



East Tennessee  
Health Information Network

# etHIN Education Portal User Guide

V 2018.04.24

**East Tennessee Health Information Network**

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Knoxville, TN 37932

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[www.ethin.org](http://www.ethin.org)

# etHIN Education Portal

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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**

**After Hours and Weekends, please email us: [HelpDesk@ethin.org](mailto:HelpDesk@ethin.org)**

**[www.ethin.org](http://www.ethin.org)**

# etHIN Education Portal

## Getting Started

1. Go to [www.ethin.org](http://www.ethin.org).
2. In the **For Providers** dropdown menu, click on the **Resources** link.
3. Under **Training Resources**, click on **etHIN Education Portal**.

## Create Your Account

1. To create your etHIN Education Portal account, click on the **Create your Account** link.

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## Login To Your Account

Email Address  
This field is required

Password  
This field is required

**Login**

[Forgot password?](#)  Keep me logged in

[Not registered yet? Create your Account](#)

2. Enter your first and last name, work email address, and create your password in the fields provided, then click **Activate Account**:

### Password Criteria

- Minimum of 6 characters
- Minimum of 1 number
- Minimum of 1 letter

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## Create Your Account

First Name Last Name

Email Address  
This field is required

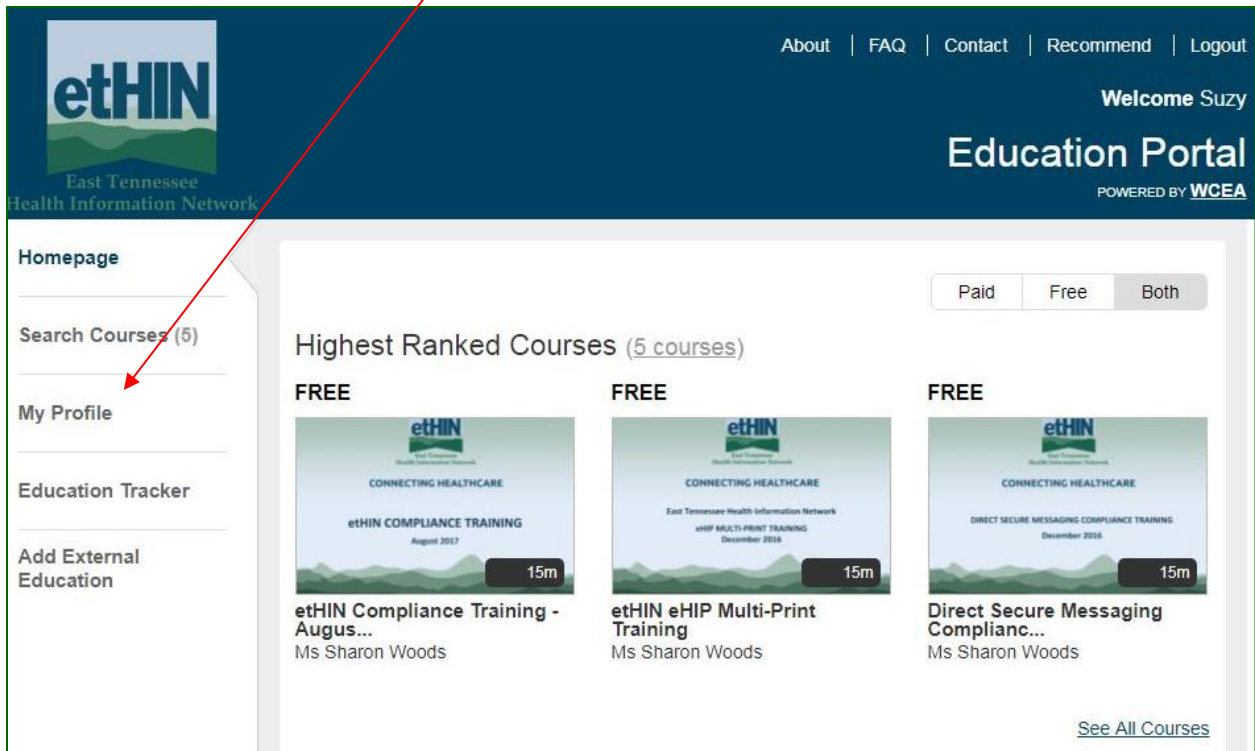
Choose Password  
This field is required

