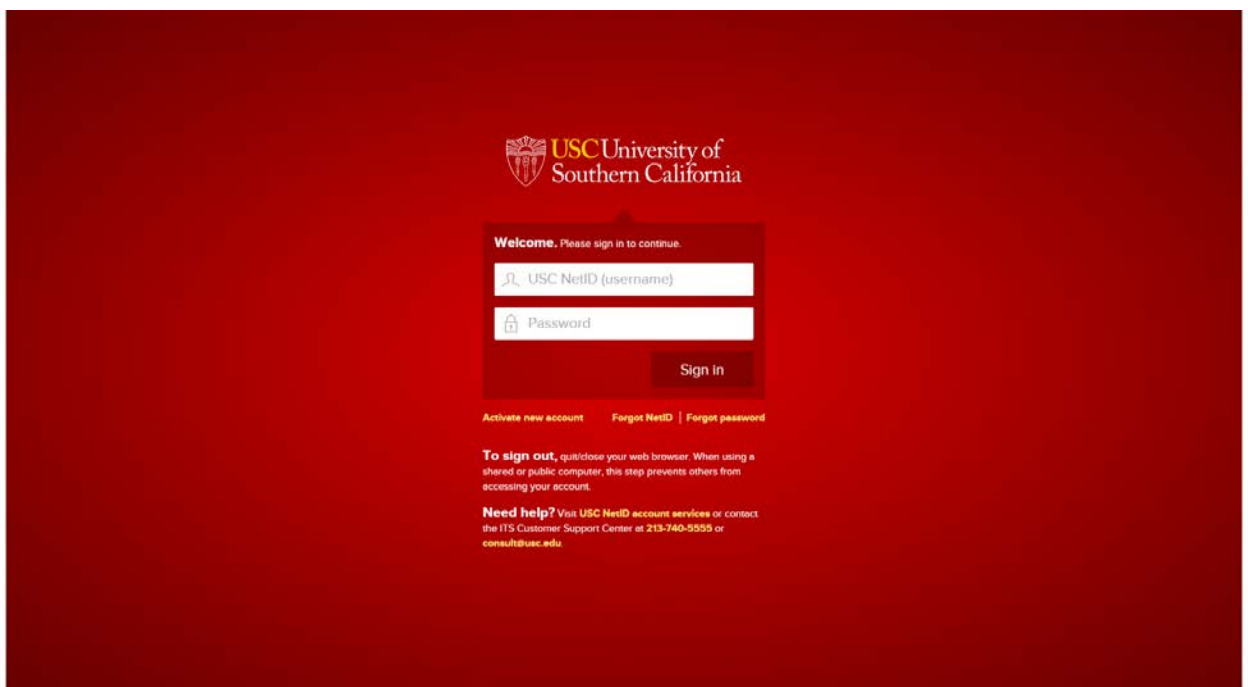


How to Access HIPAA on TrojanLearn

TrojanLearn, USC's new university-wide online learning and development platform, includes a wide variety of professional and management tools including top-ranked leadership and management books, interactive courses, hands-on simulations, and many other learning opportunities.

Should you need assistance, please contact the Helpdesk at (213) 740-8648 or trojanlearn@hr.usc.edu.

1. Be sure to allow pop-ups for trojanlearn.csod.com. This can be done by creating an exception for the site under your security settings.
2. TrojanLearn can be accessed directly at <http://trojanlearn.usc.edu/>.
3. You will be redirected to the Shibboleth log-in page:



