

How to Access “USC HIPAA Compliance and You” on TrojanLearn

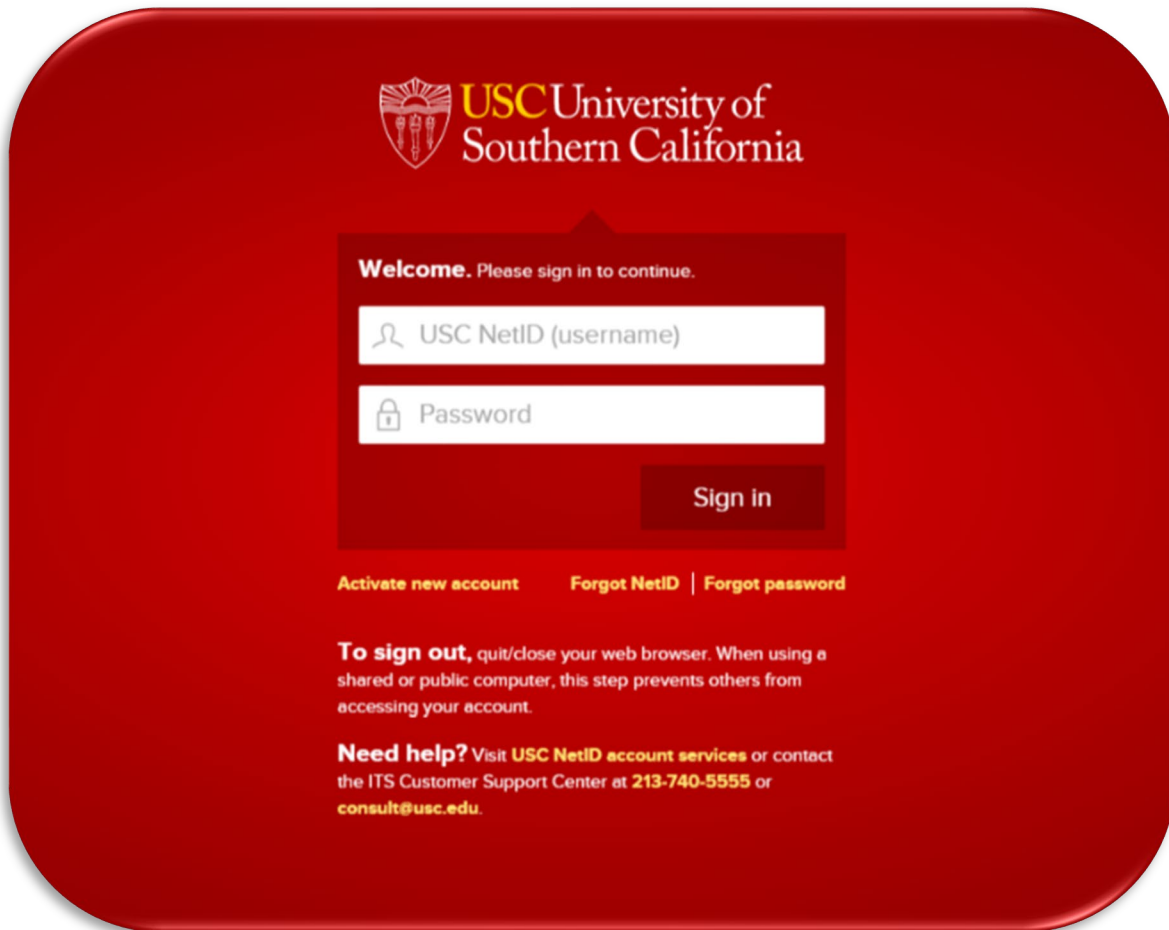
TrojanLearn is USC’s university-wide online learning and development platform for employees and a host of many compliance trainings.

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/>.

