

Job Aid: Taking the National New Colleague Orientation (Recorded Version)



Overview

In your first few days of work, you will attend the national new colleague orientation session, *Introduction to Trinity Health*. This web-based course will provide you with an overview of our health care system including our heritage, Mission, Core Values, and TogetherHealth strategy. In addition, there is important information on key topics such as Safety, Integrity & Compliance, and Diversity & Inclusion.

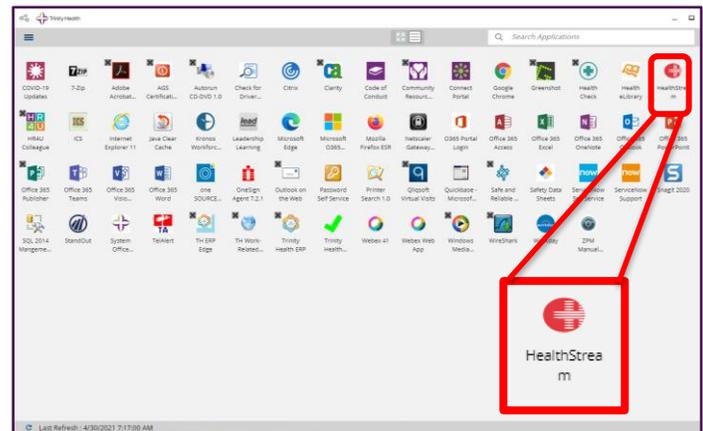
All new colleagues are required to attend this course which is just one part of the orientation to your Health Ministry. The course can be viewed on devices such as laptops, tablets, or smart phones, but is best viewed on a device with a larger screen and a keyboard.

What You Need to Take the Class:

- An Internet connection
- A device with a keyboard (preferred)
- Your Workday/ Employee Id (Provided by your Recruiter, Manager, or Supervisor)
- A notebook and pen or pencil

How to Take the National New Colleague Orientation

1. Log in to **HealthStream** by clicking the HealthStream icon on your ZENworks window (icons are in alphabetical order) OR opening Microsoft Edge, Chrome or Firefox. Copy and paste the following link into the address bar.
<https://www.healthstream.com/hlc/trinityhealth>



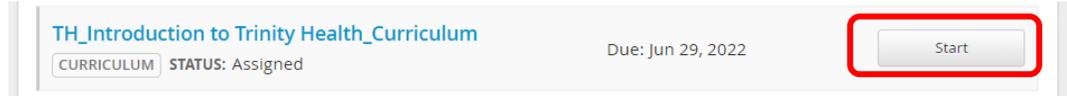
2. Enter your **User ID** and **Password**
 - Use the Workday/Employee ID given to you by your Recruiter or Manager.
 - The first time you log in your **User ID** and **Password** will be the same.
 - You will be prompted to change your password.

If you need more help logging into HealthStream, please watch this quick video.

