Sign into UAccess Learning using your NetID and password. You either need to be on a campus network or using a VPN client to log into UAccess Learning. Link: [http://uaccess.arizona.edu/](http://uaccess.arizona.edu/)

### Step 1

#### ADMINISTRATIVE SYSTEMS

<table>
<thead>
<tr>
<th>Employee / Manager Self Service</th>
<th>Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytics / Reporting</td>
<td>Research</td>
</tr>
<tr>
<td>Budget</td>
<td>Space</td>
</tr>
<tr>
<td>Financials</td>
<td></td>
</tr>
</tbody>
</table>

### Step 2

Click on the Find 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.*

### Step 4

Click on Submit Registration.
Step 5
Click on 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 15771
Program Name Certification: HIPAA (Health Insurance Portability and Accountability Act)
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
<th>Status Changed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification: HIPAA (Health Insurance Portability and Accountability Act)</td>
<td>Certification</td>
<td>In-Progress</td>
<td>06/10/2016</td>
<td>Drop</td>
</tr>
<tr>
<td>HIPAA 101</td>
<td>Self-Paced</td>
<td>Enrolled</td>
<td>06/10/2016</td>
<td>Drop</td>
</tr>
</tbody>
</table>

Step 7
Launch the first module and continue as directed.

HIPAA 101

Class Details

Class Name: HIPAA 101
Class Code: UA-1225-0
Enrollment Status: Enrolled
Confirmation Number: 15771
Start Date: --
Start Time: --
Last Enrollment Date: --
Duration: 1 Hrs, 30 Mins

Progress

Enrolled

Grade: Not Graded
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)