

HOW TO SELF REGISTER ON MHS LEARN

To Self Register:

1. Open MHS Learning Portal at <https://mhslearn.csd.disa.mil>.
2. Select **MHS Staff Training** tab from the **Military Health System Learning Portal Home** page.
3. Click '**LOGIN**'.
4. Select '**Click here to register**' link.

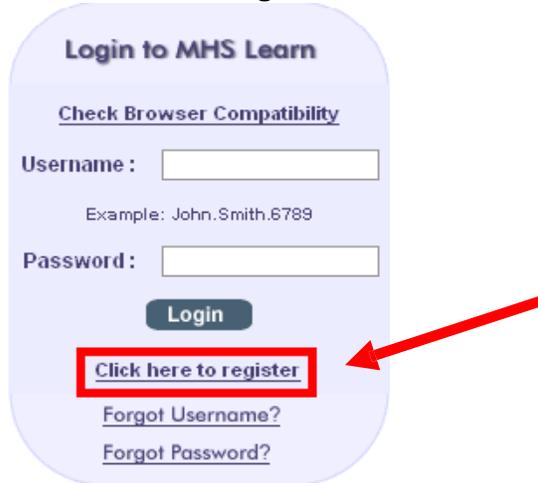


Figure 17 – Self Register Window – Click here to register

MHS Learn requires the learner to enter their complete SSN. The SSN is used to verify and match the MHS Learn account with the Defense Medical Human Resource System – internet (DMHRSi) account. The SSN is encrypted during this process and will never be listed on any reports. All MHS Learn application data is secured behind the Defense Information Systems Agency (DISA) firewall.

5. Enter **SSN** in the **SSN** and **Confirm SSN** fields. Click '**Next**'.

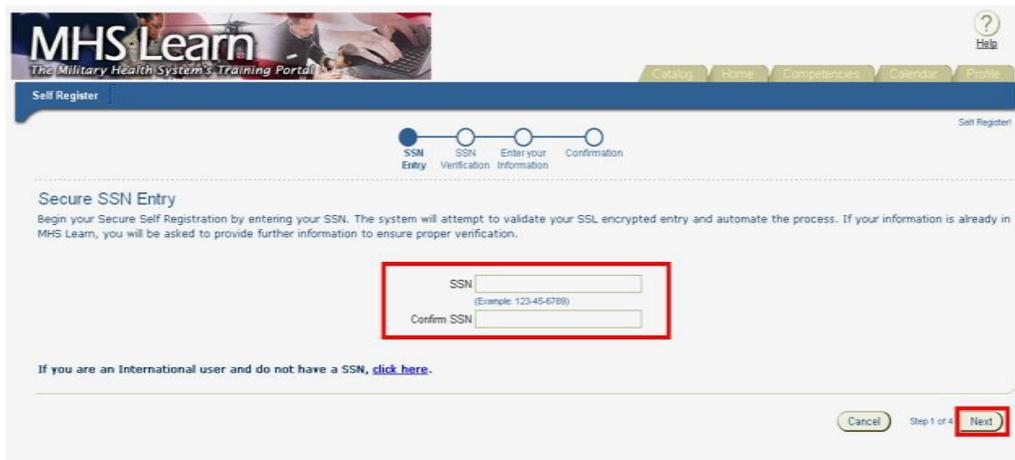


Figure 18 – Secure SSN Entry – SSN and Confirm SSN

*****PLEASE NOTE** If MHS Learn recognizes the SSN, the learner will receive the following message:

“MHS Learn recognizes this entry as a registered user. Please go back to the main login page and login using your username and password. If you have forgotten your password, please select the Forgot Password link on the Login Page to reset your password.”

