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.
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.

4. Select “Launch” under “HIPAA Essentials”.

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

7. The completed module should show as “Completed”.
   ***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.