

### HealthStream Login Instructions



**Recommended:** Use *Internet Explorer (IE)*. Some HealthStream functions will not work in other browsers.

**FOR SYSTEM ACCESS EXTERNAL TO BEAUMONT:** NOTE: Before logging in the first time, your password must be set using Password Self Service at <https://pss.beaumont.org>. Go to [employee.beaumont.org](http://employee.beaumont.org). Click **HealthStream**. Sign in using your Beaumont email account. If you do not have a Beaumont email account, use your Beaumont Health ID (system Login ID), which is the ID used to log into Outlook email, Epic, or electronic device. Then proceed to **Steps 5, 6 and 7** provided below.

- 1** From the Beaumont Health homepage, click **HealthStream** in the *Education* tab.
- 2** You will be directed to our HealthStream homepage with helpful job aids. Click the **HealthStream Login** button.
- 3** Sign in with your **@beaumont.org** email (typically *first.last@beaumont.org*). When accessing HealthStream for the first time on a Beaumont computer, you will make a one-time-only authentication using your **Beaumont password**. (If using a non-Beaumont computer, read instructions in the yellow box above or contact IT Service Desk.)
- 4** Click **Next**. HealthStream appears.

Verify your name displayed in upper right corner. (If your name is not listed, log out . Repeat Steps 1-4.)

- 5** Your **My To-Do** page appears. Select a *curriculum* to see a list of tasks (assignments and tests) you need to complete. (If you like, click **Take a Tour** to navigate through a self-paced tutorial of the *My To-Do* page.)
- 6** **Past Due courses** appear in **orange** text; current ones in **blue**. Below each *Course Name* you will find the *Status* (*assigned, in progress, etc.*) of the assignment. The *Due Date* for each course appears in the column to the right. Click a **Course Name** or **Start** button (to the right) to open a course.

Always click **Exit** to leave or end a course. If you exit a course before completion, in most cases, the system will bookmark that page so you can start there when you return. When completing a course, click **Submit**.

**NOTE:** If documents and videos open in a new window, you will need to close the window after viewing. Click the “X” in the window tab to close the window and return to the main course.

- 7** **Pre-Tests** can only be taken once. If passed, please disregard the displayed completion percentage. You do not need to view the content. The course will move to the transcripts. If you get a low score on a **Post-Test**, however, you can retake it immediately or close the exam and retake it at another time. When you complete a course, it will disappear from the **My To-Do List**. Click the **Completed** tab to view the *transcript* where you will find finished courses on your **My Completions** page.

**\* For help, contact IT Service Desk at 888-481-2448.**