

# EMANUEL MEDICAL CENTER CONTRACT EMPLOYEE EDUCATION INSTRUCTIONS

## First Time Users/ New Hires

1. Visit [www.hthu.net/emanuel](http://www.hthu.net/emanuel).
2. Click blue REGISTER FOR FREE button on top right. Follow the instructions to create a username/password. Your username must start with your 3-digit department number \_\_\_\_\_. Be sure to choose EMANUEL MEDICAL CENTER as your facility.
3. Complete the LMS Orientation for New Users.
4. Click on Course Catalog and scroll down to the bottom and click on Emanuel Medical Center.

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5. Click on the Course Title that you need to complete – be sure the course has CONTRACT Employee in the title.
6. Click the green ENROLL button and then click LAUNCH tab.

## Accessing Your Annual Education Online

1. Visit [www.hthu.net/emanuel](http://www.hthu.net/emanuel)
2. Click on the blue LOGIN button on top right. Enter your username/password. *If you can't remember your username/password, please click "Forgot password?" or contact Jinny Newman in HR. Do not create a new account.*
3. Click on Course Catalog at the top of the page, then scroll down to the bottom and click on Emanuel Medical Center. (as pictured above)
4. Click on the Course Title for the Annual Education Program you need to complete – be sure to choose the course with CONTRACT Employee in the title.
5. Click green ENROLL button and then click the LAUNCH tab to begin learning.

## Returning to Complete Your Annual Education Online

1. Visit [www.hthu.net/emanuel](http://www.hthu.net/emanuel).
2. LOGIN using the blue button on the top right. *If you can't remember your username/password, please click "Forgot Password?" or contact Jinny Newman in HR. Do not create a new account.*
3. In your dashboard, click LAUNCH next to your course name to pick up where you left off.

If you need assistance, aren't sure what course to take or forgot your username, please contact:

Jinny Newman, Human Resources Director

478-289-1135

[jnewman@erhospital.com](mailto:jnewman@erhospital.com)



For technical support, please email [hthtech@hometownhealthonline.com](mailto:hthtech@hometownhealthonline.com).