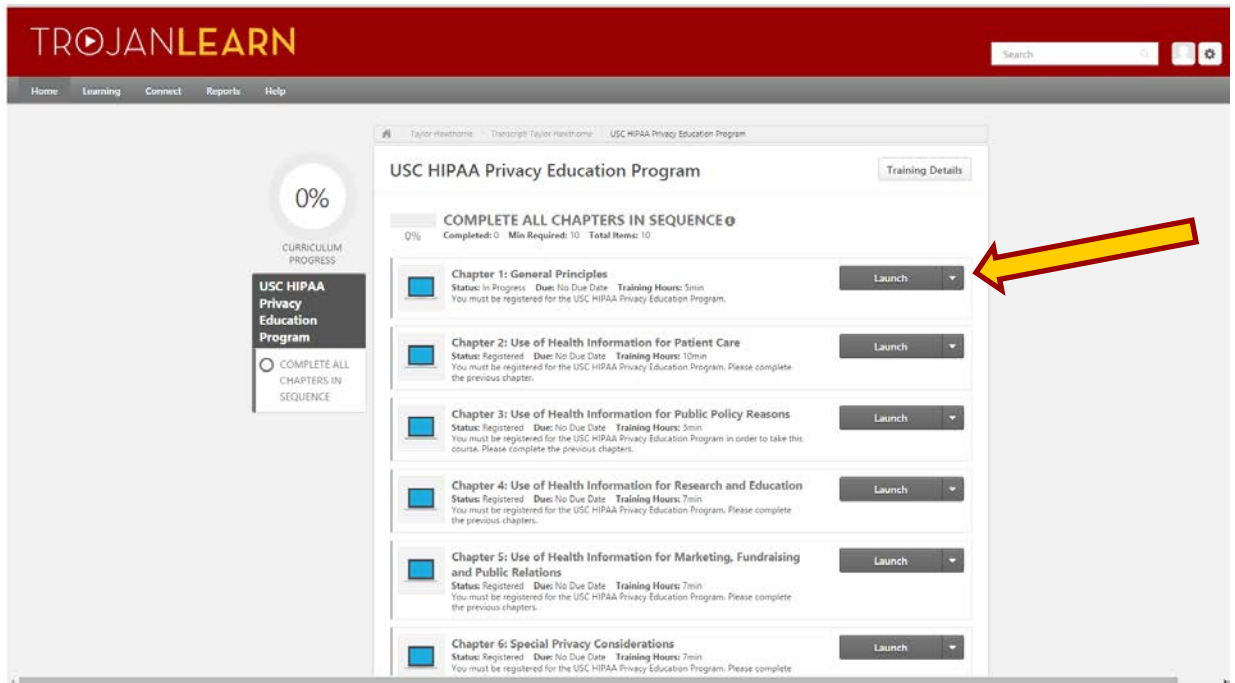
4. Enter your USC NetID. Your USC NetID is a username that signs you in to central USC online tools and resources, including the wireless network, MyUSC, Blackboard, Google Apps, Microsoft Office 365, Trojan Time, and Workday.
5. Enter your password and click **Sign In**.
6. You should then arrive at the TrojanLearn Homepage. Click on "Office of Compliance".

The screenshot shows the TrojanLearn dashboard. At the top is a red header with the TrojanLearn logo and a search bar. Below the header is a navigation menu with links for Home, Learning, Connect, Reports, and Help. The main content area features a large banner for HRCI Certifications with a group of professionals and a 'click to learn more' link. Below the banner are several promotional tiles: 'Be Prepared VIEW GETTING STARTED', 'Issues with Java? LAUNCH THE BROWSER CHECK', 'HARASSMENT PREVENTION & Campus SaVE Act Training', and 'NEED HELP? We're Here For You.'. There are also two 'Browse For Training' sections. The first lists 'Learn & Develop', 'Research', 'USC Systems', and 'Compliance'. The second, 'My Transcript', shows a table with columns for 'Due Date' and 'Action', with one entry for 'Performance Management (Non-Manager) Phase 1: None Evaluate Behavior'. To the right, the 'USC Training' section lists 'Contracts and Grants', 'Office of Compliance', 'Office of Research', and 'Sustainability'. Below this is a 'Learning Pathways' section with 'Active Listening' and 'Administrative Excellence'. A yellow arrow points to the 'Office of Compliance' link in the USC Training list. At the bottom left, there is a 'TAKES ON WED' badge.

7. You should then arrive at the Office of Compliance Training page. Click “Register Now”.

The screenshot shows the USC Office of Compliance online education programs page. The header is red with the TrojanLearn logo and search bar. Below the header is a navigation menu. The main content area features a large red banner with the USC University of Southern California logo and the text 'USC Office of Compliance online education programs'. Below the banner are four program tiles: 'HIPAA PRIVACY EDUCATION PROGRAM', 'GRANTS MANAGEMENT EDUCATION PROGRAM', 'HEALTHCARE COMPLIANCE EDUCATION PROGRAM', and 'INFORMATION SECURITY EDUCATION PROGRAM'. Each tile has a brief description. Below the tiles are four buttons: 'REGISTER NOW' (highlighted in green), 'COMING SOON', 'COMING SOON', and 'COMING SOON'. A yellow arrow points to the 'REGISTER NOW' button. At the bottom of the page, there is a footer with the Cornerstone logo and USC University of Southern California logo.