**Activate Account**

[Already registered? Login here](#)

# etHIN Education Portal

- Your basic account has been created. You can add your company and other pertinent information by clicking on **My Profile**. You can also change your password in My Profile.



- You will receive an email confirming your enrollment in the etHIN Education Portal.

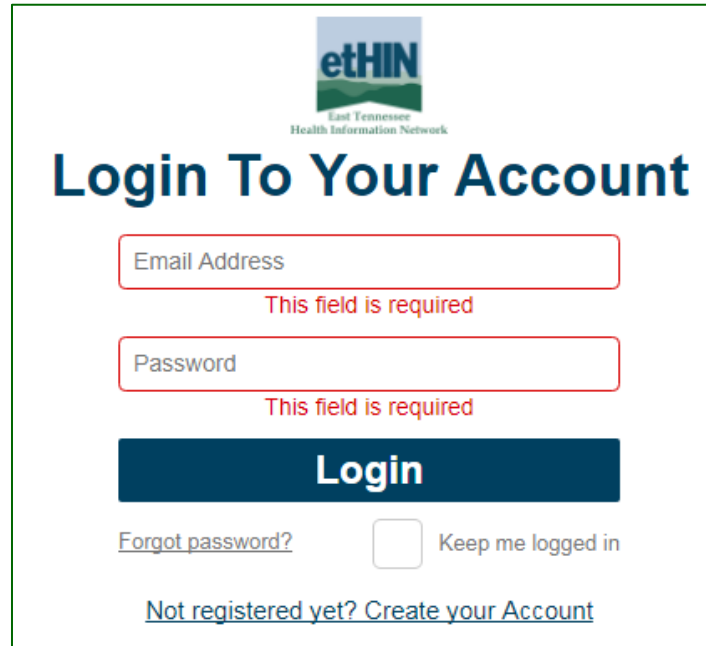


Click on **Login To Your Account Now** to go to your Education Portal account, or log in from the etHIN website as described on the next page.

# etHIN Education Portal

## Login to the Education Portal

1. Go to [www.ethin.org](http://www.ethin.org).
2. In the **For Providers** dropdown menu, click on the **Resources** link.
3. Under **Training Resources**, click on **etHIN Education Portal**.
4. Enter the **email address** and **password** that you used to create your account on the screen shown below.
5. Click **Login**.



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## Login To Your Account

Email Address  
This field is required

Password  
This field is required

**Login**

[Forgot password?](#)  Keep me logged in

[Not registered yet? Create your Account](#)

## Locate Your Training

1. This is your **Homepage**. Click **Search Courses** in the left navigation bar to find your training.



Homepage

Search Courses (5)

My Profile

Education Tracker

Add External Education

Paid Free Both

### Highest Ranked Courses (5 courses)

**FREE** **15m**  
etHIN  
East Tennessee Health Information Network  
CONNECTING HEALTHCARE  
etHIN COMPLIANCE TRAINING  
August 2017  
Ms Sharon Woods

**FREE** **15m**  
etHIN  
East Tennessee Health Information Network  
CONNECTING HEALTHCARE  
etHIN eHIP Multi-Print TRAINING  
December 2016  
Ms Sharon Woods

**FREE** **15m**  
etHIN  
East Tennessee Health Information Network  
CONNECTING HEALTHCARE  
DIRECT SECURE MESSAGING COMPLIANCE TRAINING  
December 2016  
Ms Sharon Woods

