

Please follow these instructions to access the compliance training:

- **Only PC or Laptops** will be able to access this training **{handheld devices will not work}**. You may need to **adjust your zoom element** to capture the whole page. If using a laptop, make sure the bar at the bottom of the screen is visible. If not, please use the zoom button: hit Control + (to zoom in) and Control - (to zoom out).
- Please use **Chrome** and **allow POPUP's** to access this training **{this is a must}**. Go to your browser settings and make sure pop-ups are allowed).
- Using the Back Arrow may reset you to the login page.

Logging on to the System:

The link to the training is as follows: <https://hraccess-us.technomedia.com/rowanuniversity/>

- Your Username is your **full email address**. {Example - alburgka@rowan.edu}
- **The first time accessing the system**, please click on **"Forgot your Password?"** and **provide the required information**. **PLEASE DO NOT USE YOUR ROWAN PASSWORD!** You will be directed to create a new password. **Log into the training using the password that was emailed to you.**
- You will be directed to a **Welcome Screen** with **"Access my Learning Activities"**
Click on this to access the training ***just clicking the picture will get you to the training***



Rowan University HIPAA Compliance Training

At the end of the course (when finished with the quiz), click on the **X** button to **exit out** of the training. A pop-up box will appear at the top of your screen letting you know that the training is completed and has moved into the Training History. At the end of the course, you will be able to print your certificate of completion from the Training History. This certificate will always be available for printing by following these steps and will remain in system if you need it at a future time.

Go to main page and click

1. Training
2. Training History
3. Learning Activity link
4. **Training Certificate**
5. Open / Save
6. Make sure printing for a PDF is set to Landscape
7. Certificate will be downloaded as a PDF (bottom of page)
8. Print Certificate

The Compliance website has additional information and you may access this site at:
<http://www.rowan.edu/compliance/>

Please contact Kathy Alburger, alburgka@rowan.edu (856) 566-6299 if you need assistance.