8. Then, open the curriculum player. You will arrive at the Chapter Breakdown page. Click “Launch” to open the chapter:



- The chapter will launch in another window. Click “Next” to move through the chapter. At the end, there will be a quiz. Once you pass the quiz, proceed to the next chapter.



- After going through each chapter, and passing each quiz, you will be taken back to the Chapter breakdown page to acknowledge:

90%
CURRICULUM PROGRESS

USC HIPAA Privacy Education Program

COMPLETE ALL CHAPTERS IN SEQUENCE

- Chapter 3: Use of Health Information for Public Policy Reasons**
Status: Completed | Due: No Due Date | Training Hours: 10min
You must be registered for the USC HIPAA Privacy Education Program in order to take this course. Please complete the previous chapters. [Launch]
- Chapter 4: Use of Health Information for Research and Education**
Status: Completed | Due: No Due Date | Training Hours: 7min
You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters. [Launch]
- Chapter 5: Use of Health Information for Marketing, Fundraising and Public Relations**
Status: Completed | Due: No Due Date | Training Hours: 7min
You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters. [Launch]
- Chapter 6: Special Privacy Considerations**
Status: Completed | Due: No Due Date | Training Hours: 7min
You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters. [Launch]
- Chapter 7: Patient Privacy Rights**
Status: Completed | Due: No Due Date | Training Hours: 6min
You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters. [Launch]
- Chapter 8: Securing Health Information**
Status: Completed | Due: No Due Date | Training Hours: 6min
You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters. [Launch]
- Chapter 9: Enforcement and Reporting**
Status: Completed | Due: No Due Date | Training Hours: 6min
You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters. [Launch]
- Chapter 10: Know Your Role**
Status: Pending Acknowledgement | Due: No Due Date | Training Hours: 10min
You must be registered for the USC HIPAA Privacy Education Program. You must sign the acknowledgement form after completing... [Acknowledge]

Cornerstone
USC University of Southern California

11. You should arrive at this Window. Click “Acknowledge”

I acknowledge that I have reviewed this education program in its entirety and understand my obligations under the HIPAA privacy regulations as described herein.

TO PRINT YOUR CERTIFICATE: Please click on the “Training Details” button at the top of the curriculum and click on the “Print Certificate” link.

[Cancel] [Acknowledge]

Cornerstone
USC University of Southern California

12. To print your certificate, go back to the Chapter Breakdown page and click “Training Details”:

TROJANLEARN

Home Learning Connect Reports Help

On Friday, October 30, 2015 from 3:00 PM PST to 7:00 PM PST, your portal will be briefly unavailable due to a software update.

USC HIPAA Privacy Education Program

Launch Curriculum Player

Training Details

Training Type: Curriculum
Provider: USC Office of Compliance
Version: 1.0
Training Hours: 1 Hour 0 Min
Description: This program reviews the rules and principles that govern how USC is required to protect patient health information, to help you understand your role in limiting the use and disclosure of health information, and to make sure you know where to turn for assistance when handling health information.
This curriculum contains 10 chapters which must be completed in sequential order to receive completion and your certificate. You must pass the tests at the end of each chapter in order to progress to the next.
Status: Completed
Training Purpose:
Due Date: None
Certificate: Print Certificate

Curriculum

View All Training Activated Training Not Activated Training

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	DUE DATE	EXEMPTED	STATUS	OPTIONS	DETAILS
COMPLETE ALL CHAPTERS IN SEQUENCE (Min. required: 16)					
Chapter 1: General Principles		No	Completed	LAUNCH	
Chapter 2: Use of Health Information for Patient Care		No	Completed	LAUNCH	
Chapter 3: Use of Health Information for Public Policy Reasons		No	Completed	LAUNCH	
Chapter 4: Use of Health Information for Research and Education		No	Completed	LAUNCH	
Chapter 5: Use of Health Information for Marketing, Fundraising and Public Relations		No	Completed	LAUNCH	
Chapter 6: Special Privacy Considerations		No	Completed	LAUNCH	
Chapter 7: Patient Privacy Rights		No	Completed	LAUNCH	
Chapter 8: Securing Health Information		No	Completed	LAUNCH	
Chapter 9: Enforcement and Reporting		No	Completed	LAUNCH	
Chapter 10: Know Your Role		No	Completed	LAUNCH	

Assignment and Version History

Approval History