6. Click ‘Cancel’ to return to the MHS Learn Home page and login.

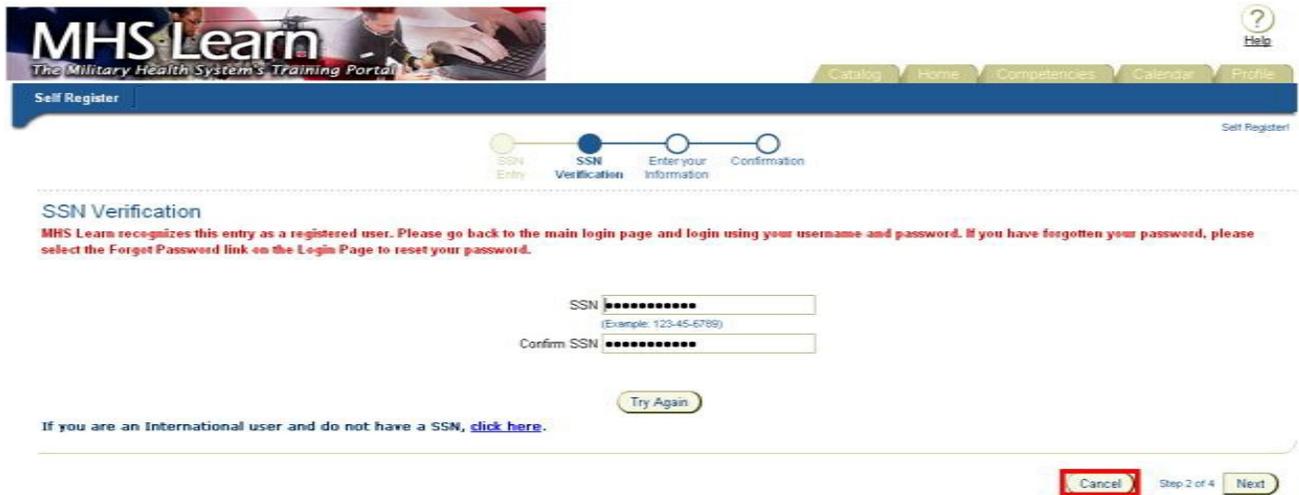


Figure 19 – SSN Verification – Learner Recognized

*****If MHS Learn does not recognize the SSN, the learner will receive the following message:**

“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”.

7. To proceed with self registration, click ‘Next’.

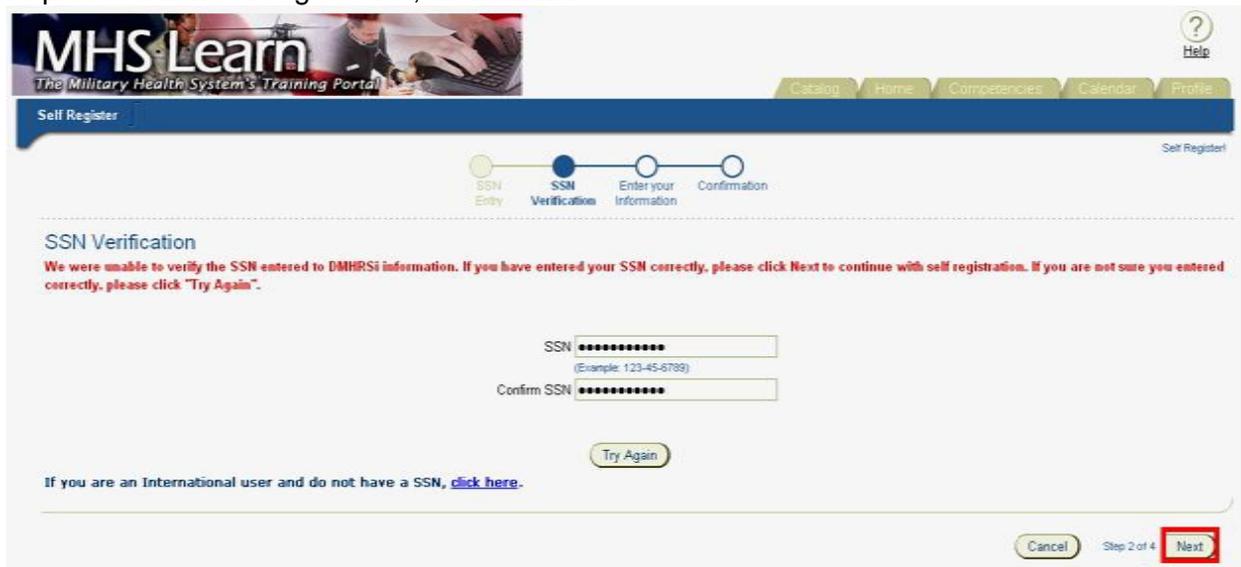


Figure 20 – SSN Verification – Learner Not Recognized

8. **Secure Self Registration** window opens.

MHS Learn
The Military Health System's Training Portal

Self Register

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

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 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.

Secure Self Registration

Secure Self-Registration allows you to quickly create your own user account and get your MHS training. To self-register, please fully and accurately complete the form below. Click Next to receive your confirmation, and then click Submit to complete your registration. The next time you login, use the Username and your Password to login as a Registered User. You may be asked to change your password when you login the next time.

