

KNOWLEDGE Builders

HealthStream Access in Workday (Unity Employees)

HealthStream (HLC) is a Learning Management System (LMS) where Rochester Regional's education content, which includes: eLearnings, classroom sessions, and compliance education, can be found.



Try It Out

At the end of this document, Unity employees will be able to:

- Access HLC through their Workday account.
- Access their assigned education in their My Learning tab in HLC.

Unity Employee HealthStream Access:

1. Launch **Workday**.



2. The Workday *Log In* screen appears. Enter your **Username** and **Password**.

3. Click **Login**.

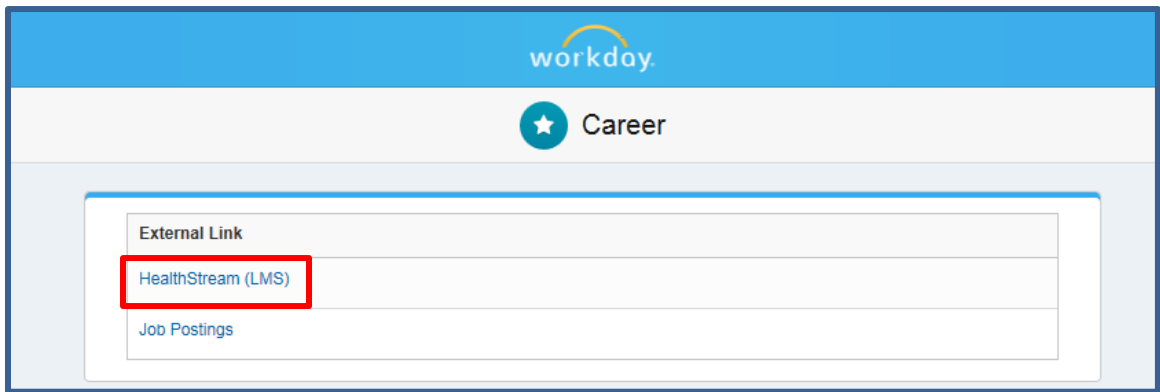


Note: The majority of users Workday Username and Password will be the same as their Rochester Regional User Name and Password. Certain employees have been assigned new usernames due to duplicate user ids in the system. The HRIS Workday team will communicate Workday specific information to these users. If you still have login issues, call the HelpDesk.

4. The Workday homepage appears. Click the **Career** worklet.

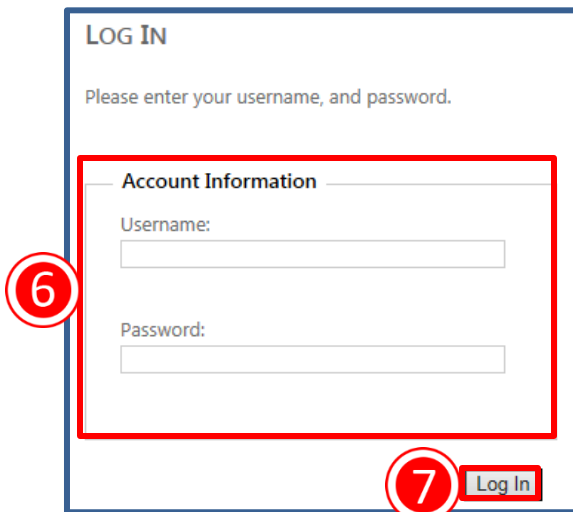


5. Select the **HealthStream (LMS)** hyperlink.



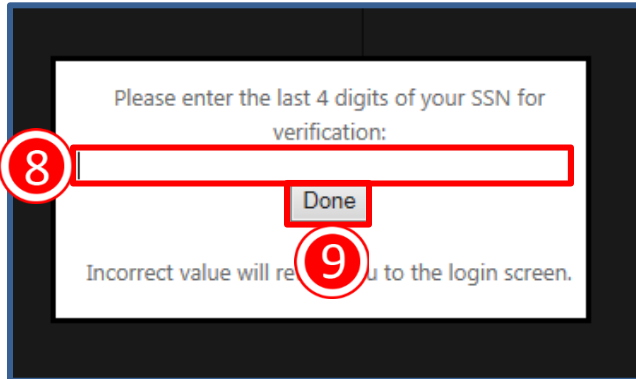
6. You will be prompted to enter your username and password again.

