

# MHS Learn



## Account Creation and Log-In Procedures

IMD Training Division  
NMC Portsmouth, VA

# Step 1:

Go to MHS Learn

The website can be found at:

<https://mhslearn.csd.disa.mil/ilearn/en/learner/mhs/portal/home.jsp>

or

the NMCP Intranet, under the  
Training link

or

Google MHS Learn

# Step 2: Click on the MHS STAFF TRAINING link

The screenshot shows the MHS Learn website in a Windows Internet Explorer browser window. The address bar displays the URL: <https://mhslearn.csd.disa.mil/learn/en/learner/mhs/portal/home.jsp>. The page features a navigation menu with links for Home, MHS Staff Training, Patient Training, DoD / VA Sharing, Site Map, and Help. Below the navigation menu is a section titled "Get it Done Online!" with links for MHS Staff Training, TRICARE Online, Health.mil, and My HealthVet. The main content area is titled "Welcome to MHS Learn The Military Health System Learning Portal" and contains several paragraphs of text. A red arrow points to the "MHS Staff Training" link in the third paragraph. Below the arrow is a red box with the text "Click Here".

**MHS Learn**  
Military Health System Learning Portal

Home | **MHS Staff Training** | Patient Training | DoD / VA Sharing | Site Map | Help

Get it Done Online!  
❖ MHS Staff Training | ❖ TRICARE Online | ❖ Health.mil | ❖ My HealthVet

**What's New ?**

- New Courses for MHS Staff
- MHS Learn Patient Training
- MHS Staff Training
- Patient Training
- DoD / VA Sharing
- About Us
- Help

**Welcome to MHS Learn**  
**The Military Health System Learning Portal**

Military Health System Learning (MHS Learn) has expanded to embrace the multifaceted nature of the Military Health System. Within this learning portal you will find links, resources and training materials spanning all branches of service as well as Veterans Affairs, the beneficiary patient population, and civilian providers.

MHS Learn is your world-class site for online and blended training and can be used to accomplish many of your specific training goals and objectives. The learning portal is a centralized, web-based training platform providing the military medical workforce and beneficiary population with a single source for managing, delivering and tracking all medically-related learning. Learners can attend courses in a virtual setting, participate in online training, and obtain free health related training.

MHS Learn Staff training remains as robust as ever. Staff members can click here [MHS Staff Training](#) and log into MHS Learn to access Health Insurance Portability and Accountability Act (HIPAA), Armed Forces Health Longitudinal Technology Application (AHLTA), Composite Health Care System (CHCS), and other assigned training.

Please take a moment to access the other headings above and explore the site.

**Announcements**

- ▶ February 20, Maintenance Announcement

**Click Here**

# Step 3: Click on OK

## MANDATORY DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

OK

Click Here

# Step 4: Click "If you don't have a CAC, click here"



U.S. Department of Defense  
Military Health System

**i**DENTITY  
AUTHENTICATION  
SERVICES

This Website has been Public Key Enabled



Please click on "CAC Access" below to access the application using your Common Access Card (CAC).

Make sure that your CAC is inserted into the CAC reader so that your identity certificate is available to the web browser.



**Public Key Enabled access will be transitioning to Public Key ENFORCED access in January-February 2009. At that time, the "If you don't have a CAC, click here" option at the bottom of this screen will no longer be available to users (except MHS Learn and PEPR).**