* Indicates Required Field

Please enter First Name. No numbers please.

Site **MHS-LEARN**

- * First Name
- Middle Name
- * Last Name
- * Email
- Check here if you are an International User
- * Telephone
- DSN (123.4567)
- * Birth Month
- * SSN (xxx-xx-xxxx)
- * Foreign National ID
- * Service or Agency
- * MTF Location/Unit
- * Duty Status
- Rank
- * HIPAA Job Position
- * HIPAA Job Domain
- * Job Role
- * Username (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 and 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
- * Password Response

Cancel Back Step 3 of 4 Next

Figure 21 – Secure Self Registration Form

9. Enter **First Name** in the **First Name** field.

Note: An * (asterisk) indicates a required field.

10. Enter **Middle Name** in the **Middle Name** field.

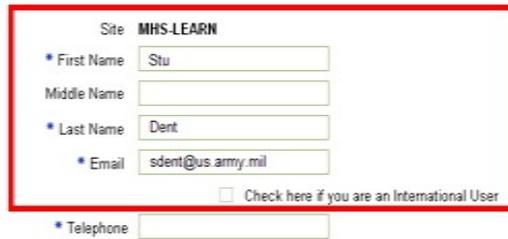
11. Enter **Last Name** in the **Last Name** field.

12. Enter your work **Email** address in **Email** field. ***Note:** This should be a .mil email address

Secure Self Registration

Secure Self-Registration allows you to quickly create your own user account and get your MHS training. To self-register, please fully and accurately complete the form below. Click Next to receive your confirmation, and then click Submit to complete your registration. The next time you login, use the Username and your Password to login as a Registered User. You may be asked to change your password when you login the next time.

* Indicates Required Field



Site: MHS-LEARN

* First Name: Stu

Middle Name:

* Last Name: Dent

* Email: sdent@us.army.mil

Check here if you are an International User

* Telephone:

Figure 22 – Secure Self Registration – Name and Email

13. Enter a **Telephone** number in the **Telephone** field.
14. Enter a **DSN** number, if applicable, in **DSN** field.
15. Select **Birth Month** from the **Birth Month** drop down list.
16. Enter **SSN** in the **SSN** field.



* Telephone: 555-555-5555

DSN (123.4567):

* Birth Month: 06-Jun

* SSN (xxx-xx-xxxx):

* Foreign National ID:

Figure 23 – Secure Self Registration – Telephone, Birth Month, and SSN

17. Select a **Service or Agency** from the **Service or Agency** drop down list.



* SSN (xxx-xx-xxxx):

* Foreign National ID:

* Service or Agency:

* MTF\ Location\ Unit:

* Duty Status:

Figure 24 – Secure Self Registration – Service or Agency

18. Click '🔍' (Search) icon to search for **MTF\Location\Unit**.



* Foreign National ID:

* Service or Agency: Army - A

* MTF\ Location\ Unit:

* Duty Status:

