

CLINCH MEMORIAL HOSPITAL ONLINE EDUCATION INSTRUCTIONS

New Hires

1. Visit www.hthu.net/clinch
2. Click blue REGISTER FOR FREE button on top right. Follow the instructions to create a username/password. Your username should be your first letter of your first name and your last name. You may use additional letters of your first name if required to do so by the system. Be sure to choose CLINCH MEMORIAL HOSPITAL (GA) as your facility in the Organization dropdown box.
3. Complete the LMS Orientation for New Users.
4. Click on Course Catalog and scroll down to the bottom and click on Clinch Memorial Hospital.

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5. Click on the CMH New Hire Orientation link.
6. Click the green ENROLL button and then click LAUNCH tab.

Annual Education for Current Staff

1. Visit www.hthu.net/clinch
2. Click on the blue LOGIN button on top right. Enter your username/password as provided to you by HR or your department manager. *If you can't remember your username/password, please click "Forgot password?" or contact Shelly Studebaker in HR. Do not create a new account.*
3. In your dashboard, in the "My Enrolled Items" box, click the blue PLAY button next to your course title (Annual Education: Clinical or Annual Education: Non-Clinical).

Returning to Complete Your Annual Education Online

1. Visit www.hthu.net/clinch.
2. LOGIN using the blue button on the top right.
3. In your dashboard, in the "My Enrolled Items" box, click the blue PLAY button next to your courses title to resume.

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

Shelly Studebaker

HR/IT Manager

(912)487-5211

[sstudebaker@clinchmemorialhospital.org](mailto:ssstudebaker@clinchmemorialhospital.org)

For technical support, please email hthtech@hometownhealthonline.com.

