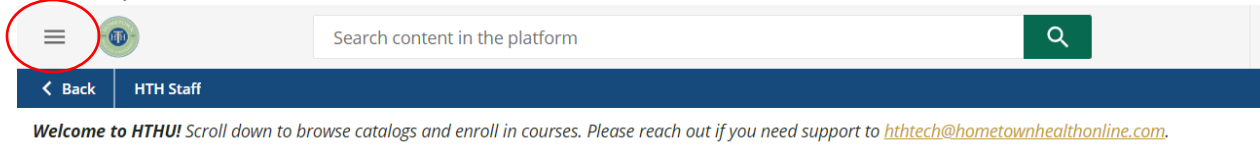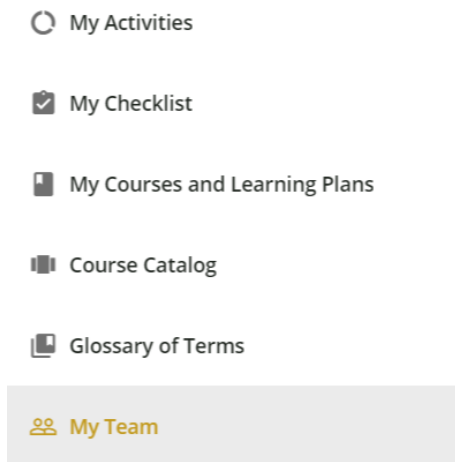# HTHU "My Teams" Instructions for Team Leaders

1. Sign In at lms.hthu.net
2. At the top left, choose the 3-line menu

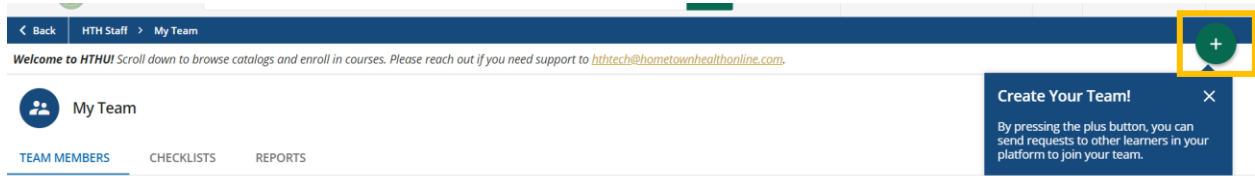
3. Choose "My Team" from the menu dropdown.


Need to add a user to your team?

1. After a user has an account, you can add them to your team using the green plus sign at the top right of your 'My Teams Dashboard'


2. In the menu that appears, you'll enter the username or email address of the team member in the blank, then click the radio button next to the Team leadership role that YOU serve in, then click 'add Team Member'. *Unsure which one to choose? Ask HTHU!*

Running and exporting a Comprehensive Report of all Team Member Statuses

1. From your 'My Teams' dashboard, click on the REPORTS tab.
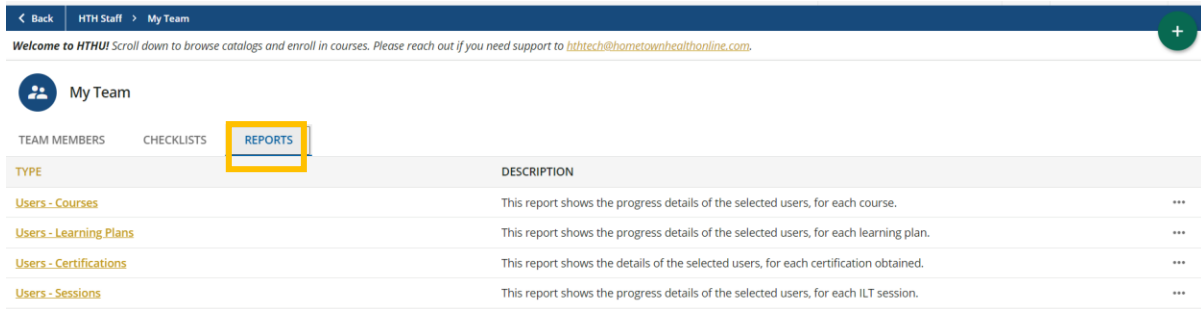

2. To the right of the report name, click on the 3 dots, then choose your download type. *The first two reports are the most commonly used.*
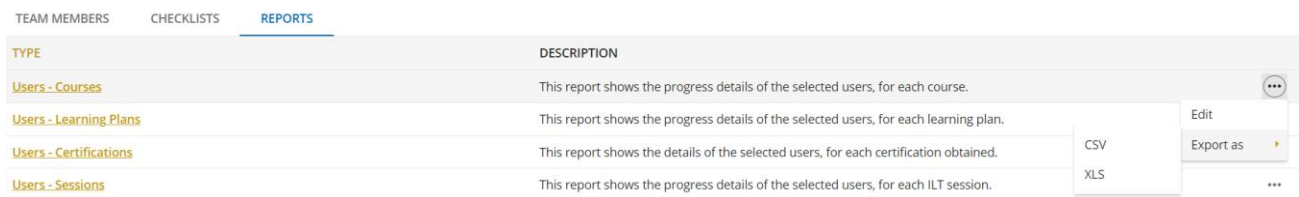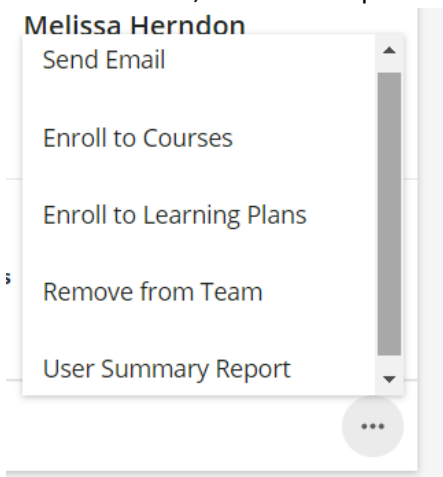