Figure 25 – Secure Self Registration – MTF\Location\Unit

19. Select desired **MTF Location** and click 'Ok'.

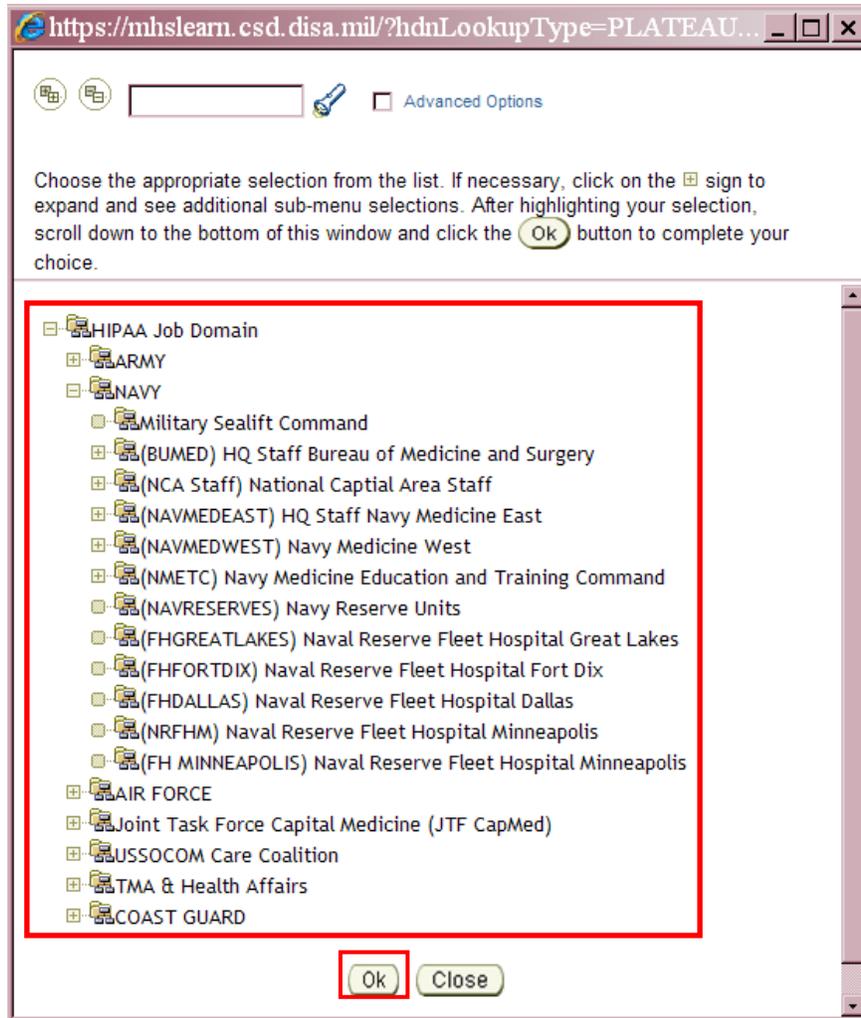


Figure 29 – MTF Location Selected – Ok

20. Select **Duty Status** from the **Duty Status** drop down list.

Selections include:

- a. Civilian-Contractor
- b. Civilian-GS
- c. Civilian-LN
- d. Civilian-SES
- e. Civilian-Volunteer
- f. Military-Active
- g. Military-Guard
- h. Military-Reserve

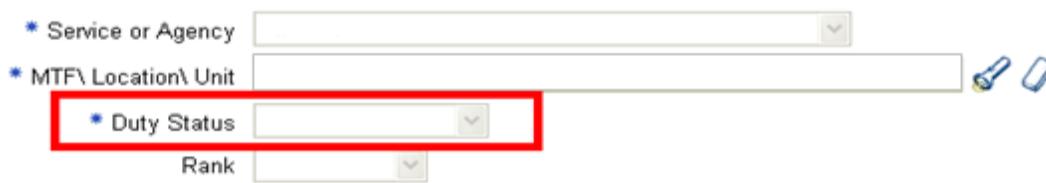


Figure 30 – Secure Self Registration – Duty Status

21. Select **Rank** from the **Rank** drop down list.

* MTF\ Location\ Unit

* Duty Status

Rank

* [HIPAA Job Position](#)

* HIPAA Job Domain

Figure 31 – Secure Self Registration – Rank

Note: For Military personnel only. This field is optional.

22. Select **HIPAA Job Position** from the **HIPAA Job Position** drop down list.

Selections include:

- a. 01. Ancillary Clinical
- b. 02. Patient Services
- c. 03. Operations and Finance
- d. 04. Support Services
- e. 05. Information Systems
- f. 06. Medical Records
- g. 07. Nursing
- h. 08. Provider
- i. 09. Senior Management
- j. 10. Not Applicable

*****Please see HIPAA Job Position Table (pg. 10-11). This will determine which HIPAA CORE Course is applicable to your job role.**

* MTF\ Location\ Unit

* Duty Status

Rank

*** HIPAA Job Position**

* HIPAA Job Domain

Figure 32 – Secure Self Registration – HIPAA Job Position

23. Click '🔑' (Search) icon to search for appropriate **HIPAA Job Domain**.

Rank

* [HIPAA Job Position](#)