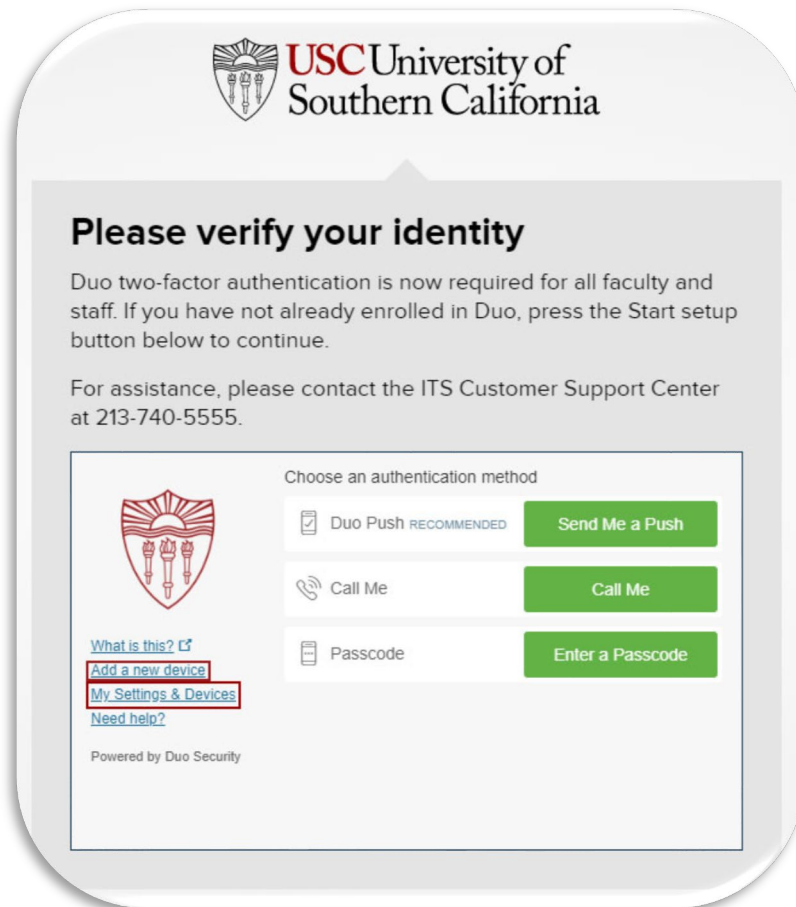
3. You will be redirected to the Shibboleth log-in page:



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 Office365, Trojan Time, and Workday.