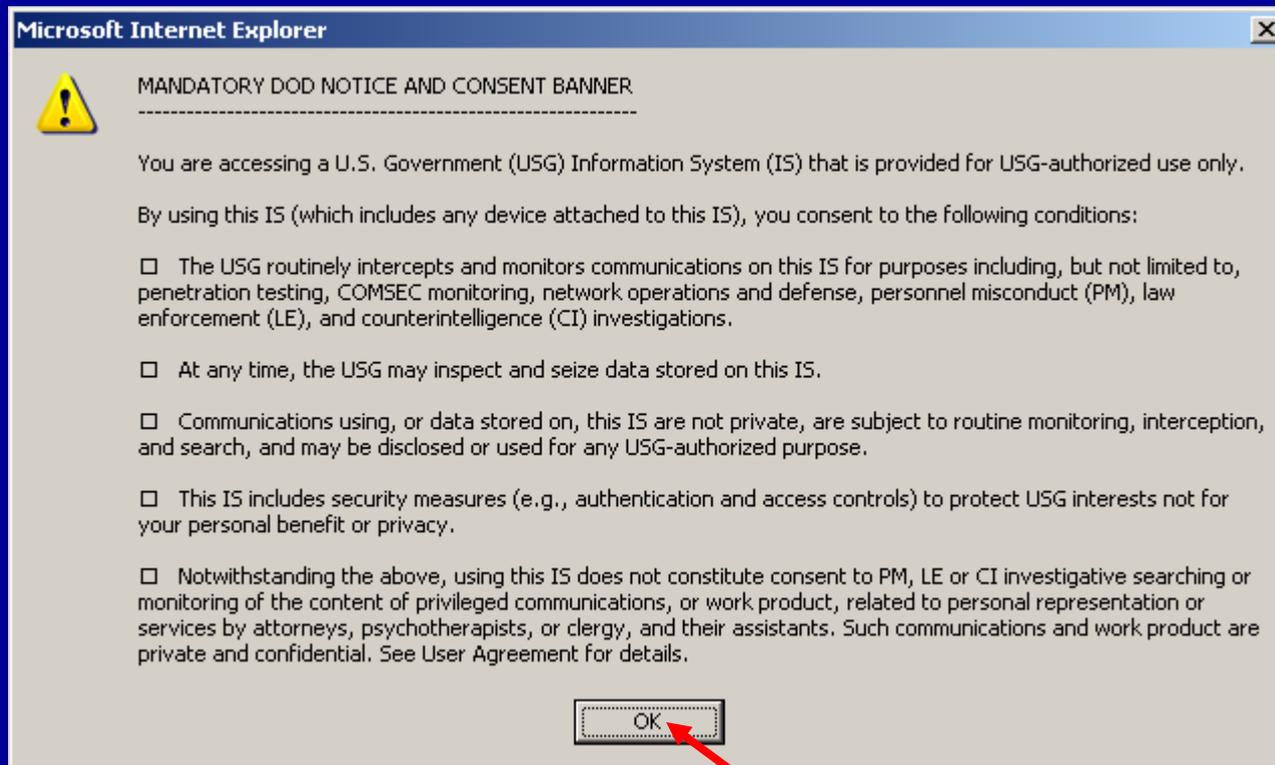
Click Here



**\*MHS Learn  
will soon be  
CAC Enabled.**

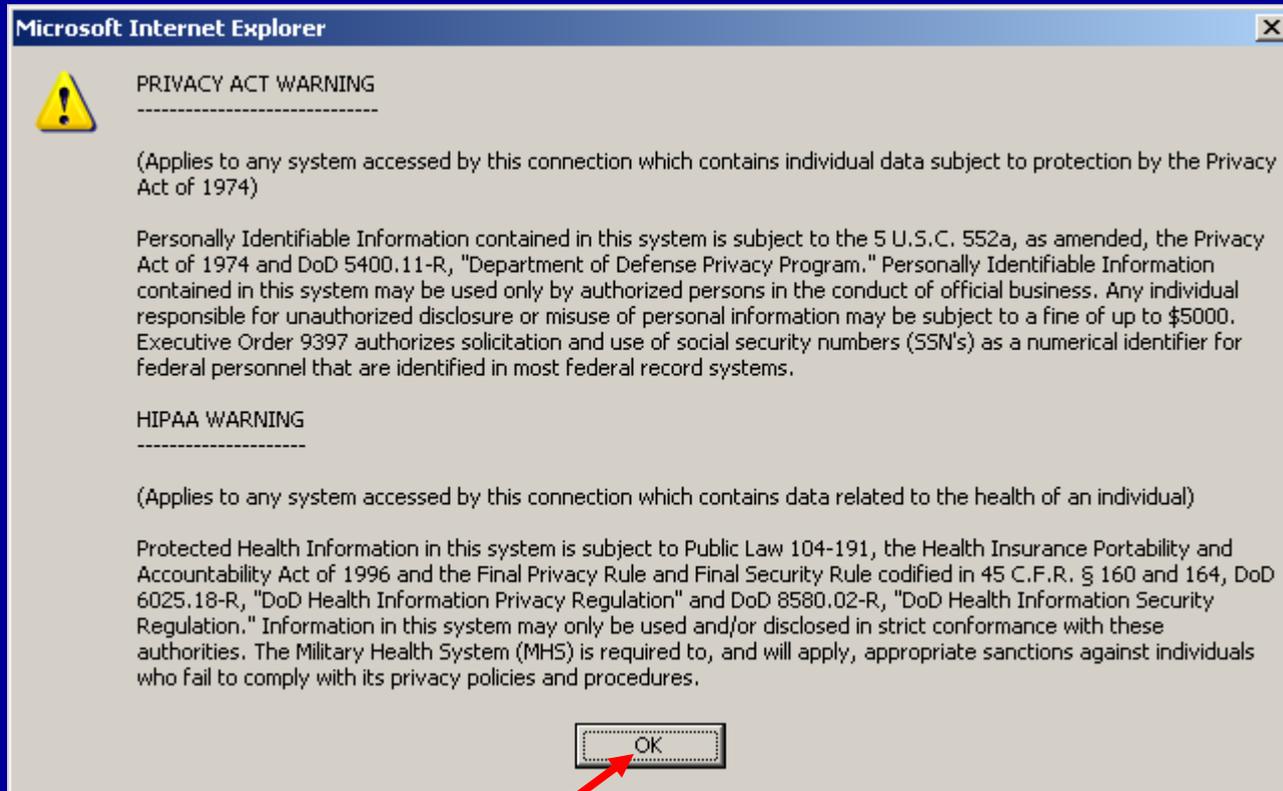
[If you don't have a CAC, click here](#)