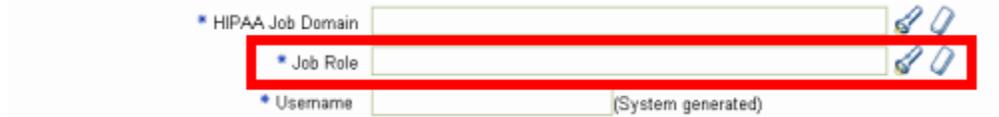
*** HIPAA Job Domain**

* Username

*****See Figure 29. Click on one of the plus signs and choose the appropriate Job Domain.**

Figure 33 – Secure Self Registration – HIPAA Job Domain

24. Select a **Job Role** from the **Job Role** drop down list.



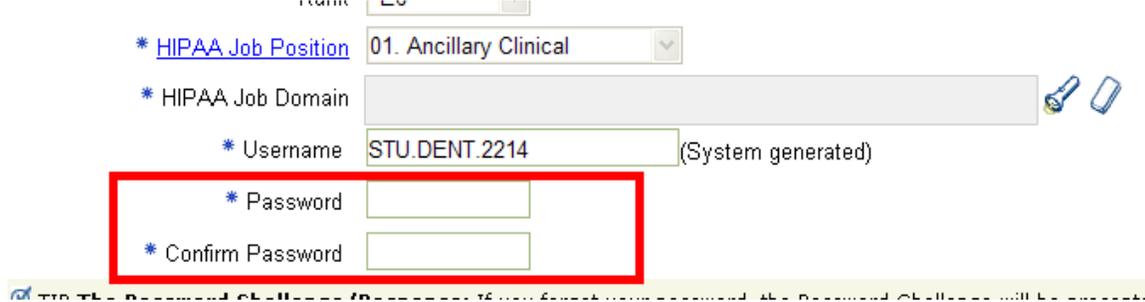
The screenshot shows a registration form with three fields: "HIPAA Job Domain", "Job Role", and "Username". The "Job Role" field is highlighted with a red rectangular box. The "Username" field contains the text "(System generated)".

Figure 38 – Secure Self Registration – Job Role

Username field is self populated based on entries made by learner in the First and Last Name fields and SSN field.

25. Enter a **Password** in the **Password** field.

26. Re-enter the **Password** in the **Confirm Password** field.



The screenshot shows a registration form with several fields: "HIPAA Job Position" (dropdown menu with "01. Ancillary Clinical" selected), "HIPAA Job Domain", "Username" (containing "STU.DENT.2214 (System generated)"), "Password", and "Confirm Password". The "Password" and "Confirm Password" fields are highlighted with a red rectangular box. A tip is visible at the bottom: "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. The intent of the Password Challenge and Response is to prevent others from resetting your password."

Figure 39 – Secure Self Registration – Password and Confirm Password

Note: Security policy requires password to be at least 15 characters with at 2 letters, 2 digits and 2 special characters.

27. Select a **Password Challenge** question from the drop down list.

Selections include:

- a. Your first grade Teacher's name?
- b. Model of your first car?
- c. Your pet's name?
- d. Your Father's middle name?
- e. Your favorite city



The screenshot shows a registration form with a tip box at the top: "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. The intent of the Password Challenge and Response is to prevent others from resetting your password." Below the tip, there are two fields: "Password Challenge" (dropdown menu with "Your pet's name?" selected) and "Password Response" (text input field). The tip box and the "Password Challenge" field are highlighted with a red rectangular box. At the bottom right, there are "Update" and "Cancel" buttons.

Figure 40 – Secure Self Registration – Password Challenge

28. Enter the correct response to the **Password Challenge** in the **Password Response** field.

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. Your password will only be reset when you respond with the correct answer to the Password Challenge. 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 question familiar with but others would not necessarily know.

* Password Challenge

* Password Response

Figure 41 – Secure Self Registration – Password Response

29. Click **'Next'** to submit the registration form.

The screenshot shows the 'User Information' form in the MHS Learn system. The form is titled 'User Information: To update your user information, modify the fields as necessary and click Update. A language in the Preferred Languages list with an asterisk (*) suffix indicates translation support.' The form contains the following fields and values:

- * First Name:
- Middle Name:
- * Last Name:
- * Email:
- Check here if you are an International User
- * Telephone:
- DSN (123.4567):
- * Birth Month:
- * SSN (xxx-xx-xxxx):
- * Foreign National ID:
- * Service or Agency:
- * MTF Location\ Unit:
- * Duty Status:
- Rank:
- * HIPAA Job Position:
- * HIPAA Job Domain:
- * Job Role:
- * Username:
- * Password:
- * Confirm Password:

At the bottom of the form, there is a tip: **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.

Figure 42 – Secure Self Registration – Completed

*If all areas of Self Registration have been entered, learner will be logged into MHS Learn. If there are any questions, or areas not meeting minimum requirements, the learner will be asked to correct those areas before registration is complete.