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

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

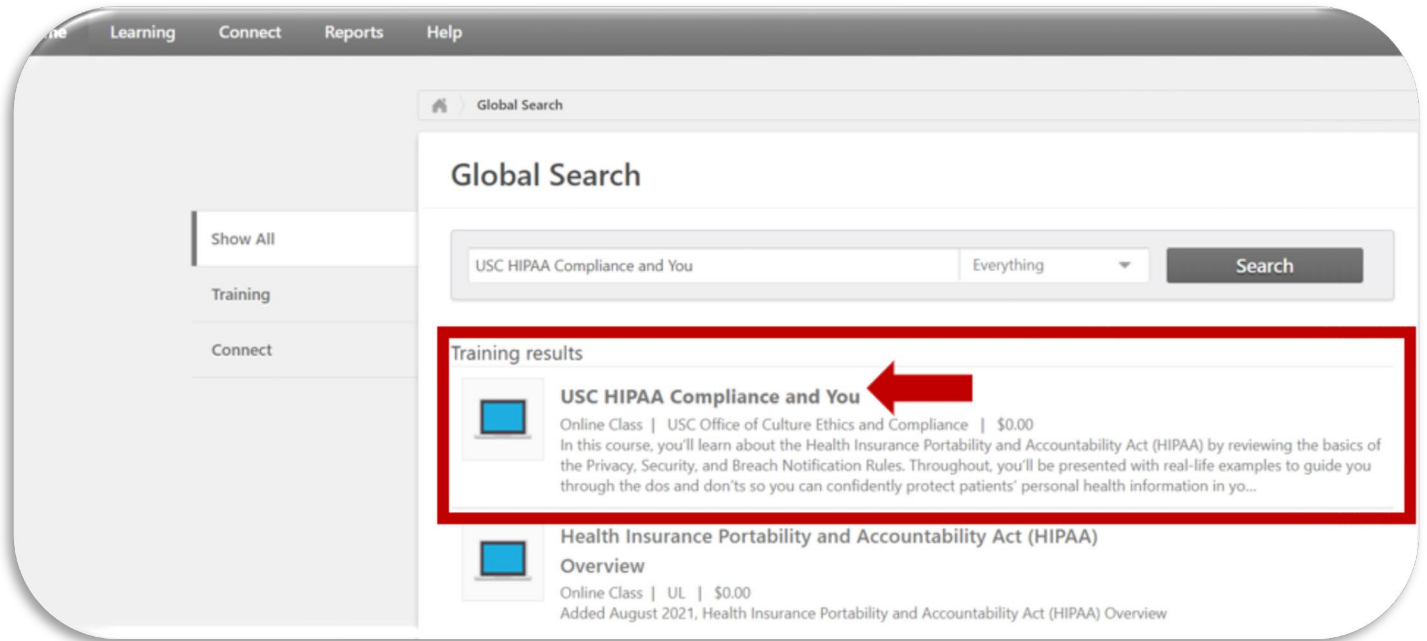


7. You should then arrive at the TrojanLearn Homepage. You can access the course by:

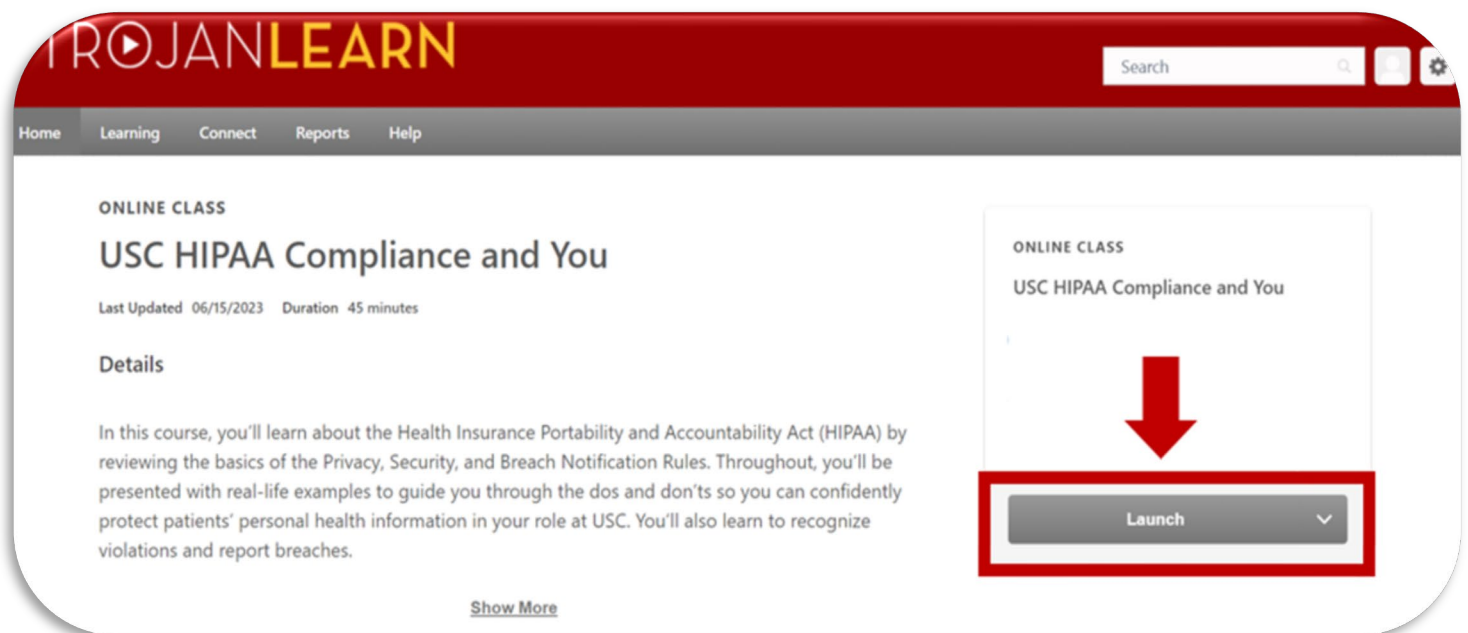
- Entering the “**USC HIPAA Compliance and You**” in the Search box and pressing “enter” or clicking on the “magnifying glass” search icon.