# Step 5: Click on OK



Click Here

# Step 6: Click on OK



Click Here

# Step 7: If you do not have an account and need to create one, select “Click Here To Register”

The screenshot displays the MHS Learn website interface. At the top left is the MHS Learn logo. Below it is a navigation bar with links: Home, MHS Staff Training, Patient Training, DoD / VA Sharing, Site Map, About Us, and Help. A secondary navigation bar includes MHS Staff Training, TRICARE Online, Health.mil, and My HealthVet. On the left sidebar, there are sections for Browse Catalog, MHS Learn Courses, and MHS Resources, with a list of various healthcare-related organizations. The main content area features an announcement about DISA server maintenance on July 26, 2008, and a section for MHS Staff Training with a red 'Click Here' button. To the right is a login form with fields for Username and Password, a Login button, and a 'Click here to register' link circled in red. A red arrow points from the 'Click Here' button to the 'Click here to register' link. At the bottom right, there is a 'Browser Check' button and a note to 'Check your Browser or System Configuration now!'.

**MHS Learn**  
Military Health System  
Learning Portal

Home | MHS Staff Training | Patient Training | DoD / VA Sharing | Site Map | About Us | Help

MHS Staff Training | TRICARE Online | Health.mil | My HealthVet

**Browse Catalog**  
Click here to view MHS Learn Courses.  
[MHS Learn Courses](#)  
**MHS Resources**  
[Clinical Information Technology Program Office](#)  
[Uniformed Services University](#)  
[National Institutes of Health](#)  
[Centers for Disease Control and Prevention](#)  
[Department of Veterans Affairs](#)  
[Department of Health and Human Services](#)  
[TRICARE University](#)

