

## UNMH COMPUTER MODULES

**FOLLOW THESE INSTRUCTIONS** to create an External Learning Central profile. These trainings must be completed prior to attending UNMH Computer training.

Please do not register until you are ready to complete the trainings. **Accounts expire 24 hours after registering**, if you don't complete the training right away. You can however log back in after you complete the training, because you will need to print certificates of completion for all trainings at UNMH (3).

**Click on link to login and create an external account:**

<https://learningcentral.health.unm.edu/learning/user/portal.do?siteID=EXTERNAL&landingPage=login>

1. Click on [register](#)
2. **Account Information:** Type in the provided user ID and CNM email ONLY

**Username:**

**Write your password here:** \_\_\_\_\_

3. Click on Submit, after **ALL** Information is entered
4. Click on Continue
5. You are an External User and must complete (2) Online Modules:

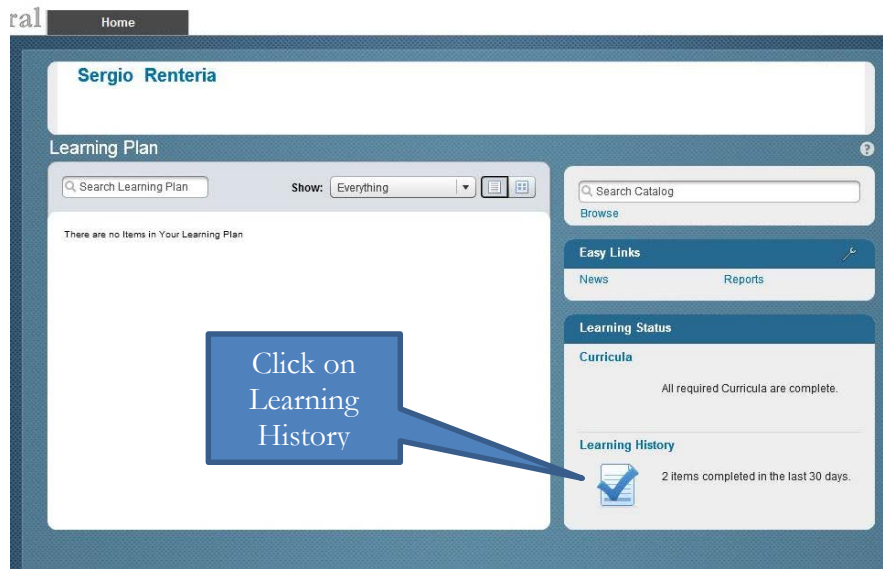
### **HIPAA Training 2013 & UNMH Information Stewardship**

- a. Click on each module or click, go to content, to complete the training
- b. Click the top link to read the Online Content
- c. Click the bottom link to complete the Acknowledgment
- d. When you have finished your modules please put your cursor over the completed module name (do not click) a pop up will come up giving you the option to print.

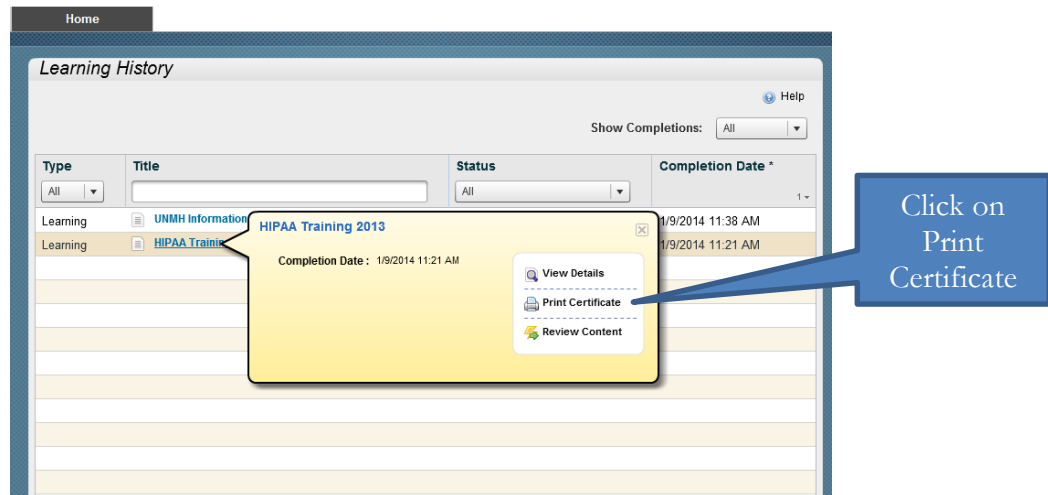
**(NOTE: Please click the NEXT button & then you will be prompted to Grade the Exam)**

TURN IN ALL CERTIFICATES TO OFFICE OF VERIFICATION & COMPLIANCE

## Instructions on how to print Certificate of Completion



### Hold cursor over the name of the training



### Wait for page to load to print certificates