HIPAA Job Positions and Required Courses

Following is a list of HIPAA job positions, descriptions including examples, and required HIPAA courses. Appropriate selection of HIPAA Job Position during self-registration ensures the appropriate assignment of role specific training required by DoD 6025.18R, "DoD Health Information Privacy Regulation." **As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.**

HIPAA Job Position	Description	Required HIPAA Courses
Ancillary Clinical	Ancillary clinical staff including technicians <i>(i.e., Audiologist, Behavioral Health personnel, Chiropractor, Clinical Psychologist, Cytotechnologist, Dietician, Occupational Therapist, Optician, Optometrist, Pharmacist, Physical Therapist, Podiatrist, Preventive Medicine staff, Social Worker, Speech Pathologist, Cardiovascular Technician, Dental Laboratory Technician, Dermatology Technician, Electroneurodiagnostic Technician, Hemodialysis/Apheresis Technician, Histopathology Technician, Medical Laboratory Technician, Nuclear Medicine Technician, Orthopedic Technician, Otolaryngology Technician, Respiratory Therapy Technician, Surgical Technologist, Urology Technician, X-ray Technician, Clinical support volunteers).</i>	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Patient Services <i>(formerly "Administrative Support Staff")</i>	Patient Assistance staff	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Operations and Finance <i>(formerly "Business/Finance Office")</i>	Resource Management, Personnel staff, Medical Operations (Readiness, Education, Training, Security), Headquarters Staff, Executive Agency Staff not elsewhere classified by job position.	Core Training Operations Training <i>HIPAA Refresher Course (annually)</i>

Support Services <i>(formerly "Facility Support Services")</i>	All non-clinical support personnel <i>(i.e., Biomedical Repair, Chaplain/Religious Services, Environmental Health Services, Facilities Management-Janitorial, Housekeeping, Maintenance, Food Service, Industrial Hygiene/Safety, Logistics, Occupational Health, Transportation, Supply, Veterinary Services Personnel)</i>	Core Training Operations Training <i>HIPAA Refresher Course (annually)</i>
Information Systems <i>(formerly "Information Management")</i>	IM/IT (Information Management/Information Technology) staff, Telecommunication/Mailroom, Biomedical Illustrator/Photographer.	Core Training Operations Training <i>HIPAA Refresher Course (annually)</i>
Medical Records	Medical Records staff, Patient Admin staff, Coders, Transcriptionists, Clinical/Ward Admin staff, General Clerical/Secretarial staff, Administrative volunteers.	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Nursing	Staff Nurse- RN/LPN/LVN, Nurse Midwife, Nurse Anesthetist, Medical Assistants, Dental Hygienist, Dental Assistants.	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Providers	Physicians- all specialties, Physician Assistants, Dentists- all specialties, Nurse Practitioners, Research Clinicians, Dental Science and Research.	Core Training Clinical Training <i>HIPAA Refresher Course (annually)</i>
Senior Management <i>(formerly "Senior Executive Staff")</i>	Commanders, Executive staff/Leadership, General Administration staff, Hospital Legal staff, Public Affairs/Marketing staff.	Core Training Senior Management Training <i>HIPAA Refresher Course (annually)</i>

As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.

HOW TO PRINT YOUR HIPAA CORE CERTIFICATE

1. Select the **Home** icon in the upper right corner of the navigation bar:



2. Select the **Profile** tab in the upper right corner of the page:



3. Select the **Transcript** button on the left-hand side of the page:



4. Select **Non-Certification Offerings** from the drop list



5. You will see your certificate listed in the **Completed Certification** section. Select the **Certificate** icon at the far right of the appropriate course row:

Completed Courses

The courses you have completed are listed below. The Version column shows the version of the content that you completed.

Course Name	Offering Name	Player Status	Completed Date	Score	Time	Version	Certificate
Privacy Act and HIPAA Clinical Training	Privacy Act and HIPAA Clinical Training	Completed	2/14/08		01:47:03	1.0	

6. You can view and/or print your certificate by selecting the **Print MHS Learn Certificate** link:



7. Your certificate will open in a new browser window for review and you can select the **Print** tab at the top of the certificate to print a hardcopy.



Do not send a copy of the HIPAA certificate without the date of expiration or completion date. The date cannot be handwritten.

FOR QUESTIONS OR TECHNICAL ASSISTANCE

MHS LEARN HELP DESK CONTACT INFO

1-800-600-9332

Option 3

<https://mhssc.timpo.osd.mil/>