

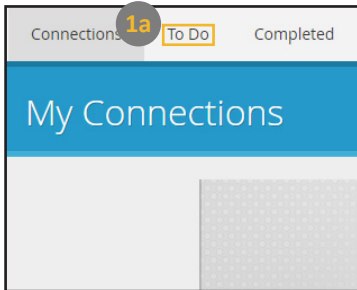
The first time you take an ARC course as a student in HealthStream, you will be prompted to either create a new hStream ID or log into your account if you already have an ID. This job aid will show you how to do both. The purpose of creating an hStream ID is so that if you were to leave MU Health Care, you can still access all of your ARC records. For this reason, **use your personal email address when you create your ID**. Please note that most of the screenshots below show a mobile device view. The screen will look different on a computer, but the directions are the same.

**START
HERE**

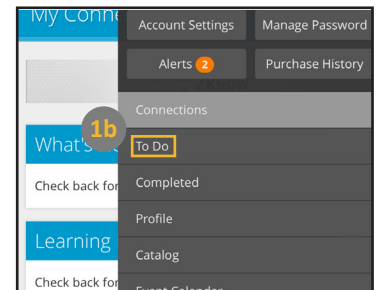
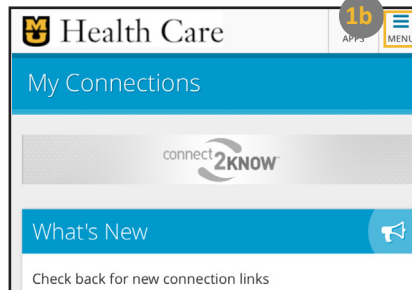
Go to <https://www.healthstream.com/hlc/umhc> and log in as a Student.

1

a. Computer Users: Click on **To-Do** from the menu.

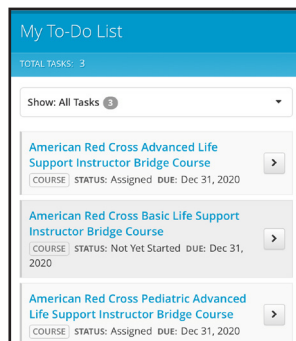


b. Mobile Device Users: Click on **MENU** on the upper right corner, then click on **To Do**.

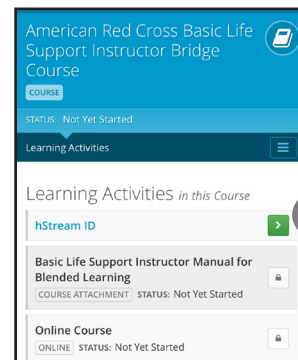


2

a. From your To-Do list, **click on a course**. *The courses you see may look different than those in the screenshot.*



b. Click on the **green box** with the arrow next to hStream ID.



If you DO NOT have an hStream ID, continue to Step 3.

If you have an hStream ID, skip to Step 5.

3 IF YOU DO NOT HAVE AN hSTREAM ID

- Enter in your information in all of the fields. **DO NOT USE A WORK EMAIL ADDRESS. USE A PERSONAL EMAIL ADDRESS.**
- Check the box to agree to the terms of use.
- Click **Continue**.

4

- Verify your hStream ID by entering in the verification code sent to your email.
- Click **Continue**.

Now you can begin your course!

5 IF YOU HAVE AN hSTREAM ID

- If you already have an hStream ID, click **Sign In** at the bottom and follow the directions.

Changing Your Email Address

- If you previously used a work email address and need to change to a personal email address, go to <https://portal.hstream.net/account/sign-in> and log in.
- Once you are logged in, click on **Email & Phone** in the menu on the right.
- Add a new email address. Once you have verified that address, you can set it as your login address.