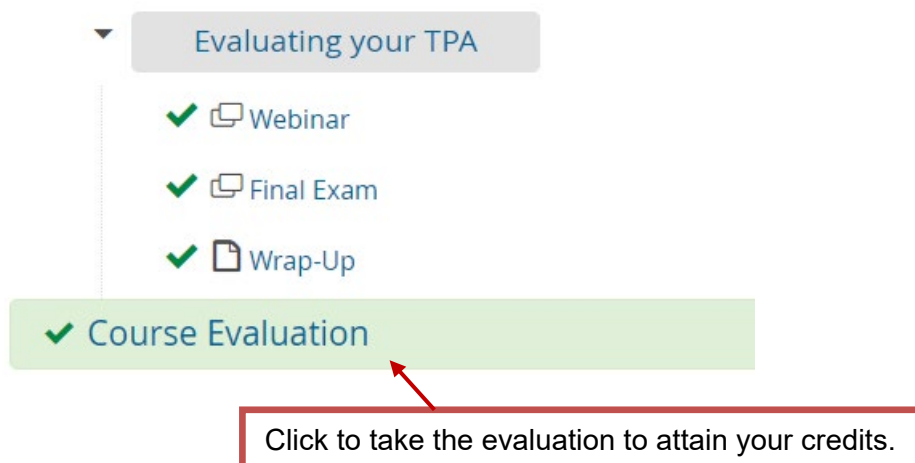
## 7. Finishing a course

Please complete these steps to gain access to your certificate:

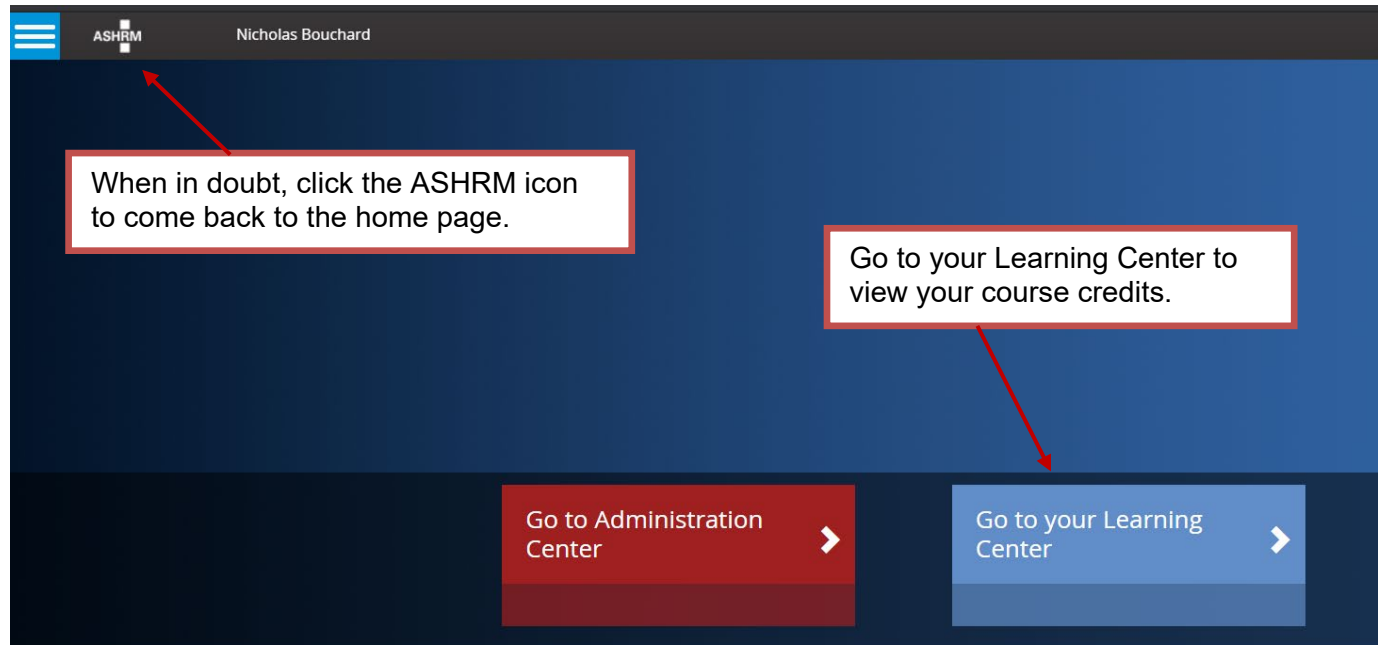
1. Be sure that all required assignments within the course are marked with a green check mark, ✓ indicating completion
2. Complete the course evaluation
3. Go to your [Learning Center](#), and click on the **Completed** tab
4. Then click on **View Certificate** to print or download



## 8. Course Evaluation



## 9. Finding your course credits and certificates



# Learning Center

Current

**Completed**

Submissions

Search Learning Items

54 Learning Items

ASHRM On-Demand Webinar: Evaluating Your TPA - Metrics and Value

Blended Activity

[View Submissions](#) | [View Course](#)

View credits awarded

TYPE	NAME	SUB TYPE	VALUE
Contact	Awarded		1.00
Hours			

ASHRM Webinar: Health Care Reform and Its Impact on Transition of Care

Blended Activity

[View Submissions](#) | [View Course](#)

View credits awarded

Satisfied and Completed on 08/20/2020 13:36

View Certificate

Click the completed tab to view all programs you have completed.

View and print your transcript with all courses completed in TopClass.

Add External Training

Add From Catalog

Print Completed Learning

View & print your credits here.

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