# etHIN Education Portal

## Selecting a Training Module

**IMPORTANT – The required Compliance Training for the eHIP clinical portal has a MANDATED banner in the upper right corner.**

Homepage

Search Courses (5)

My Profile

Education Tracker

Add External Education

Search Courses (5 courses) [Advanced Search](#)

Type your Keysearch

Paid Free Both Sorted by Suggested Order

**FREE** **etHIN Compliance Training - August 2017** **MANDATED**  
Ms Sharon Woods on behalf of Pellissippi State Community College  
etHIN Compliance Training v.0817  
Last Update: 19 Apr 2018 Reference: 184423  
Specialties: Information Technology • Medical

**FREE** **etHIN eHIP Multi-Print Training**  
Ms Sharon Woods on behalf of Pellissippi State Community College  
Instructions for printing multiple documents from eHIP at the same time  
Last Update: 18 Apr 2018 Reference: 167613  
Specialties: Information Technology • Medical

If you use etHIN's Direct Secure Messaging, the required compliance training for that product specifically mentions **Direct** in the title of the training, as shown below.

**FREE** **Direct Secure Messaging Compliance Training**  
Ms Sharon Woods on behalf of Pellissippi State Community College  
Direct Secure Messaging Compliance Training  
Last Update: 24 Apr 2018 Reference: 167469  
Specialties: Information Technology • Medical

**If you are unsure which compliance training to complete, please call the etHIN Help Desk at 865-691-8433, ext. 1.**

# etHIN Education Portal

To select a training module, click on either the **graphic image** or **More Info** button of the training you want to complete.

Type your Keysearch

Paid Free Both Sorted by Suggested Order

**FREE** **etHIN Compliance Training - August 2017** EXAM PASSED  
Ms Sharon Woods on behalf of Pellissippi State Community College  
etHIN Compliance Training v.0817  
Last Update: 02 Mar 2018 ★★★★★  
Reference: 184423 [More Info](#)  
Specialties: Information Technology • Medical

**FREE** **etHIN eHIP Multi-Print Training**  
Ms Sharon Woods on behalf of Pellissippi State Community College  
Instructions for printing multiple documents from eHIP at the same time  
Last Update: 02 Mar 2018 ★★★★★  
Reference: 167613 [More Info](#)  
Specialties: Information Technology • Medical

To begin the training module, click on either the **Take Course** button or the **graphic image**.

Homepage

Search Courses (4)

My Profile

Education Tracker

Add External Education


**etHIN eHIP Multi-Print Training** [Go Back](#)


**etHIN** Ms Sharon Woods on behalf of Pellissippi State Community College  
Review: ★★★★★  
Last updated: 24 Apr 2018  
Reference: 167613  
Specialties: Information Technology • Medical

**FREE** [Graphic Image](#) 0h 15m

[Take Course](#) [Self Verify](#)


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The next screen shows the **pencil icon**  , which is located at the top of each presentation page. You can click on the pencil icon to print the training notes if you wish. **Click OK** to proceed.

This presentation includes course notes which you can print at any time by clicking the  icon at the top of the page


OK

On the next screen, click **Start Course** to begin the training.


 icon at the top of the page.' At the bottom center is a large dark grey button with the text 'Start Course'. A red arrow points from the 'Start Course' button to the text above it. A green arrow points from the 'Start Course' button to the right side of the screen." data-bbox="160 371 692 687"/>

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Course from the  
**Pellissippi State Community College  
Education Portal**

This presentation includes a printable copy of the course, you can print this copy at any time by clicking the  icon at the top of the page.

