**Step 1**
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 2**
Click on Find Learning.

**Step 3**
Click the triangle next to Certification: HIPAA (Health Insurance Portability and Accountability Act) (CERTHIPAA) then click Register.

**Step 4**
Click on Submit Registration.
Step 5
Click on My Learning.

Registration Confirmation

- 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)
- Program Code: CERTHIPAA
- Contact: Andrew Mahler
- Schedule: All requirements must be completed within 30 days from date of registration.

Step 6
Click on the title of the certification.

<table>
<thead>
<tr>
<th>My Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Certification: HIPAA (Health Insurance Portability and Accountability Act)</td>
</tr>
</tbody>
</table>

Step 7
Click 1) Show Section Requirements, then 2) View Enrollment Options

HIPAA Training
- Not Started
- 0 out of 1 needed classes have been completed for this section.
- You must complete the HIPAA 101 course to get certified. Your initial certification must be completed in a self-paced class. When you recertify, you may choose self-paced, one-on-one, or instructor-led. This certificate will be valid for 320 days from date of completion.
- Recertification Period is 45 days
- To complete this section complete all classes.

<table>
<thead>
<tr>
<th>Section Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIPAA 101</td>
</tr>
</tbody>
</table>

Step 8
Click on 1) Enroll then 2) Submit Enrollment

Class Options for HIPAA 101
- Class Code: UA-1225-0
- Type: Self-Paced
- Start Date: --
- Available Seats: --
- Start Time: --

Options:
- View Details
- Enroll
- Plan for Later
Step 9
Click on My Learning.

Step 10
Click on HIPAA 101.

Step 11
Launch the first module and continue as directed.

If you have additional questions or see any errors, please contact us at:
privacyoffice@email.arizona.edu