

First Time Users: Register in HIPAA Essentials Certification

1. Select this link → [ENROLL in HIPAA Essentials Certification](#), and Login to UAccess Learning with your UA NetID and password.

***If you have trouble logging into UAccess Learning please [contact the UITS 24/7 IT Support Center online](#) or at (520) 626-8324.

2. Select “Register”, then “Submit Registration”

***If you receive the message “A duplicate registration has been found...”, then you are already registered in the certification and you should follow the recertification/renewal instructions on the [HIPAA Training page](#).

***If you are a new student and this is your first time logging in, initially you may not see the “Register” button. Please wait until the following day to proceed with registration.

UAccess Learning
Find Learning

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

Program Name	Certification: HIPAA (Health Insurance Portability and Accountability Act)	Type	Certification
Program Code	CERTHIPAA	Contact	John Howard

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

Overview | [Completion Rules](#) | [Objectives Met](#) | [Prerequisites](#) | [Notes and Attachments](#)

Description
Required HIPAA certification for University of Arizona employees, volunteers, trainees, students and others who access or use health information about individuals.
For questions about completing the HIPAA Certification, please contact the HIPAA Privacy Program at PrivacyOffice@email.arizona.edu or call 520-621-1465.

▶ HIPAA Training [Show Section Requirements](#)
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

Overview | [Completion Rules](#) | [Objectives Met](#) | [Prerequisites](#) | [Notes and Attachments](#)

[Register](#) [Plan for Later](#)

UAccess Learning
View Summary

Review Information [Return to Previous Page](#) [Learning Home](#)

Program Name	Certification: HIPAA (Health Insurance Portability and Accountability Act)	Type	Certification
Program Code	CERTHIPAA	Contact	John Howard

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

[Submit Registration](#)

3. You will receive confirmation that “you have successfully registered...”. Select the “My Learning” button.

***Now that you are registered, the training will be available from the “My Learning” tile on the homepage as well.

UAccess > Learning

View Summary

Registration Confirmation

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✓ 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 415577

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

Program Code CERTHIPAA Contact John Howard

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

You are also enrolled/registered in the following Learning associated with the Program. Please review the messages for unsuccessful enrollments.

Learning for Enrollment				
Name	Code	Type	Status	Confirmation Id
HIPAA Essentials	UA-1225-0	Self-Paced	Enrolled	415578

4. Select “HIPAA Essentials” from the list.

UAccess > Learning

Department Admin

My Learning

View Calendar Request New Learning Learning Home

*View 01 - All Currently Active Learning Go

Title	Type	Status	Status Changed	Action
Certification: HIPAA (Health Insurance Portability and Accountability Act)	Certification	In-Progress	06/07/2019	Drop
Certification: Conflict of Interest Required Disclosure Training	Certification	In-Progress	06/03/2019	Drop
Certification: Bloodborne Pathogens	Certification	In-Progress	05/23/2019	Drop
Certification: NIH Responsible Conduct of Research	Certification	In-Progress	10/24/2018	Drop
Research: Updates from the Export Control Program	Self-Paced	In-Progress	05/23/2019	Drop
Safety: Bloodborne Pathogens	Self-Paced	In-Progress	05/23/2019	Drop
Research: PI Orientation Video	Self-Paced	In-Progress	03/14/2019	Drop
HIPAA Essentials	Self-Paced	Enrolled	06/07/2019	Drop
Research Admin: Research Admin Monthly Forum	Instructor Led	Enrolled	04/17/2019	Drop
Research: Online CITI RCR Training	Self-Paced	Enrolled	03/25/2019	Drop
Research: Conflict of Interest Required Disclosure Training	Self-Paced	Enrolled	03/14/2019	Drop
Research: Export Control in a University Setting	Self-Paced	Enrolled	02/14/2019	Drop

5. Select "Launch" for "Module 1", then "Launch" again.

**This will open a new browser tab/window. If the tab/window doesn't open, then please check your browser's popup blocker settings and any popup blocker extensions.

***If the popup window loads but the content doesn't, clear your browser's history and cache, then login and "Re-launch" the module.

UAccess Learning

Learning Home

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Brek Thompson

HIPAA Essentials

Class Details

Class Code	UA-1225-0	Class Name	HIPAA Essentials
Type	Self-Paced	Contact	John Howard
Enrollment Status	Enrolled	Drop Charge	--
Start Date	--	Confirmation Number	415578
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 John Howard

Class Syllabus

You must complete this class by 06/14/2019.
To receive credit for this class you must complete all required tasks in order.

- [HIPAA Module 1](#)  **Launch**

Required eLearning
Progress Not Attempted (Duration : 20 Mins)
- [HIPAA Assessment 1](#)

Required Assessment
Progress Not Attempted (Duration : 5 Mins)

UAccess Learning

View Progress Page

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Brek Thompson, Program Coordinator, Senior Research Admin Services

Component Name: HIPAA Module 1 Type: eLearning
Class: HIPAA Essentials Duration: 20 Minutes

Table Of Contents		
Title	Status	Score
HIPAA 101 (Module 1 of 3)	Not Attempted	Launch

[Return To Class Progress](#)

6. After you have completed the module, close the content window and select “Return To Class Progress”.

UAccess > Learning

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Table Of Contents

Brek Thompson, Program Coordinator, Senior Research Admin Services

Component Name: HIPAA Module 1 **Type:** eLearning
Class: HIPAA Essentials **Duration:** 20 Minutes

Title	Status	Score	
HIPAA 101 (Module 1 of 3)	Not Attempted		Launch

[Return To Class Progress](#)

7. The completed module should show as “Completed” and the next module should have the “Launch” button available. Continue to “Launch” the modules in order.

***If the module does not show as “Completed” then you will need to “Re-launch” the module and go through the training again, ensuring that you view each slide including the last one.

***If the module still doesn’t show as “Completed” then please reach out to RDI-Training@email.arizona.edu for assistance.

UAccess > Learning

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HIPAA Essentials

Class Details

Class Code UA-1225-0	Class Name HIPAA Essentials
Type Self-Paced	Contact John Howard
Enrollment Status In-Progress	Drop Charge -
Start Date -	Confirmation Number 415578
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 In-Progress	Grade Not Graded
Passing Status Pending	Comments

Instructor John Howard

Class Syllabus
 You must complete this class by 06/14/2019.
 To receive credit for this class you must complete all required tasks in order.

- [HIPAA Module 1](#)
 Required eLearning
Progress: **Completed** (Duration : 20 Mins) [Re-Launch](#)
- [HIPAA Assessment 1](#)
 Required Assessment
Progress Not Attempted (Duration : 5 Mins) [Launch](#)