7. Click **Log In**.



8. You will receive an additional prompt to enter the last 4 digits of your social security number. Enter those four numbers.

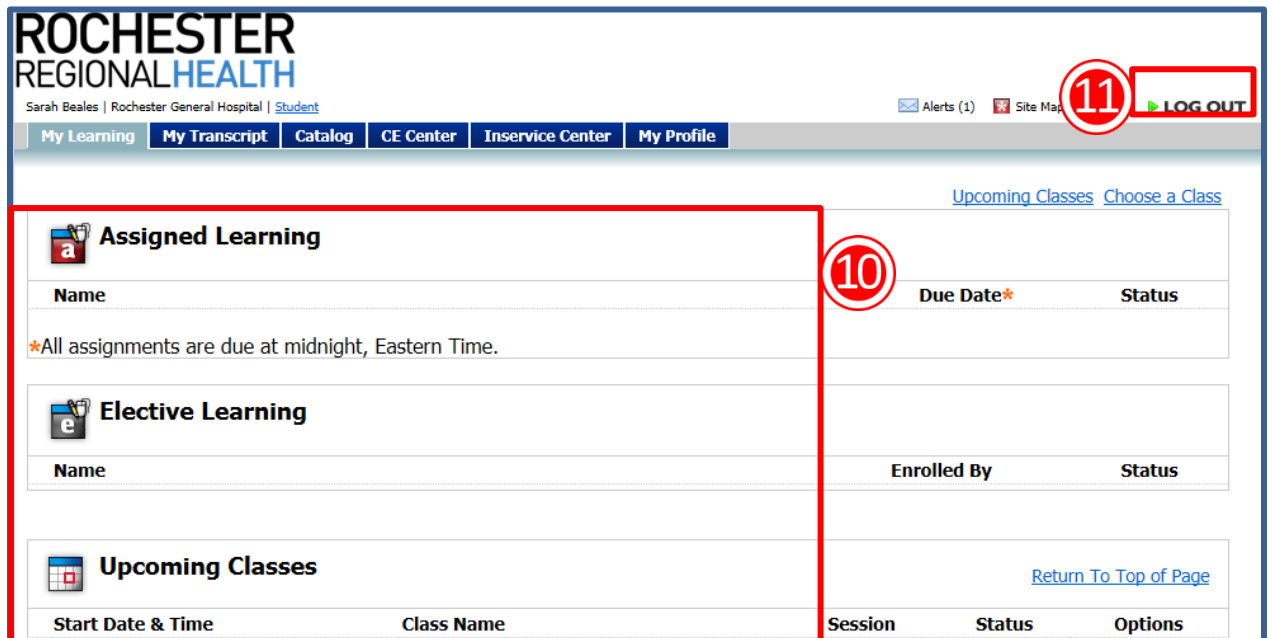
9. Click **Done**.



10. HealthStream opens by default to the *My Learning* tab.

- a. **Assigned Learning** indicates mandatory online content that must be completed by due date.
- b. **Elective Learning** is educational content the student chooses to enroll in. It is not mandatory and has no due date.
- c. **Upcoming Classes** show classroom sessions the student is enrolled in. Classroom sessions can be mandatory or optional. Check with your leader if you are unsure of an assignment. .

11. Click **LOG OUT** to exit HealthStream.





Remember

Questions on HealthStream or access issues?

Contact the **Rochester Regional Service Desk**:

Phone: (585)-922-HELP

E-mail: ITService@rochesterregional.org