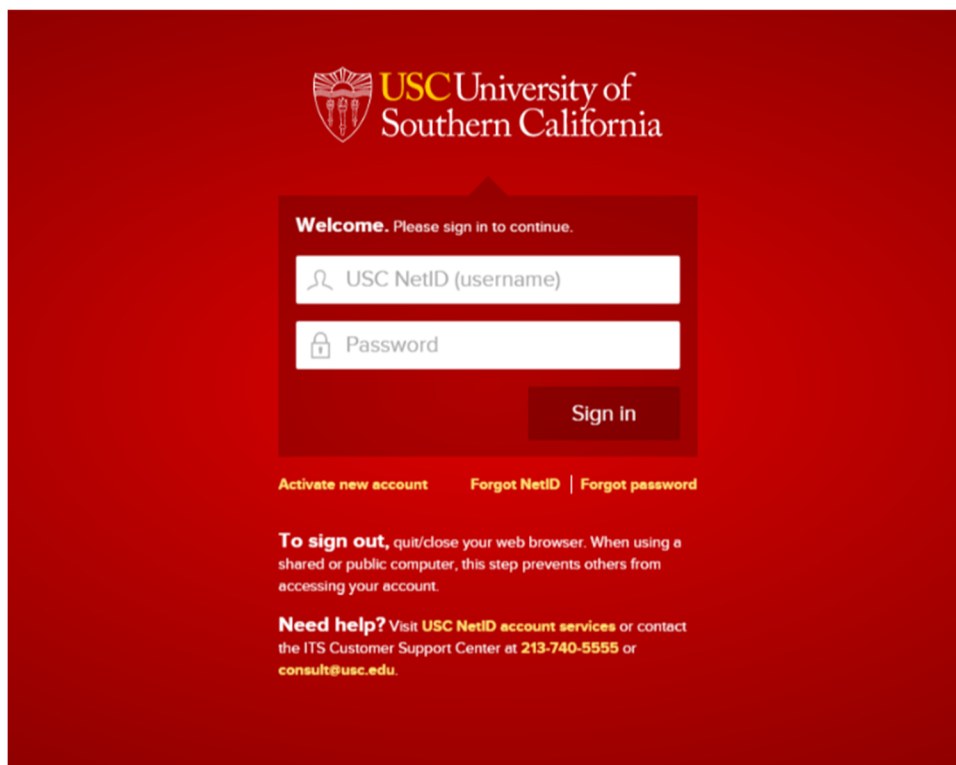


How to Access HIPAA on TrojanLearn

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, Trojan Time, 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

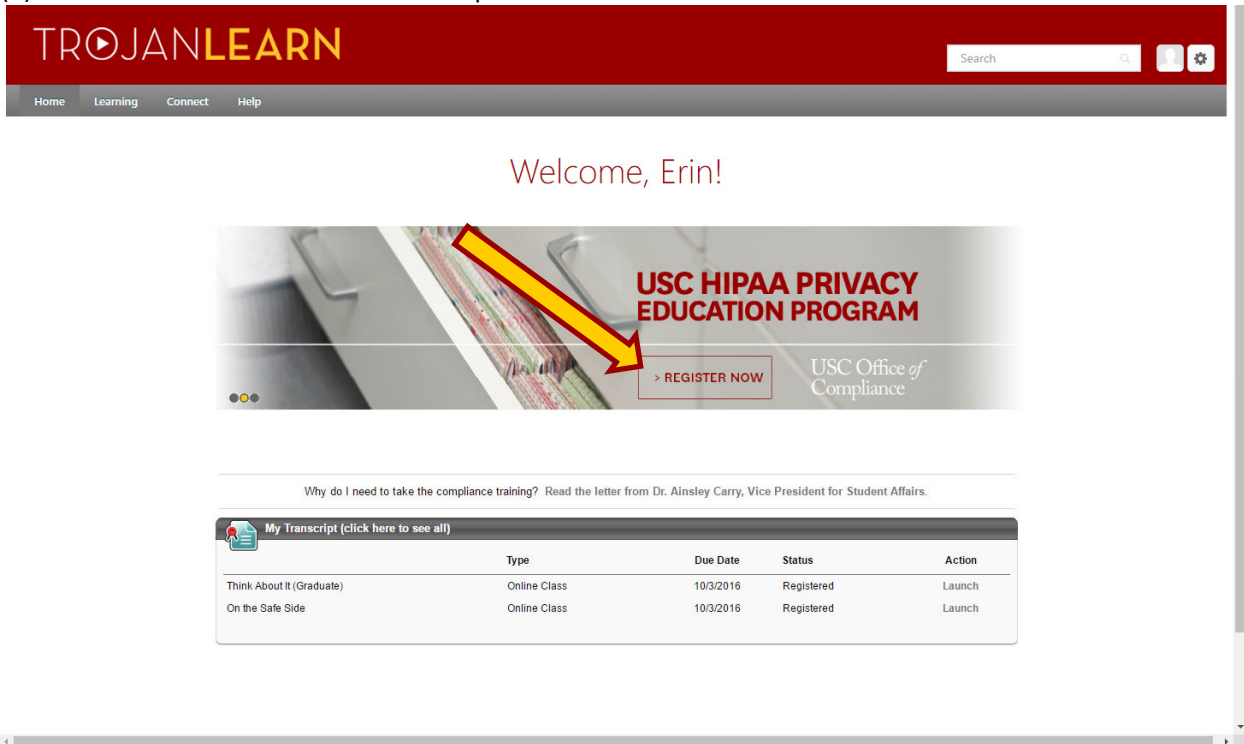
<input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small>	Send Me a Push
Call Me	Call Me
Passcode	Enter a Passcode

[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. You can access the program 2 ways:

(1) Wait for the HIPAA banner at the top and click it:



The screenshot shows the TrojanLearn homepage. At the top is a dark red header with the TrojanLearn logo, a search bar, and navigation links (Home, Learning, Connect, Help). Below the header, a personalized welcome message says "Welcome, Erin!". A prominent banner for the "USC HIPAA PRIVACY EDUCATION PROGRAM" is displayed, featuring a yellow arrow pointing to a "REGISTER NOW" button. Below the banner, there is a link to a letter from Dr. Ainsley Carry. At the bottom, a "My Transcript" section contains a table with the following data:

My Transcript (click here to see all)				
	Type	Due Date	Status	Action
Think About It (Graduate)	Online Class	10/3/2016	Registered	Launch
On the Safe Side	Online Class	10/3/2016	Registered	Launch

(2) Enter "HIPAA" in the Search box and select "USC HIPAA Privacy Education Program":

Welcome, Erin!

USC HIPAA PRIVACY EDUCATION PROGRAM

> REGISTER NOW

USC Office of Compliance

Why do I need to take the compliance training? Read the letter from Dr. Ainsley Carry, Vice President for Student Affairs.

My Transcript (click here to see all)

	Type	Due Date	Status	Action
Think About It (Graduate)	Online Class	10/3/2016	Registered	Launch
On the Safe Side	Online Class	10/3/2016	Registered	Launch

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

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

TROJANLEARN

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.

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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

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

TROJANLEARN

Home Learning Connect Reports Help

Taylor Hawthorne Transcript: Taylor Hawthorne USC HIPAA Privacy Education Program

USC HIPAA Privacy Education Program Training Details

COMPLETE ALL CHAPTERS IN SEQUENCE
 0% Completed: 0 Min Required: 10 Total Items: 10

Chapter 1: General Principles
 Status: In Progress Due: No Due Date Training Hours: 5min
 You must be registered for the USC HIPAA Privacy Education Program.

Chapter 2: Use of Health Information for Patient Care
 Status: Registered Due: No Due Date Training Hours: 10min
 You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapter.

Chapter 3: Use of Health Information for Public Policy Reasons
 Status: Registered Due: No Due Date Training Hours: 3min
 You must be registered for the USC HIPAA Privacy Education Program in order to take this course. Please complete the previous chapters.

Chapter 4: Use of Health Information for Research and Education
 Status: Registered Due: No Due Date Training Hours: 7min
 You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters.

Chapter 5: Use of Health Information for Marketing, Fundraising and Public Relations
 Status: Registered Due: No Due Date Training Hours: 7min
 You must be registered for the USC HIPAA Privacy Education Program. Please complete the previous chapters.

Chapter 6: Special Privacy Considerations
 Status: Registered Due: No Due Date Training Hours: 7min
 You must be registered for the USC HIPAA Privacy Education Program. Please complete

0%
 CURRICULUM PROGRESS

USC HIPAA Privacy Education Program

COMPLETE ALL CHAPTERS IN SEQUENCE

Launch

Launch

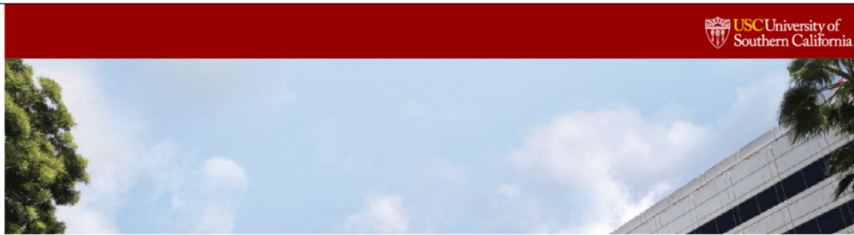
Launch

Launch

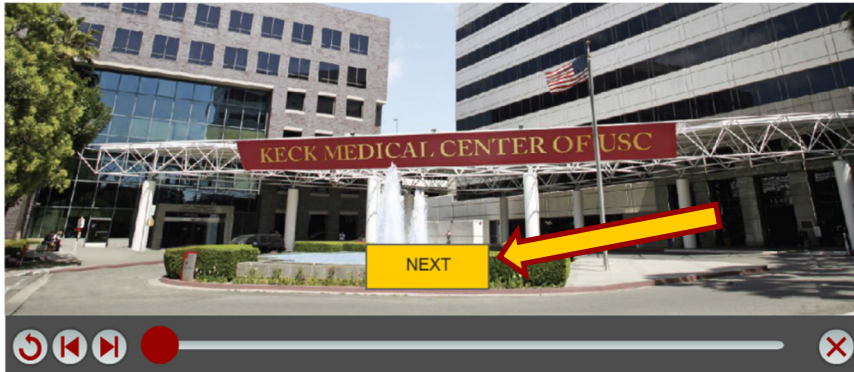
Launch

Launch

10. 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.



USC HIPAA Education Program



11. 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	Status	Due	Training Hours	Action
Chapter 3: Use of Health Information for Public Policy Reasons	Completed	No Due Date	3min	Launch
Chapter 4: Use of Health Information for Research and Education	Completed	No Due Date	7min	Launch
Chapter 5: Use of Health Information for Marketing, Fundraising and Public Relations	Completed	No Due Date	7min	Launch
Chapter 6: Special Privacy Considerations	Completed	No Due Date	7min	Launch
Chapter 7: Patient Privacy Rights	Completed	No Due Date	6min	Launch
Chapter 8: Securing Health Information	Completed	No Due Date	6min	Launch
Chapter 9: Enforcement and Reporting	Completed	No Due Date	8min	Launch
Chapter 10: Know Your Role	Pending Acknowledgement	No Due Date	1min	Acknowledge

12. 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.

13. 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