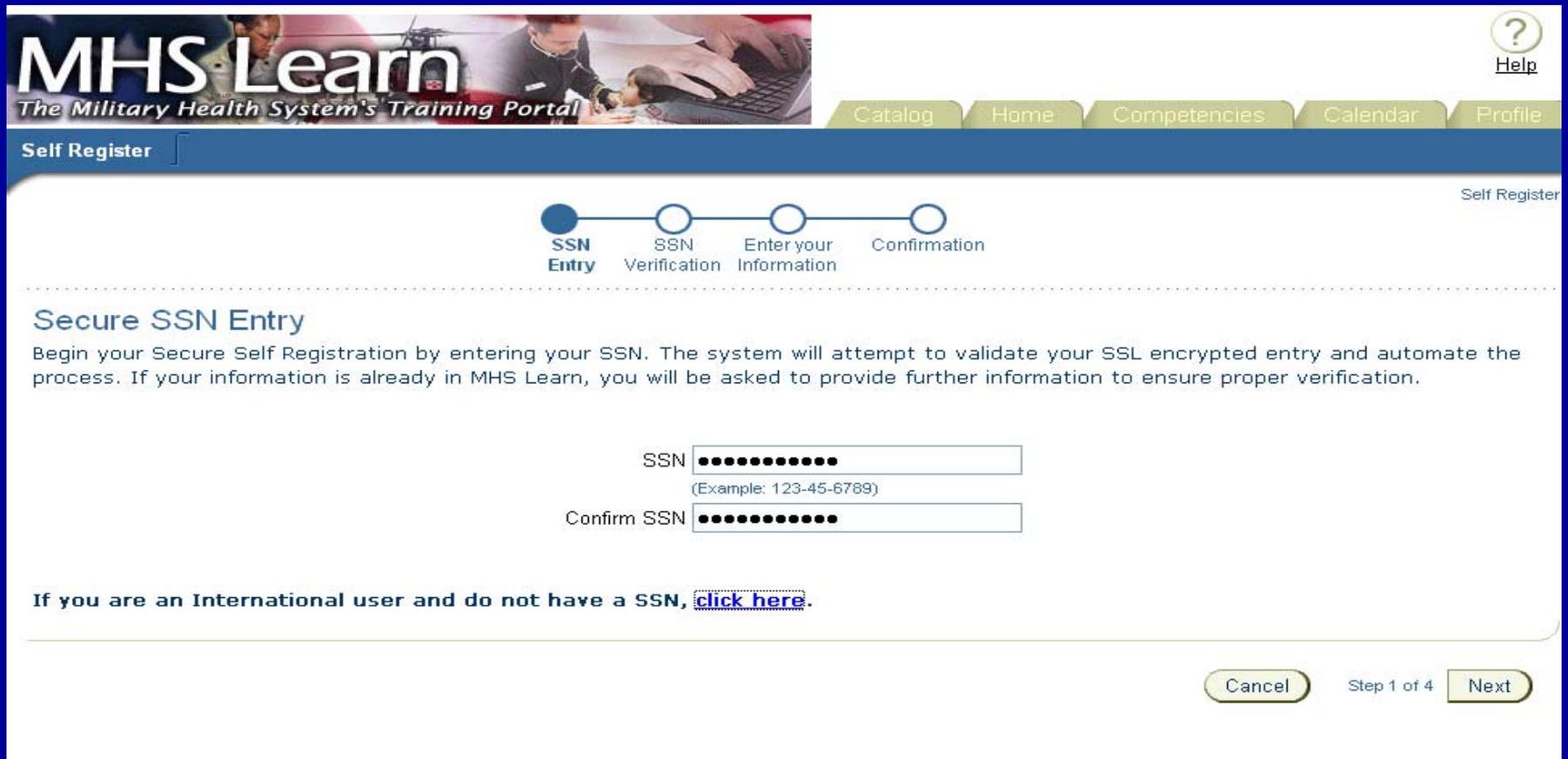
**MHS Staff Training**  
**Announcement**  
There will be DISA server maintenance on Saturday, July 26, 2008 between 0800-1300 hours CT. There will be interruptions in service during this time and MHS-Learn System will be unavailable. Please do not attempt any training in this time period.  
We apologize for any inconvenience.

**Click Here**

For busy healthcare professionals, time constraints can make it difficult to participate in live educational events. Online courses help MHS staff take control of their schedules with 24-hour access to important tools and medically-related websites.  
On this page you will find links to medically-related resources. These resources can be accessed by clicking on a link to the left and are intended to assist healthcare professionals provide the highest quality of care to their patients.  
These resources should be used only as a support tool and should not be relied upon solely for making health-related decisions.

**Login to MHS Learn**  
[Check Browser Compatibility](#)  
Username :   
Example: John.Smith.6789  
Password :   
**Login**  
[Click here to register](#)  
[Forgot Username?](#)  
[Forgot Password?](#)  
**Browser Check**  
**Check your Browser or System Configuration now!**

**Step 8:** Enter and confirm your SSN. Once you have completed this, hit the next tab. If you do not receive an error message, proceed to **Step 7**. If you receive the following error “***We are unable to verify the SSN...***” ensure that your SSN is entered correctly and click on the next tab.



