



HOMETOWN  
HEALTH

# Online Education

<https://lms.hthu.net>



## First Time Users

1. Visit <https://lms.hthu.net>
2. Click on **REGISTER** in the top right corner of your screen.
3. Complete all information shown.
4. Choose your Facility from the drop-down menu to ensure you have access to all resources provided to your facility.
5. Check the Privacy Policy and Terms & Conditions check boxes.
6. Click **NEXT**

The Register form is titled 'Register' and includes a sub-header 'Begin your new learning experience by simply filling out this form.' It has two tabs: 'User Profile' (selected) and 'Additional Fields'. The form contains the following fields: Username (Required), Email (Required), First Name (Required), Last Name (Required), Password (Required), and Retype Password (Required). There is a Language (Required) dropdown menu and a Branch Name dropdown menu (currently showing 'Abraham Lincoln Memorial Hospital (L)'). Below the fields is a 'Privacy Policy Notice' section with two checkboxes: 'I accept the terms of the privacy policy View Privacy Policy (Required)' and 'I agree with the Terms and Conditions of the service. View Terms & Conditions (Required)'. At the bottom, there is a link 'Already registered? Sign In' and two buttons: 'CANCEL' and 'NEXT'.

## Existing Users

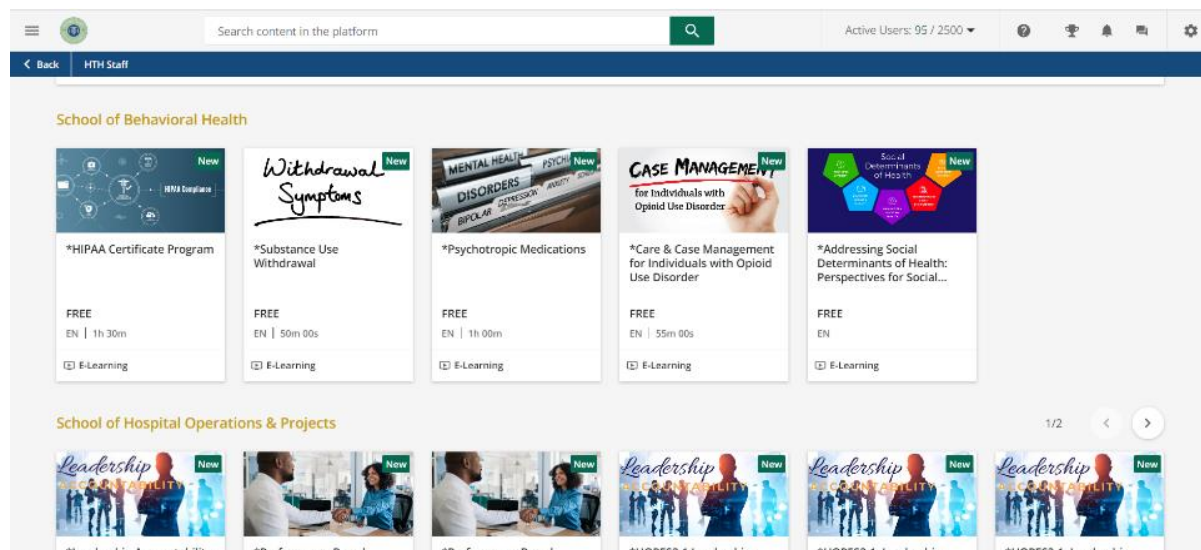
1. Go to <https://lms.hthu.net>
2. Click the green SIGN IN button at the top right.
3. Enter your username.
4. You will need to click 'forgot your password' to reset your password in the new system to the password of your choice. OR, you may email [hthtech@hometownhealthonline.com](mailto:hthtech@hometownhealthonline.com) for your password or use the chat function at [www.hthu.net](http://www.hthu.net) to get your password reset for you.
5. Once signed in, scroll down slightly on your dashboard. You'll see 3 columns with your current enrollments, in progress and completions outlined.
6. To start working on a course, click on the course title/card from either the 'Courses Not Started' or 'Courses in Progress' tab.

The Sign In form is titled 'Sign In' and includes a sub-header 'Please insert your username and password to proceed'. It contains the following fields: Username (Required) and Password (Required). There is a checkbox for 'Keep Me Logged in'. Below the fields is a green 'SIGN IN' button. At the bottom, there are two links: 'Forgot your password?' and 'New user? Register'.

The dashboard is divided into three main sections: 'Courses Not Started', 'Courses In Progress', and 'Completed Courses'. Each section has a search bar and a list of course cards. The 'Courses Not Started' section shows 14 items, including 'Financial Counseling: Financial Assistance Policy for Non-Profit Hospitals' and 'Financial Counseling: Funding Sources'. The 'Courses In Progress' section shows a central illustration of a person sitting at a desk with a clock, and the text 'Nothing here? Get started by enrolling in a course'. The 'Completed Courses' section shows 27 items, including 'Medical Terminology I', 'Medical Terminology II', and 'Patient Access Specialist Certification Final 2021'.

## Need to enroll in a course?

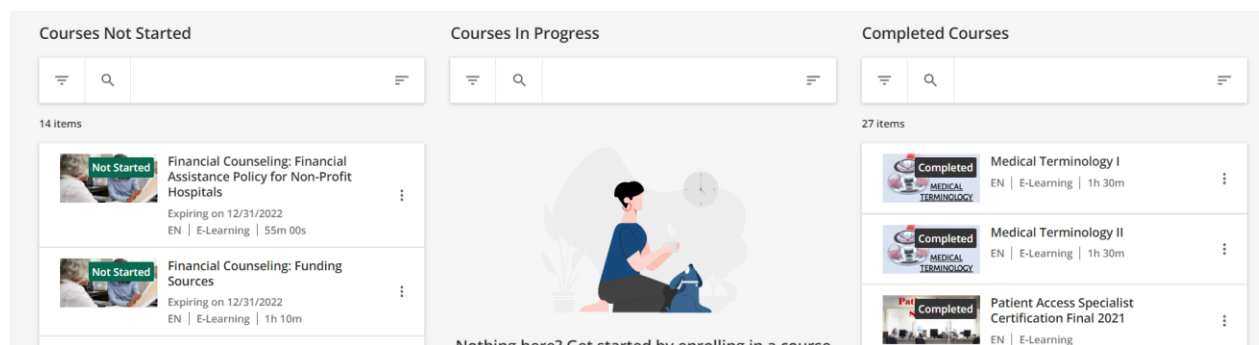
1. Scroll down on your dashboard to see the available catalogs and courses – or use the search bar at the top of the page to search by keyword or title! Click on a course card to view/enroll.



2. Once a course opens, click the “BEGIN LEARNING” option in the middle of the course player to begin.

## Didn't Finish Your Online Training? Returning to Your Course(s)

1. Visit <https://lms.hthu.net>
2. Click on the blue SIGN IN button on top right.
3. Enter your username/password.
4. Once signed in, scroll down slightly on your dashboard. You'll see 3 columns with your current enrollments, in progress and completions outlined.
5. To start working on a course, click on the course title/card from the 'Courses in Progress' tab.



Questions? Need further assistance?

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