**Start Course**

**NOTE: The printer icon prints the presentation slides only.** It does not print the course notes. **To print the course notes, click the Pencil Icon  at the top of any slide.**

**The training modules are accompanied by audio, so please make sure your speakers are on.**

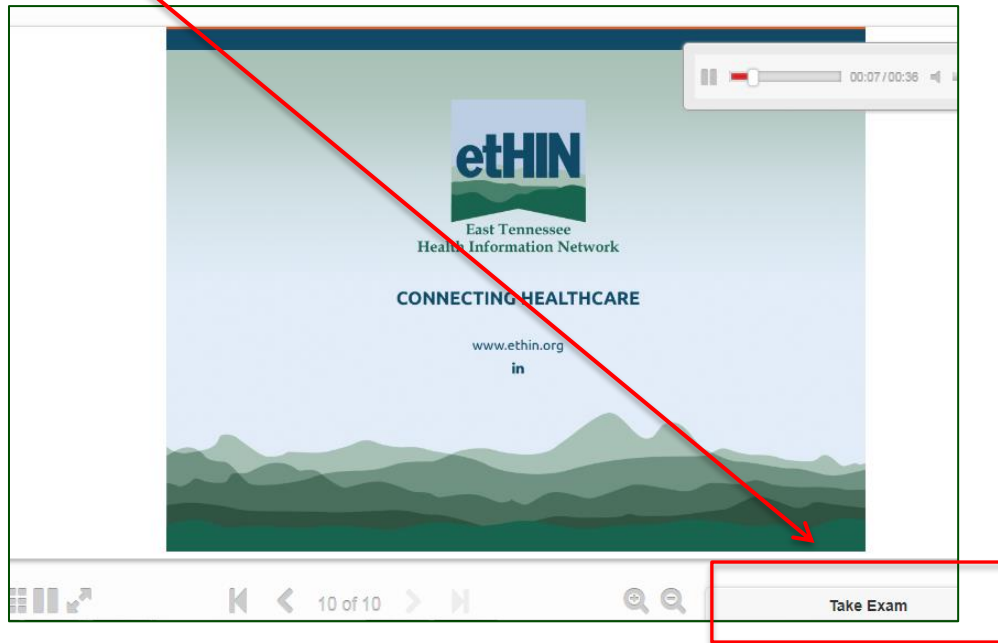


# etHIN Education Portal

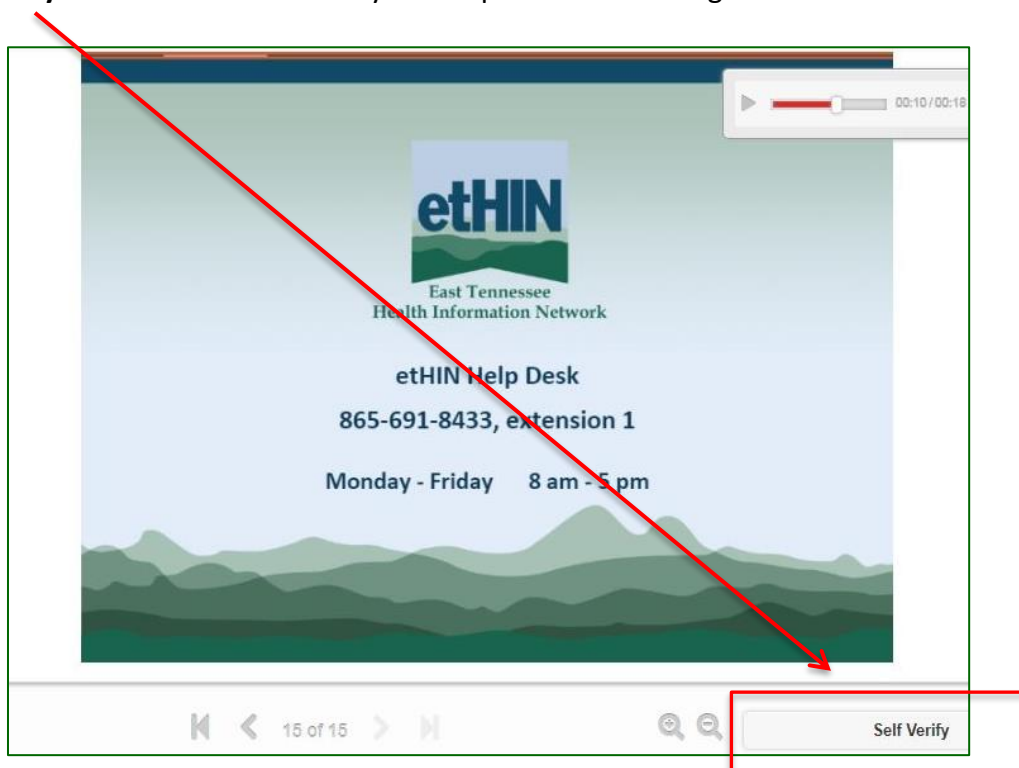
## Completing the Exam

Most training modules have a short quiz at the end. If the module you are completing has a quiz, you will see the **Take Exam** button in the lower right corner of the final page of the e-Learning module.

Click the **Take Exam button**, then take the short, five questions quiz about the module to complete the training.



If the training you complete does not include a quiz, you will see **Self Verify** at the lower right. Please click the **Self Verify button** to indicate that you completed the training.

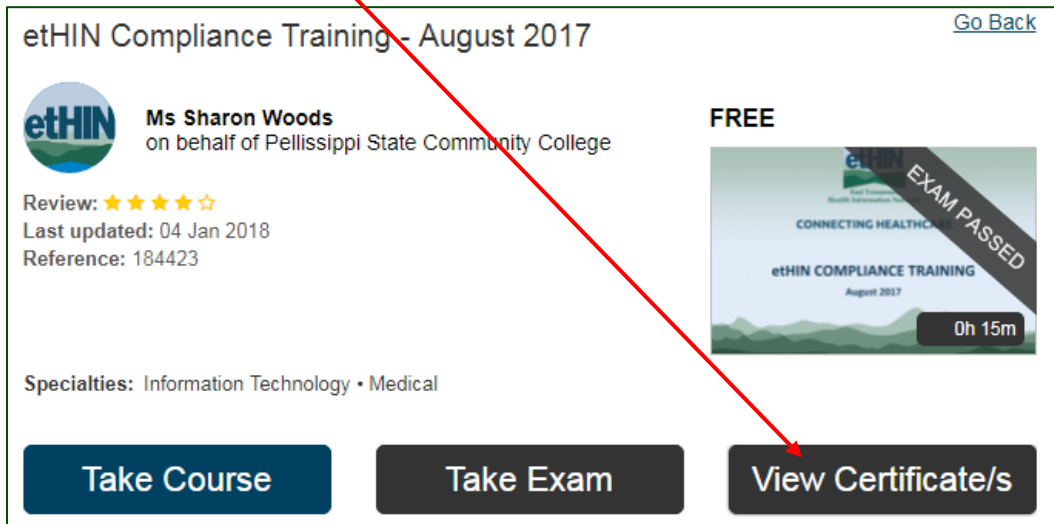


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## How to Print Your Certificate of Completion (Optional)

After you complete your training and the exam, you will be able to print a Certificate of Completion for your records if you wish. **Printing the certificate is not a requirement.**

When you have completed the evaluation, you will see a View Certificates button on the training module page. Click **View Certificates** to open the Certificate of Completion.



etHIN Compliance Training - August 2017 [Go Back](#)

 **Ms Sharon Woods**  
on behalf of Pellissippi State Community College

**FREE**

Review: ★★★★★  
Last updated: 04 Jan 2018  
Reference: 184423

Specialties: Information Technology • Medical

[Take Course](#) [Take Exam](#) [View Certificate/s](#)

1. You can now **print your Certificate of Completion** if you wish. **Printing the Certificate is not required.**





**etHIN Compliance Training - August 2017**  
04 Jan 2018

Studied on   
East Tennessee Health Information Network

Taken by **Test Test**  
State / Province **Tennessee**

Authored by **Ms Sharon Woods**  
Exam result **5 out of 5 (100%)**  
Exam attempts **1**  
Duration **0.25 hour(s)**

