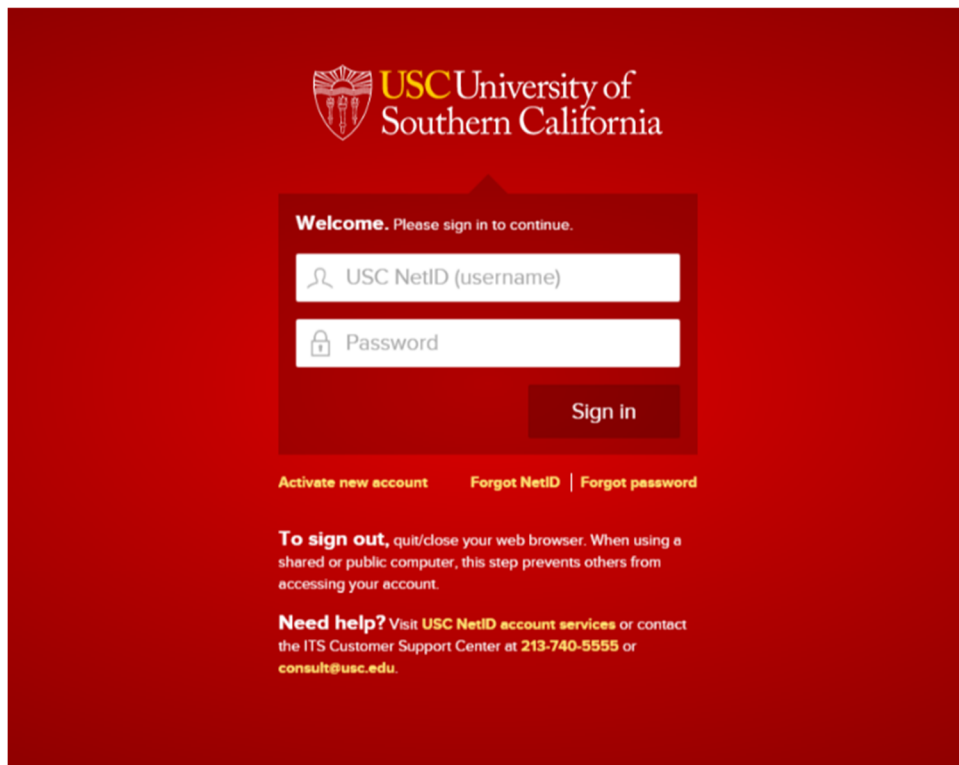


How to Access HIPAA on TrojanLearn

TrojanLearn is USC's university-wide online learning and development platform for employees and a host of many compliance trainings.

Should you need assistance, please contact the HR Service Center at (213) 821-8100 or trojanlearn@usc.edu.

1. Before beginning the course, be sure to allow pop-ups, all cookies, and cross-site tracking for trojanlearn.csod.com. This can be done by creating an exception for the site under your security settings – contact your IT support staff if you need help. This will prevent progress not being sent back to TrojanLearn (e.g., you complete training, yet it still shows as "in-progress" in your transcript).
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, and Workday.
5. Enter your password and click **Sign In**.
6. Authenticate via Duo Two-Factor Authentication (2FA).

Please verify your identity

Duo two-factor authentication is now required for all faculty and staff. If you have not already enrolled in Duo, press the Start setup button below to continue.

For assistance, please contact the ITS Customer Support Center at 213-740-5555.

Choose an authentication method

Duo Push RECOMMENDED
Send Me a Push

Call Me
 Call Me

Passcode
 Enter a Passcode

[What is this?](#)

[Add a new device](#)

[My Settings & Devices](#)

[Need help?](#)

Powered by Duo Security

7. You should then arrive at the TrojanLearn Homepage. Click on “Office of Compliance”.

TROJANLEARN
Search

Home
Learning
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Reports
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Welcome

Universal Profile

Browse For Training

- Learn & Develop
- Research
- USC Systems
- Compliance

Health, Hygiene and Safety Training

LinkedIn LEARNING

www.lynda.com/USC1181

My Transcript (click here to see all)

	Due Date	Status	Action
IMAGINE Virtual Conference Ask the Expert: Reporting	None	Registered	None
IMAGINE Virtual Conference Fireside Chat: Best Practices with Reporting	None	Registered	None
IMAGINE Virtual Conference Demo: Reporting-Introduction to Reporting	None	Registered	None
WordPress.com Essential Training	None	In Progress	Launch
HHS Conflicts of Interest in Research (update available)	None	In Progress	Inactive
HHS Conflicts of Interest in Research (update available)	None	In Progress	Inactive
Travel & Expense Training	None	Registered	None
Performance Management (Non-Manager) Phase 1: Plan	None	In Progress	Inactive

USC Training

- Business Services
- Contracts and Grants
- Environmental Health & Safety
- ITS Academy
- Office of Compliance
- Office of Research
- Office of the Comptroller
- Sustainability