<https://trinityhealth.wistia.com/medias/sesbrl4ef4?wtime=1m8s>

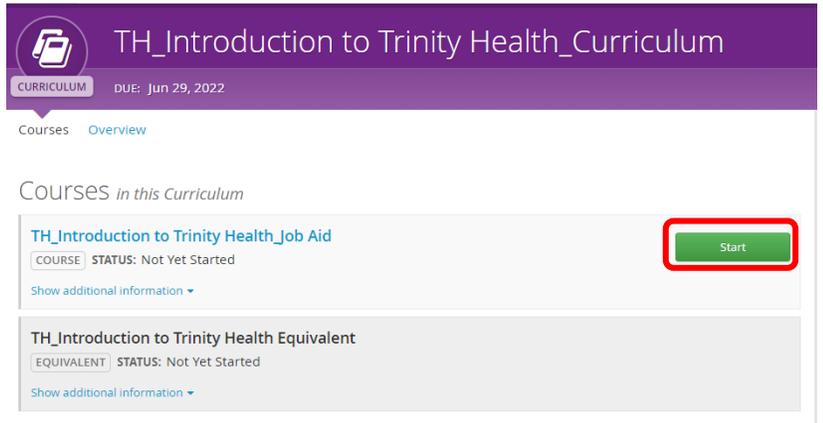
Continued

3. Find *TH_Introduction to Trinity Health_Curriculum* in your **To-Do** list. Click **Start**.



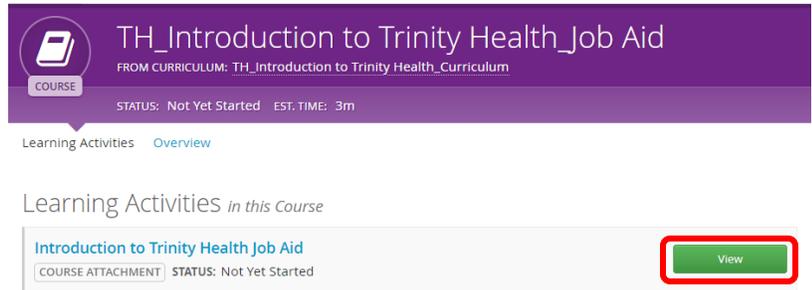
A screenshot of a curriculum item in a To-Do list. The item is titled "TH_Introduction to Trinity Health_Curriculum" and has a status of "Assigned". The due date is "Jun 29, 2022". A red box highlights the "Start" button.

4. Under **Courses in this Curriculum**, click the **Start** button next to **TH_Introduction to Trinity Health-Job Aid**.



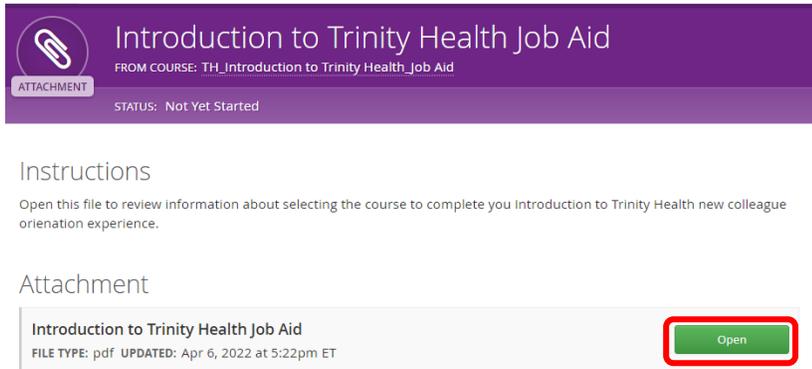
A screenshot of the "Courses in this Curriculum" page. The page title is "TH_Introduction to Trinity Health_Curriculum" with a due date of "Jun 29, 2022". Under "Courses in this Curriculum", there are two items: "TH_Introduction to Trinity Health_Job Aid" (Course, Status: Not Yet Started) and "TH_Introduction to Trinity Health Equivalent" (Equivalent, Status: Not Yet Started). A red box highlights the "Start" button for the first item.

5. Under Learning Activities, click **View**.



A screenshot of the "Learning Activities" page. The page title is "TH_Introduction to Trinity Health_Job Aid" with a status of "Not Yet Started" and an estimated time of "3m". Under "Learning Activities in this Course", there is one item: "Introduction to Trinity Health Job Aid" (Course Attachment, Status: Not Yet Started). A red box highlights the "View" button.

6. Under Attachment, click **Open**.



A screenshot of the "Attachment" page. The page title is "Introduction to Trinity Health Job Aid" with a status of "Not Yet Started". Under "Attachment", there is one item: "Introduction to Trinity Health Job Aid" (File Type: pdf, Updated: Apr 6, 2022 at 5:22pm ET). A red box highlights the "Open" button.

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- Open the attachment called *Introduction to Trinity Health Job Aid (1).pdf*. Read the job aid.

Introduction to Trinity Health
Job Aid

Overview

The purpose of this job aid is to provide additional information about the Introduction to Trinity Health courses.

Once you close this job aid and click "Yes, mark this learning activity complete," HealthStream will offer the choice of two courses to complete your national new colleague orientation.

Choose a Course

Select the course based on whether you have attended a live, virtual *Introduction to Trinity Health* session:

- If you attended a live, virtual *Introduction to Trinity Health* session, click the green Enroll button for **TH_Introduction to Trinity Health Attestation**.
- If you did not attend a live, virtual *Introduction to Trinity Health* session, click the green Enroll button for **TH_Introduction to Trinity Health Recording**.

Contact

For questions or concerns about HealthStream, follow the instructions in the Support box on the right side of your HealthStream To Do List.

- Navigate back to the browser window or tab open to HealthStream. On the Course Attachment banner, click the **Yes, mark it complete** button.

Introduction to Trinity Health Job Aid
FROM COURSE: TH_Introduction to Trinity Health Job Aid

Course Attachment
Have you completed Introduction to Trinity Health Job Aid?