3. The report will download and you can then use Excel to filter/sort/clean-up data to what you need. *Need help in excel? Let our team know!*

Working with a specific Team Member Account

1. Use the search function or scroll to find your 'Team Member' card, then click the 3 dots at the bottom right.
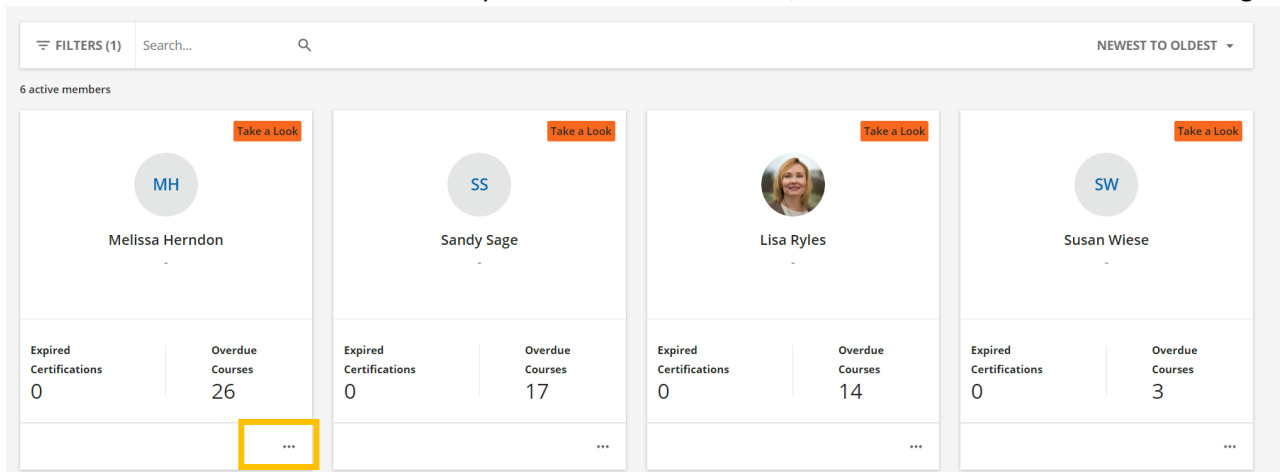
2. From this menu, choose the option that matches what you need to do:

3. **Option 1: Send Email.** Sends a custom email you develop to your team member through our system.

× Send Email

Mail Subject *

Email Address
melissa.herndon@hometownhealthonline.com

Message *

Formats ▾   B   I   ≡   ≡   ≡   ≡   🔗   🖼

Powered by TinyMCE

CANCEL   SEND EMAIL

4. **Option 2: Enroll to courses.** Use this to enroll a team member in a course. You will need to know the specific name of the course to enroll most efficiently. Use the search bar to find the course of choice.

× **Enroll to Content**
Select the content to which you want to enroll your team member

① Courses Selection ———— ② Additional Information

⚠ You cannot enroll learners into courses that are flagged for sale. Only free content will appear here.

Search here...   🔍

5. **Option 3: Enroll to Learning Plans.** Use this to enroll a team member in a learning plan (such as our Certificate programs or Certifications, or specific multi-course based series). You will need to know the specific name of the Learning Plan in order to enroll most efficiently. You can use the search bar to narrow down the selections:

× **Enroll to Content**
Select the content to which you want to enroll your team member

① Learning Plans Selection ———— ② Additional Information

⚠ You cannot enroll learners into learning plans that are flagged for sale. Only free content will appear here.

Search here...   🔍

☐ ***Denial Management Certificate Program**

   LEARNING PLAN   4 courses

☐ **Revenue Integrity Standards & Education (RISE UP)**

   LEARNING PLAN   3 courses

☐ **Leading Improvement in the Patient Experience Series**

   LEARNING PLAN   4 courses

6. **Option 4: To view course or learning plan progress for this team member, or to print certificates of completion,** choose "User Summary Report"
   a. On the left side, click "courses" to see course status by course title:

i. Click on the black ribbon to download a completion certificate.

User Personal Summary: stephanie.love

b. On the left side, click "learning plans" to see learning plan status by title. *Learning plans that function as certificate program/certifications will have a black ribbon for completion of the entire program.*