Learning Pathways

- Active Listening Fundamentals
- Building Great Relationships at Work
- Change Management
- Presentation Skills
- Teamwork

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

Page 2 of 5

TROJANLEARN Search [] [] []

Home Learning Connect Reports Help

USC Office of Compliance USC University of Southern California
online education programs

HIPAA PRIVACY EDUCATION PROGRAM
The Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of individually identifiable health information. This program will familiarize you with the law and its mandates. **REGISTER NOW**

HHS CONFLICTS OF INTEREST TRAINING
Researchers who seek or have obtained Department of Health and Human Services (HHS) support must disclose all financial interests related to their institutional responsibilities to USC on an annual basis. This training must be taken at least every four years. **REGISTER NOW**

GRANTS MANAGEMENT EDUCATION PROGRAM
The university offers a grants management education program to help you navigate the complexities associated with sponsored research. Registration and other supplemental materials are available here. **REGISTER NOW**

9. You will arrive at the Course Overview page. Click “Open Curriculum”:

TROJANLEARN Search [] [] []

Home Learning Connect Reports Help

CURRICULUM
USC HIPAA Privacy Education Program
Last Updated: 12/18/2020

Details
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 sequence in 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.
Passing score: 80

Show More

Contents 10 Trainings

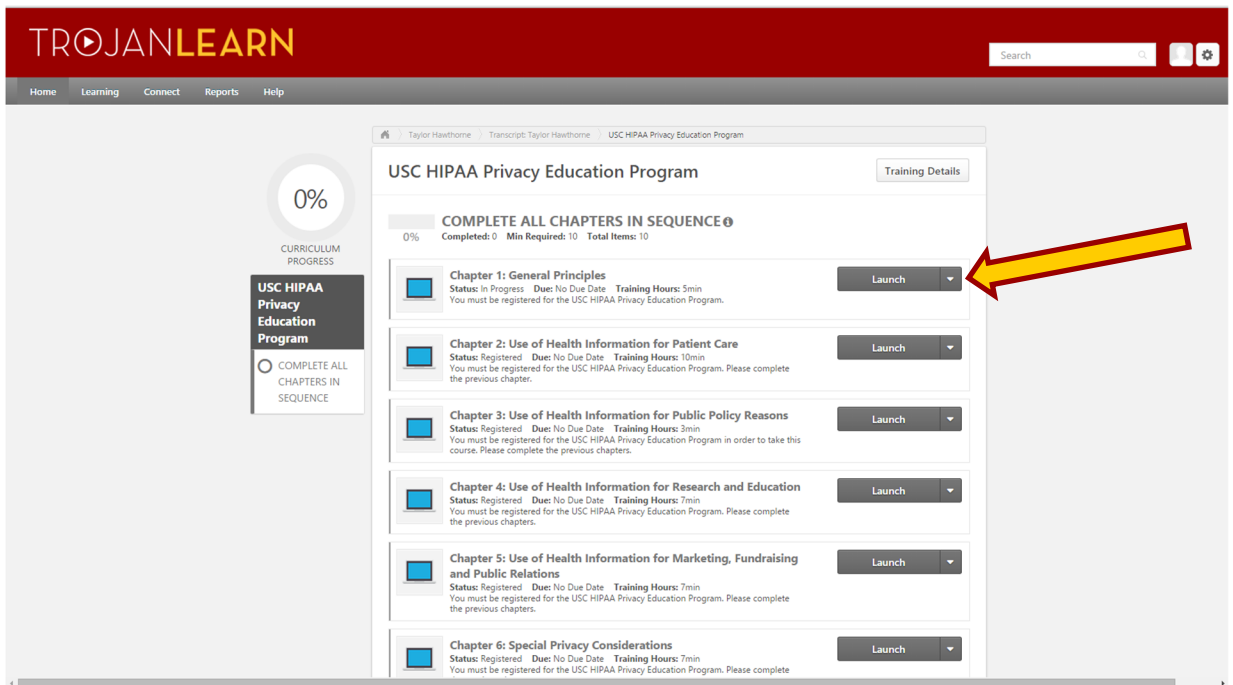
COMPLETE ALL CHAPTERS IN SEQUENCE

ONLINE CLASS	Chapter 1: General Principles
ONLINE CLASS	Chapter 2: Use of Health Information for Patient Care
ONLINE CLASS	Chapter 3: Use of Health Information for Public Policy Reasons

Show More

CURRICULUM
USC HIPAA Privacy Education Program
Open Curriculum

10. You will then arrive at the Chapter Breakdown page. Click “Launch” to open the chapter:



11. 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.



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

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

14. To print your certificate, go to your Transcript:

1. Go to the **Learning** menu > **View Your Transcript**
2. Click on the **Active** button and switch it to **Completed**
3. Find the training title and click on the **View Certificate** button