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Please contact the etHIN Help Desk for assistance.
Monday-Friday  8:00 a.m. – 5:00 p.m. Eastern
865-691-8433, ext. 1
HelpDesk@ethin.org
www.ethin.org
Getting Started
2. In the For Providers dropdown menu, click on the Resources link.

Create Your Account
1. To create your etHIN Education Portal account, click on the Create your Account button.

2. Enter your work email address and create your password by completing the requested fields, using the password criteria shown on the screen:

   **Password Criteria**
   - Minimum of 6 characters
   - Minimum of 1 number
   - Minimum of 1 letter
3. Enter your information into the fields presented on the next screen, then click **Next**.

**Licensing State** automatically populates and matches your state of residence. This is a system required field, so leave it as is if you are not a licensed healthcare professional. If you are licensed but in a state other than TN, please choose the correct state using the dropdown arrow.

4. The next screen asks for your Continuing Education (CE) requirements. etHIN training is **not eligible** for CE credit, so we suggest that you select **No**.

Read the **User Agreement** and **Privacy Policy**, and then check the box stating that you read and agree to the statements in those documents. Click **Submit Now**.
etHIN Education Portal

5. Your etHIN Education Portal account has now been created. You will receive an email confirming your enrollment in the etHIN Education Portal. You may save the link in the email, or log in from the etHIN website as described in Getting Started on Page 2 of this Guide.

Login to the Education Portal

2. In the For Providers dropdown menu, click on the Resources link.
4. Enter the email address you used to create your account and your password on the screen shown below.
5. Click Login.
This is your **Homepage**. Click **General eLearning** at the bottom of the left navigation bar to access the etHIN training.

The **Search E-learning** page shown below will be displayed. etHIN training is automatically displayed below the search fields and is shown in the next section. You can also search for etHIN related training by entering **etHIN** in the **Type your Keysearch here** field, circled in red below.
Selecting a Training Module

This is the view of available etHIN training as it appears below the Search fields shown above.

To select your training, click on the **graphic of the training module** you wish to take or click the **More Info** button for that module.

Click [here](#) or [here](#) to open the training module.
On the next screen, click **Take E-learning** to begin the training.

If you select **Go Back** at the top right of the page shown above, you will be taken to the following Search E-learning screen.

Any time that you see a message stating, “There is no E-learning available”, just click **General E-learning** at the bottom of the left navigation bar to go back to the etHIN training module list.
How to Change Your Password

If your account was created by etHIN, you were given a temporary password. Please change it the first time you log in.

To change your password, select **My Profile** in the left navigation bar.

In the **Login Details** section near the top of the page, click **Change Password**.

Enter your **New password** where requested, then click **Save Password**.

You will see the following screen, indicating that your password was successfully changed.
Forgot Your Password?

If you’ve forgotten your password, click on the **Forgot Password** link on the Education Portal login page.

![Login to your account](image)

The following page will appear. Enter the email address that you used to create your Education Portal account, and then click **Send**.

![Forgotten your Password?](image)

A password reset email will be sent to you. Follow the instructions in the email to reset your password.

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