



# Quick Start

## INSTRUCTIONS FOR REGISTERING FOR THE TRAINING:

### **HCSA LAW & ETHICS, HIPAA, AND CONFIDENTIALITY FOR COUNTY HEALTHCARE PROVIDERS THROUGH SUMTOTAL**

These step-by-step instructions are intended to assist new users to the SumTotal Learning Management System (LMS) with registering for the training “HCSA Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers.” Some of the initial login steps may not apply to you if you are not accessing the new LMS for the first time. For those who are familiar with logging into the LMS, you may go directly to page 2.

## 1. LOGGING INTO SUMTOTAL LMS

<p>To log-in, go to <a href="https://alameda.sumtotal.host/">https://alameda.sumtotal.host/</a> and click on <b>NETWORK ID LOGIN</b> to automatically log into your account.</p> <p>If that doesn't work, you can log in using <b>MANUAL LOGIN</b>.</p> <p>User ID: County Work Email Address (e.g. firstname.lastname@acgov.org)</p> <p>Default Password: Employee ID Number</p>	
---	--

## 2. ACKNOWLEDGING ACCESS TO ONLINE CONTENT MESSAGE

(You will only encounter this message one time, so you can skip over this if you've already logged-in before)

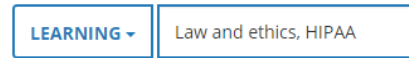
<p>When you log-in for the first time, you will see the Access to Online Learning Content message.</p> <p>Please read the statement, type your name on the signature line, and select the Agree or Disagree button.</p>	
---	--

### 3. LOCATING THE TRAINING

On the upper-right hand corner of your screen, click on the **SEARCH** icon.



Type "**Law and Ethics, HIPAA**" into the search bar (as shown below).



Find the course title in the list of results (it will likely be first in the list). Note: the full title is "HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers." Click on the triangle on the **Select** button

SHOWING 5 OF 5 RESULTS FOR "LAW AND ETHICS, HIPAA"

All Watch Read

Sort By RELEVANCE



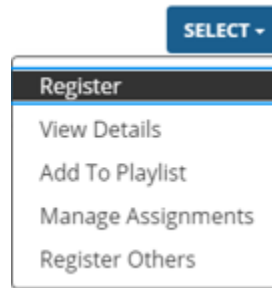
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers

The presentation will focus on new laws, caselaw, and regulations that will impact public entity healthcare providers or their consumers/clients. Also reviewed are issues raised

ILT Course 6 Hours 30 Minutes COURLAWETHICSHIPAACONF

SELECT

Choose **Register** in the drop down list



### 4. REGISTERING FOR THE TRAINING

After selecting Register in the drop-down list, the Activity Registration screen appears which lists the general Course and the specific Class offerings. For the training on 10/29/2020, select the **Add** button. Please note: supervisor approval is required for this activity.

## ACTIVITY REGISTRATION

Warning: Your registration for all activities is delayed because you are pending approval or on the waiting list for at least one of the activities.



ILT COURSE **REQUIRES APPROVAL**  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers  
COURLAWETHICSHIPAACONF Unlimited

### OFFERINGS

Select an activity

Next five upcoming offerings



ILT CLASS **REGISTRATION ALLOWED**  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers  
500 Available Seats  
10/29/2020 9:00 AM PDT - 10/29/2020 4:30 PM PDT ([View in my time zone](#))

ADD

Adding the class is similar to putting it in a cart of interested classes, you are not fully registered until you select the **Register** button in the bottom right corner of the screen.

## ACTIVITY REGISTRATION

Warning: Your registration for all activities is delayed because you are pending approval or on the waiting list for at least one of the activities.



ILT COURSE **REQUIRES APPROVAL**  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers  
COURLAWETHICSHIPAACONF Unlimited

### OFFERINGS

Required selection is complete

Next five upcoming offerings



ILT CLASS **REQUIRES APPROVAL**  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers  
500 Available Seats  
10/29/2020 9:00 AM PDT - 10/29/2020 4:30 PM PDT ([View in my time zone](#))

REMOVE

## REGISTRATION SUMMARY

To remove a selected activity from the list, click ✕

ILT COURSE  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers

ILT CLASS  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers

CANCEL

REGISTER

The next screen informs you that you have completed the registration process. You have registered for the class, however **you are not enrolled until your supervisor gives approval**. Once approval is provided, you will receive an email notification letting you know you are **enrolled** in the class.

Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

ILT Course  
HCSA-ACBH-PHD: LAW & ETHICS, HIPAA, AND CONFIDENTIALITY FOR COUNTY HEALTHCARE PROVIDERS **PENDING APPROVAL**  
6 Hour(s) 30 Minute(s)

Completion Status: 0%

OPTIONS -

HCSA-ACBH-PHD: Law & Ethics, HIPAA, an...

1. HCSA-ACBH-PHD: Law & Ethics, HIPA...

DETAILS ACTIVITIES

ILT Class  
HCSA-ACBH-PHD: Law & Ethics, HIPAA, and Confidentiality for County Healthcare Providers **PENDING APPROVAL**  
10/29/2020 9:00 AM PDT - 4:30 PM PDT ([View in my time zone](#))

OPTIONS -

DONE

To exit the screen, select the **Done** button.

**FOR ASSISTANCE, EMAIL YOUR DEPARTMENT ADMINISTRATOR:**

**HEALTH CARE SERVICES AGENCY (HCSA), [HCSALEARNINGCENTER@ACGOV.ORG](mailto:HCSALEARNINGCENTER@ACGOV.ORG)**

OFFICE OF THE AGENCY DIRECTOR, DEPT OF ENV. HEALTH, & TAP EMPLOYEES

**BEHAVIORAL HEALTH DEPARTMENT, [TRAINING.UNIT@ACGOV.ORG](mailto:TRAINING.UNIT@ACGOV.ORG)**

**PUBLIC HEALTH DEPARTMENT, [PHDWORKFORCEDEVELOPMENT@ACGOV.ORG](mailto:PHDWORKFORCEDEVELOPMENT@ACGOV.ORG)**