# 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:
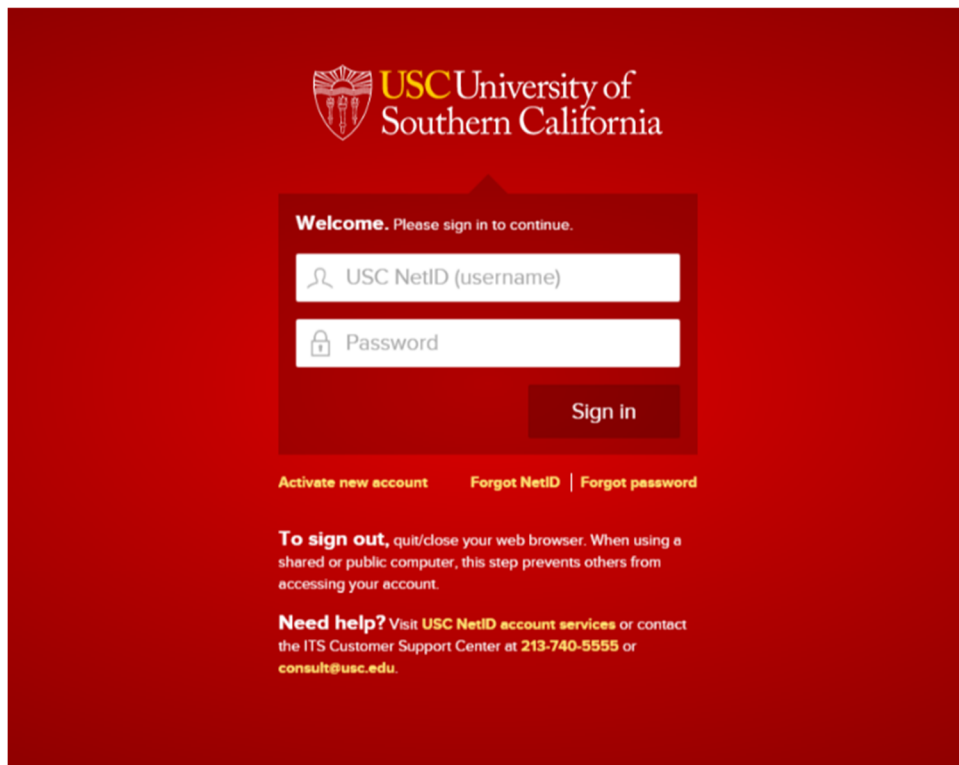
4. Enter your USC NetID.   Your USC NetID is a username that signs you in to central USC online tools and resources, including the wireless network, MyUSC, Blackboard, Google Apps, Microsoft Office 365, and Workday.

5. Enter your password and click **Sign In**.

6. Authenticate via Duo Two-Factor Authentication (2FA).

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

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

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

10. You will then arrive at the Chapter Breakdown page. Click "Launch" to open the chapter:
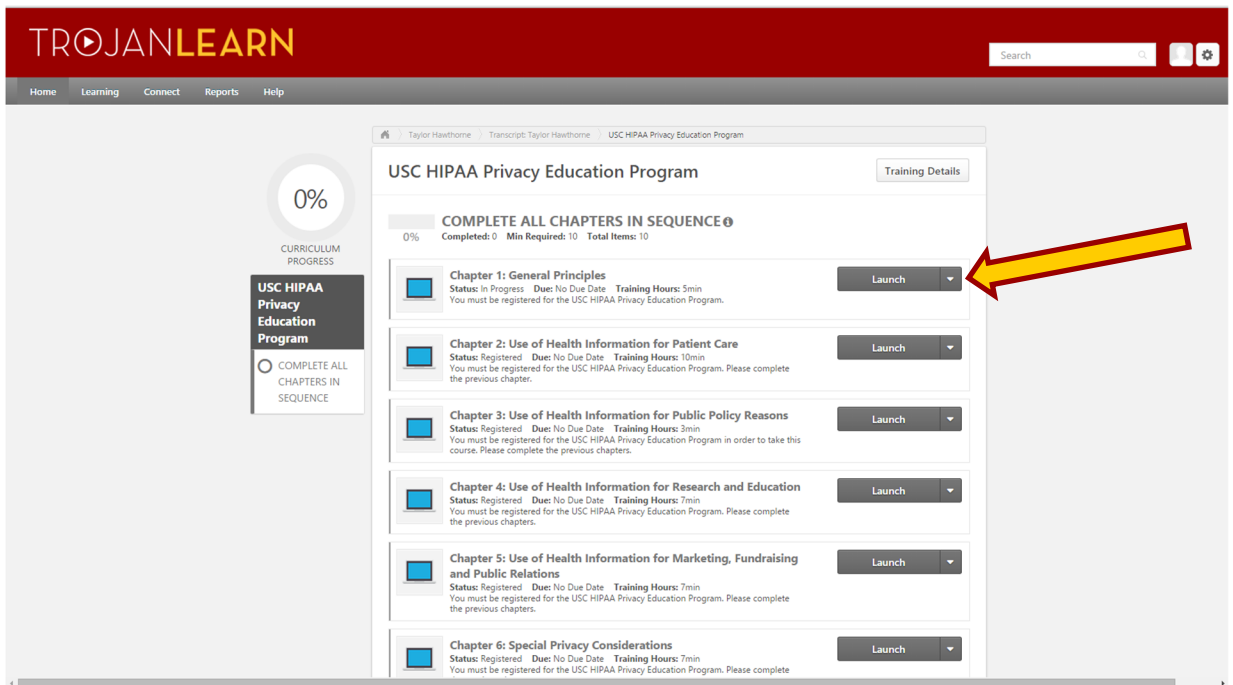
11. The chapter will launch in another window. Click "Next" to move through the chapter. At the end, there will be a quiz. Once you pass the quiz, proceed to the next chapter.

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