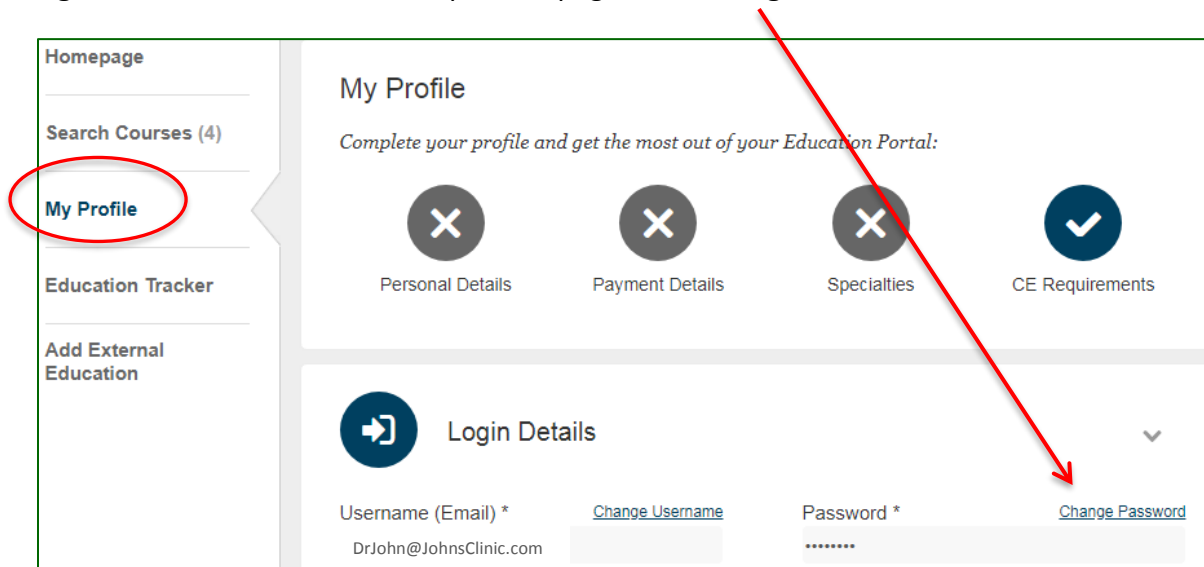
# etHIN Education Portal

## How to Change Your Password

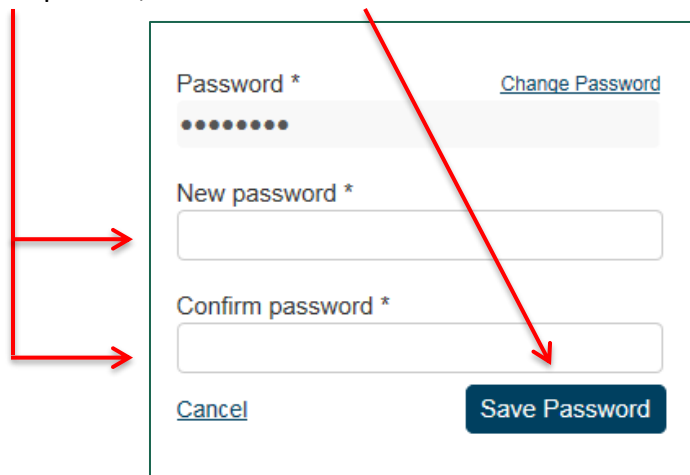
If your account was created by etHIN, you were given a temporary password. Please change it the first time you log in.

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**.