8. You will arrive at the “Training results” page, that will list various trainings be sure to select and take the correct course “**USC HIPAA Compliance and You**”:



9. You will then arrive at the Course Details page. Click **“Launch”** to start the course:



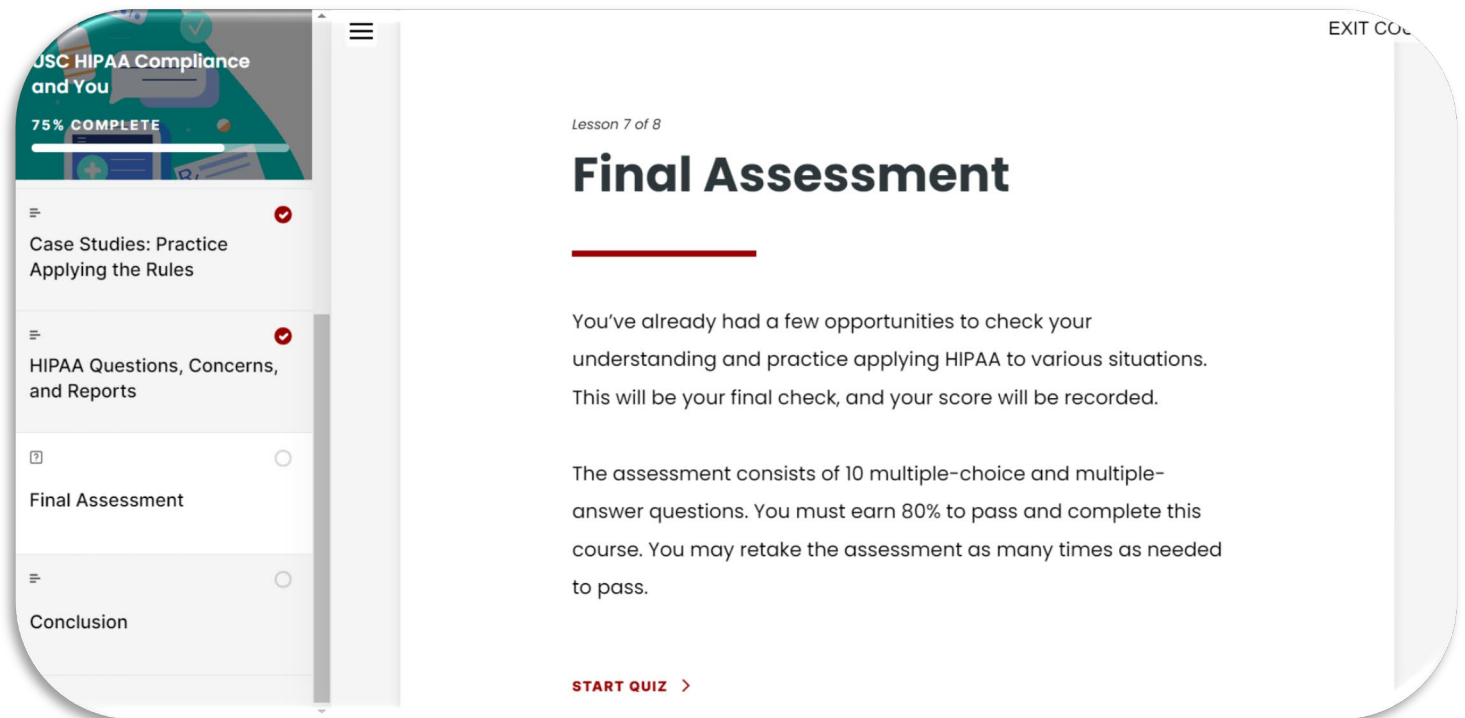
10. The course will launch in another window. Click “Next” to move through the lessons.