The screenshot shows the MHS Learn Self Register interface. At the top left is the MHS Learn logo with the tagline 'The Military Health System's Training Portal'. A navigation bar includes 'Catalog', 'Home', 'Competencies', 'Calendar', and 'Profile'. A 'Self Register' tab is active. A progress indicator shows four steps: 'SSN Entry' (completed), 'SSN Verification', 'Enter your Information', and 'Confirmation'. The main heading is 'Secure SSN Entry'. Below it, a paragraph explains the process: 'Begin your Secure Self Registration by entering your SSN. The system will attempt to validate your SSL encrypted entry and automate the process. If your information is already in MHS Learn, you will be asked to provide further information to ensure proper verification.' There are two input fields: 'SSN' with a masked value '●●●●●●●●' and '(Example: 123-45-6789)', and 'Confirm SSN' with a masked value '●●●●●●●●'. A note at the bottom states: 'If you are an International user and do not have a SSN, [click here](#).' At the bottom right, there are 'Cancel' and 'Next' buttons, and the text 'Step 1 of 4'.

MHS Learn  
The Military Health System's Training Portal

Help

Catalog Home Competencies Calendar Profile

Self Register

Self Register

SSN Entry SSN Verification Enter your Information Confirmation

### Secure SSN Entry

Begin your Secure Self Registration by entering your SSN. The system will attempt to validate your SSL encrypted entry and automate the process. If your information is already in MHS Learn, you will be asked to provide further information to ensure proper verification.

SSN ●●●●●●●●  
(Example: 123-45-6789)

Confirm SSN ●●●●●●●●

If you are an International user and do not have a SSN, [click here](#).

Cancel Step 1 of 4 Next

## NOTE!

**"If you have already Self Registered once, DO NOT attempt Self Registration again. Click Cancel and login with your user name and password. User name format is FirstName.LastName.1234 (your last four SSN). If you forgot your password, go back and click the Forgot Password link. All fields below are either mandatory or necessary. Please fill all fields completely.**

**False statements on this form will invalidate course certification and you will not get credit for completing your MHS training."**



The Military Health System's Training Portal

Help

Catalog Home Competencies Calendar Profile

Self Register

Self Register

SSN Entry **SSN Verification** Enter your Information Confirmation

### SSN Verification

We were unable to verify the SSN entered to DMHRSi information. If you have entered your SSN correctly, please click Next to continue with self registration. If you are not sure you entered correctly, please click "Try Again".

SSN

(Example: 123-45-6789)

Confirm SSN

Try Again

If you are an International user and do not have a SSN, [click here](#).

Cancel Step 2 of 4 Next

**Step 9:** Enter the following information correctly. If you do not enter this correctly, you will not receive credit for any training completed. ***Hit the tab key to advance to each section.***

First Name  
Middle Name  
Last Name  
Govt. e-mail account  
Work Phone number  
Skip DSN  
Your Birth month  
Social Security Number  
Skip Foreign National ID.  
Navy- as your Service.

Site	<b>MHS-LEARN</b>
* First Name	<input type="text" value="John"/>
Middle Name	<input type="text" value="Adam"/>
* Last Name	<input type="text" value="Doe"/>
* Email	<input type="text" value="John.Doe@med.navy.mil"/>
	<input type="checkbox"/> Check here if you are an International User
* Telephone	<input type="text" value="757.953.5008"/>
DSN (123.4567)	<input type="text"/>
* Birth Month	<input type="text" value="01-Jan"/> 
* SSN ( xxx-xx-xxxx)	<input type="text" value="●●●●●●●●"/>
* Foreign National ID	<input type="text"/>
* Service or Agency	<input type="text" value="Navy - N"/> 

**Step 10:** Select **NMCP Portsmouth** as your MTF\Location\Unit and HIPAA Job Domain, regardless of the NMCP location you are currently working at (Boone, Sewells, Oceana, Triprime Clinic, etc).