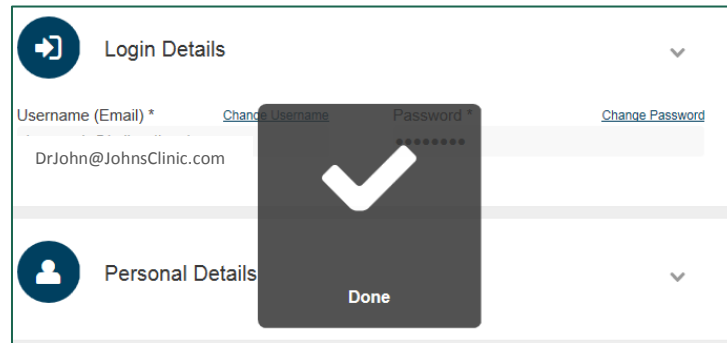


Enter your **New password** where requested, then click **Save Password**.



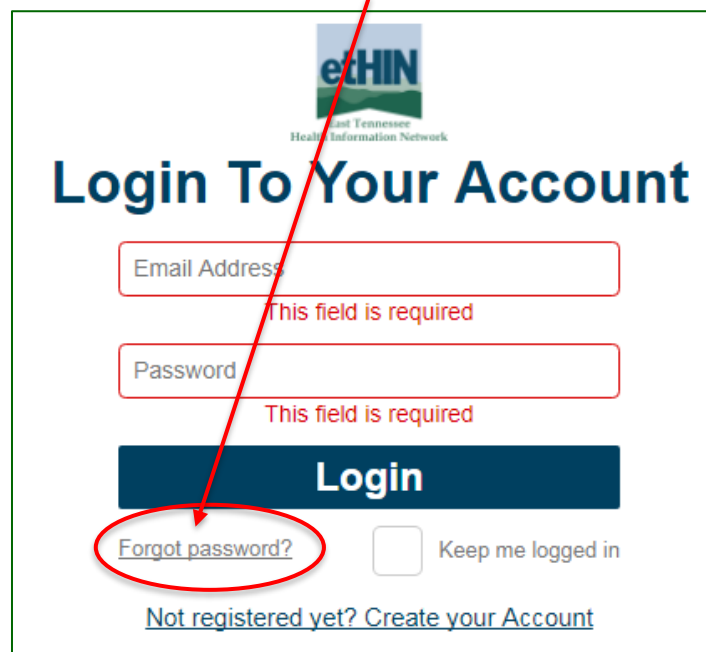
# etHIN Education Portal

You will see the following screen, indicating that your password was successfully changed.



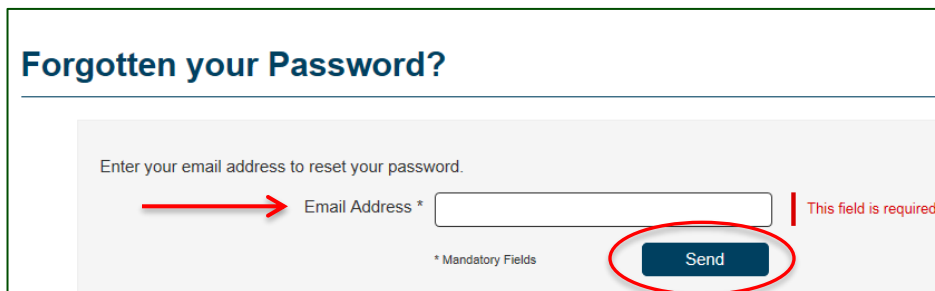
## Forgot Your Password?

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



# etHIN Education Portal

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?**

Enter your email address to reset your password.

→ Email Address \*  This field is required

\* Mandatory Fields

**Send**

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

**If you no longer have access to the email address you used to create your account or do not receive the password reset email, please call the etHIN Help Desk, and we will help you get logged in.**

## Other Questions or Need Help?

**Please contact the etHIN Help Desk for assistance.**

**Monday-Friday 8:00 a.m. – 5:00 p.m. Eastern**

**865-691-8433, ext. 1**

**After Hours and Weekends, please email us: [HelpDesk@ethin.org](mailto:HelpDesk@ethin.org)**

**[www.ethin.org](http://www.ethin.org)**