

# JOB AID HEALTHSTREAM: Skills Validation Tool

You MUST complete all bridge courses before you can access the skills validation tool.

**START  
HERE**

Go to <https://www.healthstream.com/hlc/umhc>  
Hit Ctrl on your keyboard, then click on the link.

1

- a. On the log in screen, click on **UMHCorg - University of Missouri Health Care - Org Level**. If you do not see this option, you need to log in as a Student and complete the bridge trainings.

Health Care

Administrator

MUHEALTH - University of Missouri Health Care

**1a**  **UMHCorg - University of Missouri Health Care - Org Level**

Student

MUHEALTH - University of Missouri Health Care

Make this my default selection on this computer.

**1b** Login

2

- a. Click on **Validate Resuscitation Training** under Resuscitation Tools.

People Courses Simulation Education Reports Tools Services My Profile

Education

**2a** Resuscitation Tools

[Validate Resuscitation Training](#)

[Resuscitation Instructor Hub](#)

Services

[Course Library](#)

[Product and Courseware Notifications](#)

[About Us](#)

[Search Online Help](#)

3

- a. Click on **University of Missouri Health Care** under Institution.

Validate Resuscitation Training

[Return to Instructor-led Training Tool](#)

Select Institution

Results per page: 100 1 Record(s)

Organization	Institution
hSTRM - Univ of Missouri HC	<b>3a</b> <a href="#">University of Missouri Health Care</a>

## 4

- Type in the **name or User ID of the person** you are validating under the appropriate field.
- Ensure the status is **Active**.
- Ensure that **American Red Cross** is selected under Provider.
- Under Skill Type, **ensure that only the skills that you are validating for that person are checked**. For example, if you are only validating a BLS skills check-off, unselect everything else.
- Click **Search**.

Validate Resuscitation Training  
Search Students - University of Missouri Health Care

Last:  First:  Middle:

User ID(s):

Status:  Active  Inactive  Both Active and Inactive

Include Inactive Providers

Provider:  American Red Cross  All Providers

Skill Type:  All Skill Type

- ALS
- BLS
- First Aid/CPR/AED - Adult
- First Aid/CPR/AED - Adult and Pediatric
- PALS

## 5

- Select the checkbox to the left of the student's name who you need to validate.
- Click **Continue**.

Validate Resuscitation Training  
Select Students - Implementation Resuscitation Test

Results per page: 100 1 Record(s)

Select	Name	Institution Name	User ID	Status	Course Name	Cognitive Completion Date	Removed
<input checked="" type="checkbox"/>	Smith, John	Implementation Resuscitation Test	jsmith2	Active	American Red Cross - Basic Life Support Skills	6/24/2019 12:59:17 PM	No

Include Removed Students Details

## 6

- Enter the date that the skills check-off was completed under **Skills Completion Date**. The skills completion date and time *must* be after the Cognitive Completion Date.
- Click **Confirm**.

Please confirm that the information below is accurate:

Name	User ID	Institution Name	Status	Course Name	Cognitive Completion Date	Skills Completion Date
Smith, John	jsmith2	Implementation Resuscitation Test	Active	American Red Cross - Basic Life Support Skills	6/24/2019 12:59:17 PM	06/28/2019 <input type="text" value="3:11"/>

6b Confirm Cancel

## 7

- After you have clicked Confirm, you will see a notification that the student has been marked as passed. The student can now access their digital certificate and wallet card.
- Click **Exit**.

7a  Students have been marked as passed.

Name	User ID	Institution Name	Status	Course Name	Cognitive Completion Date	Skills Completion Date
Smith, John	jsmith2	Implementation Resuscitation Test	Active	American Red Cross - Basic Life Support Skills	6/24/2019 12:59:17 PM	06/28/2019 <input type="text" value="3:11"/>

Confirm Exit 7b