**MTF\Location\Unit** – Click flashlight to obtain options

**Duty Status** - Choose as applicable

**Rank** – For Military Personnel

**HIPAA Job Position**

**HIPAA Job Domain** – Click on Flashlight

**Job Role** – Click on the flashlight next to the field, and select the job role that closest fits your position.

**Username** – Is automatically your First name. Last name. Last 4 SSN

**Set your password.**

**Set your password challenge.**

**Set Password Response**

**Click Next**

\* MTF\ Location\ Unit NMC PORTSMOUTH (0124)

\* Duty Status Military-Active

Rank 05

\* HIPAA Job Position 04. Support Services

\* HIPAA Job Domain (0124) NMC PORTSMOUTH

\* Job Role Training Manager

\* Username JOHN.DOE.7663 (System generated)

\* Password

\* Confirm Password

**TIP The Password Challenge/Response:** If you forget your password, the Password Challenge will be presented to you when you request to have your password reset. Password will be reset if the learner responds with the last 6 of SSN (or Foreign National Id) and birth month or the correct Password Challenge Response. The intent of the Password Challenge and Response is to prevent others from resetting your password.

**Suggestions:** Answer one of the given questions you will remember the answer to. Make the response a single word or phrase you would be familiar with but others would not necessarily know.

\* Password Challenge Your favorite City

\* Password Response PORTSMOUTH

Cancel Back Step 3 of 4 Next

When you are finished, hit the next key and your account will pop up. The course/s that you see are the courses assigned to you that you will need to complete. This will be the screen that will appear when you log into your account from this point forward

The screenshot displays the MHS Learn website interface. At the top, there is a banner for 'MHS Learn The Military Health System's Training Portal' with a background image of a person working on a laptop. To the right of the banner are icons for 'Help' and 'Logout'. Below the banner is a navigation bar with tabs for 'Catalog', 'Home', 'Calendar', and 'Profile'. A secondary navigation bar contains links for 'Overview', 'Learning Paths', 'Certifications', 'Self-Paced', 'Scheduled', 'Integrated Learning', 'Chats', and 'Forums'. The main content area is divided into three sections: 'Search Catalog', 'My Learning', and 'Announcements'. The 'Search Catalog' section includes a search box, a 'Go' button, and options for 'Exact phrase' and 'Advanced Search...'. The 'My Learning' section features a filter box, an 'Include Completed Offerings' checkbox, and a 'Go' button. Below this is a table with columns for 'Play', 'Offering', 'Start Date', 'Enrolled', and 'Status'. The table contains one entry for 'HIPAA Training for Facility Support Services Staff' with a start date of 9/29/06, an enrollment date of 8/4/08, and a status of 'Not Attempted'. The 'Announcements' section lists several news items with red folder icons, including 'Browser Configuration, FAQ and User Guide', 'ATTN: Virtual Classroom Students', 'CHCS and AHLTA Virtual Classroom Training Schedules and Information', 'EWSR Virtual Classroom Training Schedules and Information', 'Navy Information Assurance Virtual Classrooms', 'Please Update Your Profile and keep your information up-to-date.', and 'AHLTA Dental Web-Based Training series is now accredited for Continuing Education (CE) credits'. The user's name 'John Doe' is visible in the top right corner of the main content area.

**MHS Learn**  
The Military Health System's Training Portal

Help Logout

Catalog Home Calendar Profile

Overview Learning Paths Certifications Self-Paced Scheduled Integrated Learning Chats Forums

**Search Catalog**

Exact phrase  
[Advanced Search...](#)

**Browse Catalog**

- [Application](#)
- [Course Vendor](#)
- [Demo](#)
- [DOD VA Shared Training](#)
- [Program Office](#)
- [Service](#)
- [Training Type](#)

**My Learning** John Doe

Filter   Include Completed Offerings

◀ Previous   Next ▶

Play	Offering	Start Date	Enrolled	Status
<input type="button" value="▶"/>	<a href="#">HIPAA Training for Facility Support Services Staff</a>	9/29/06	8/4/08	Not Attempted

**Announcements**

- [Browser Configuration, FAQ and User Guide](#)
- [ATTN: Virtual Classroom Students](#)
- [CHCS and AHLTA Virtual Classroom Training Schedules and Information](#)
- [EWSR Virtual Classroom Training Schedules and Information](#)
- [Navy Information Assurance Virtual Classrooms](#)
- [Please Update Your Profile and keep your information up-to-date.](#)
- [AHLTA Dental Web-Based Training series is now accredited for Continuing Education \(CE\) credits](#)