11. There are 8 lessons in the USC HIPAA Compliance and You course, progress can be tracked through the percentage complete ledger:

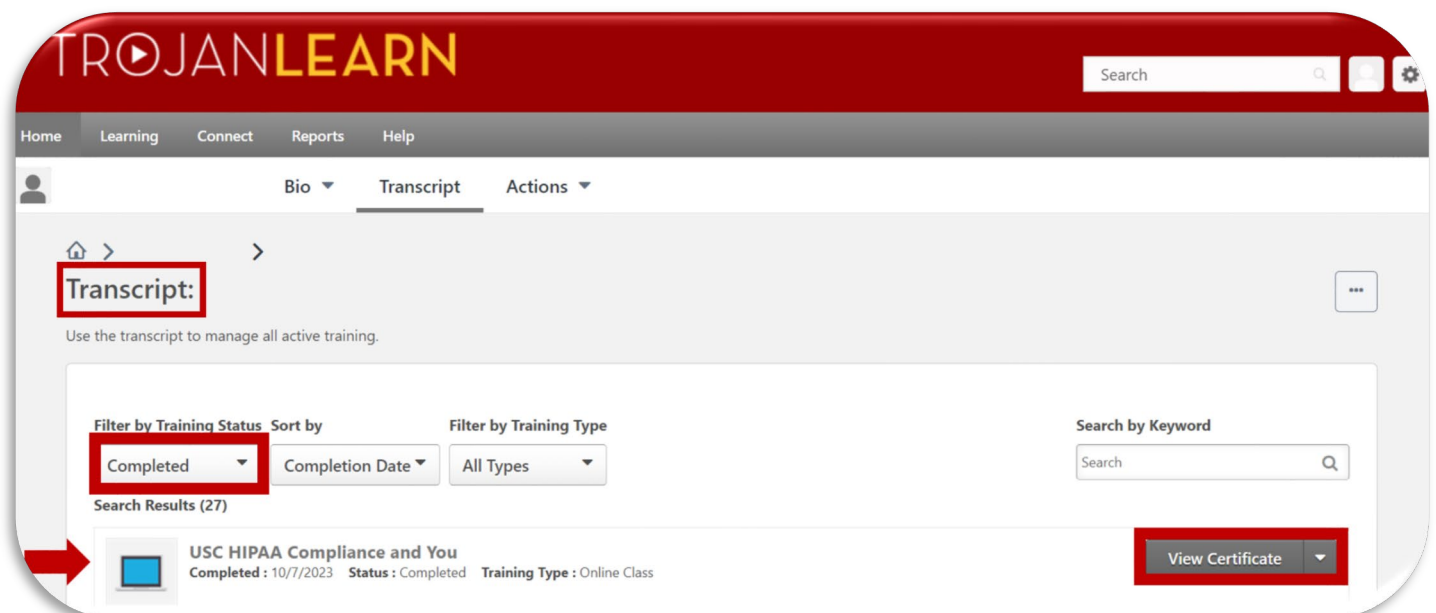


12. You will need earn at least an 80% to pass the “USC HIPAA Compliance and You” Final Assessment.



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





CERTIFICATE OF COMPLETION

Tommy Trojan

has completed the following training:

USC HIPAA Compliance and You

by **USC** Office of Culture, Ethics and Compliance

&

Keck Medicine of **USC** - Office of Healthcare Compliance

Date: 10/7/2023

