

Instructions for Registering for the HIPAA Training Certification

Step 1

Sign into UAccess Learning using your NetID and password. Link: <http://uaccess.arizona.edu/>

ADMINISTRATIVE SYSTEMS

Employee / Manager Self Service	●	Learning 🔒	●
Analytics / Reporting	●	Research 🔒	●
Budget	●	Space 🔒	●
Financials 🔒	●		

Step 2

Click on the Find Learning tile.

The screenshot shows the UAccess Learning dashboard. At the top, there is a navigation bar with 'UAccess Learning' and 'UA Learning Home'. Below the navigation bar, there are three main tiles: 'My Class Schedule', 'My Learning', and 'Find Learning'. The 'Find Learning' tile is highlighted with a red border, and a red arrow points to it from the 'My Learning' tile.

Step 3

Click the triangle next to *Certification: HIPAA*, then click Register.

NOTE: If you are a student and this is your first time logging in to UAccess Learning, initially you may not see anything in the Find Learning catalog. In that case, please wait until the following day before proceeding with the remaining steps.

The screenshot shows the 'Find Learning' catalog. The 'Certification: HIPAA (Health Insurance Portability and Accountability Act) (CERTHIPAA)' entry is expanded, showing a red triangle next to it. A red box highlights the 'Register' button next to the entry. A red arrow points from the red triangle to the 'Register' button.

Step 4

Click on Submit Registration.

The screenshot shows the registration details for 'Certification: HIPAA (Health Insurance Portability and Accountability Act) (CERTHIPAA)'. The 'Program Name' is 'Certification: HIPAA (Health Insurance Portability and Accountability Act)' and the 'Type' is 'Certification'. The 'Program Code' is 'CERTHIPAA' and the 'Contact' is 'Andrew Mahler'. The 'Schedule' is 'All requirements must be completed within 30 days from date of registration.' The 'Submit Registration' button is highlighted with a red box.

Step 5

Click on My Learning.

Registration Confirmation



[Return to Previous Page](#)



[Learning Home](#)



[My Learning](#)

✓ You have successfully registered in the Certification: HIPAA (Health Insurance Portability and Accountability Act) program. You can view your registration details on your My Learning page.

Confirmation Number 15755

Program Name Certification: HIPAA
(Health Insurance
Portability and
Accountability Act)

Type Certification

Program Code CERTHIPAA

Contact [Andrew Mahler](#)

Schedule All requirements must be completed within 30 days from date of registration.

Step 6

Click on HIPAA 101.

My Learning



1-2 of 2

Title	Type	Status	Status Changed	Action
Certification: HIPAA (Health Insurance Portability and Accountability Act)	Certification	In-Progress	06/10/2015	Drop
HIPAA 101	Self-Paced	Enrolled	06/10/2015	Drop

Step 7

Launch the first module and continue as directed.

HIPAA 101

Class Details ?

Class Name HIPAA 101

Type Self-Paced

Class Code UA-1225-0

Contact [Andrew Mahler](#)

Enrollment Status Enrolled

Start Date --

Confirmation Number 15771

Start Time

End Date --

Last Enrollment Date --

Last Drop Date --

Duration 1 Hrs, 30 Mins

[Progress](#)

[Schedule](#)

[Grades and Attendance](#)

[Notes and Attachments](#)

[Approvals](#)

Class Progress

Progress Enrolled

Grade Not Graded

Passing Status Pending

Comments

Instructor [Andrew Mahler](#)

Class Syllabus

You must complete this class by 06/17/2015.

To receive credit for this class you must complete all required tasks in order.

1 [HIPAA Module 1](#)

Required eLearning

Progress Not Attempted

(Duration : 20 Mins)

[Launch](#)