Yes, mark it complete No, not yet

Attachment

Introduction to Trinity Health Job Aid
FILE TYPE: pdf UPDATED: Apr 6, 2022 at 5:22pm ET

Open

- On the Congratulations banner, click **Return to Curriculum**.

TH_Introduction to Trinity Health Job Aid

Congratulations!
You have successfully completed this course.

Return to Curriculum View Completion Certificate

View My Completions

Introduction to Trinity Health Job Aid
COURSE ATTACHMENT STATUS: Completed

- Under Courses in this Curriculum, click the **Start** button next to TH_Introduction to Trinity Health Equivalent.

TH_Introduction to Trinity Health Curriculum
CURRICULUM DUE: Jun 29, 2022

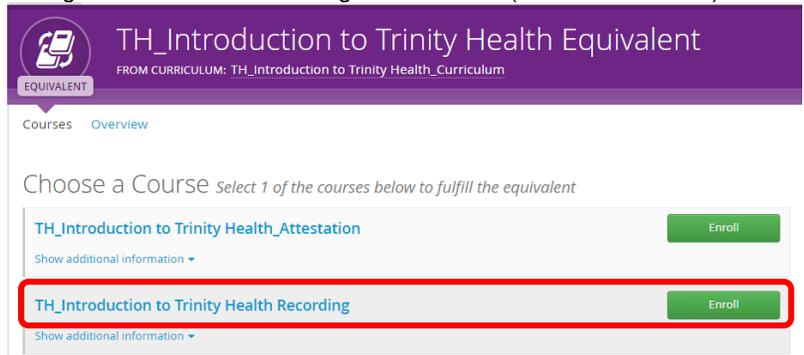
Courses Overview

Courses in this Curriculum

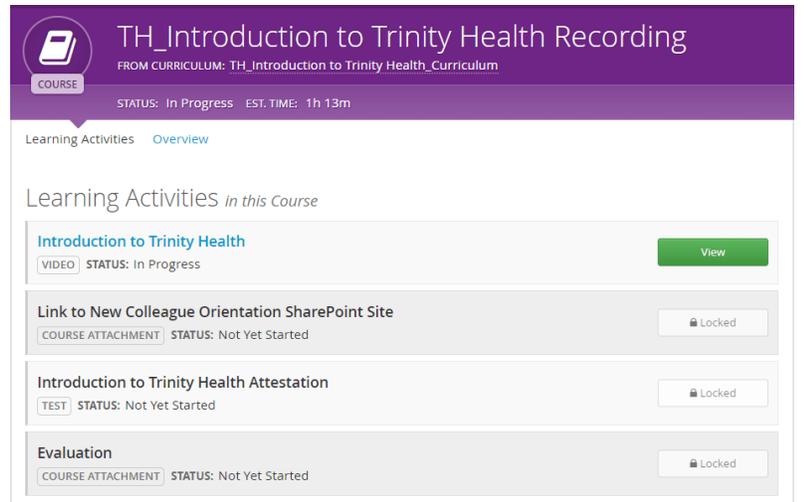
TH_Introduction to Trinity Health Job Aid COURSE STATUS: Completed	✓
TH_Introduction to Trinity Health Equivalent EQUIVALENT STATUS: Not Yet Started	Start

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- 11. Under Choose a Course, click the **Enroll** button next to the second choice, **TH_Introduction to Trinity Health Recording**.

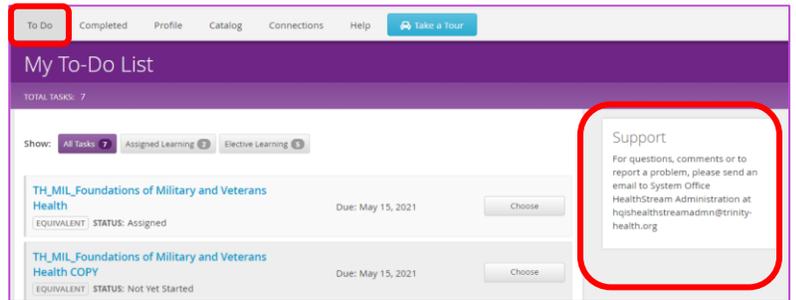


- 12. Under Learning activities, click the green button to the right of each item and complete it in order until all learning activities are completed.



Once you have completed all learning activities, the course will complete and move to the **Completed** tab.

If you have question or need assistance, click **To Do** and follow the instructions listed under **Support**.



We are delighted to have you join a Trinity Health ministry and wish you the very best as you begin your journey with us.