

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 Curriculum*. 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.

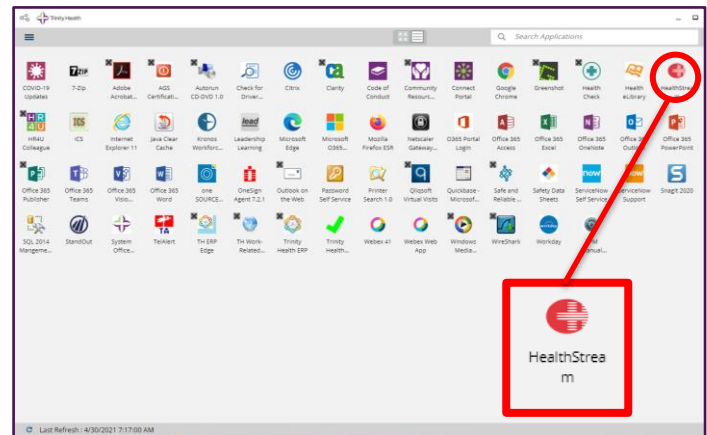
All new colleagues are required to attend this course which is just one part of the orientation to your Health Ministry. The course can be viewed on devices such as laptops, tablets, or smart phones, but is best viewed on a device with a larger screen and a keyboard.

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>



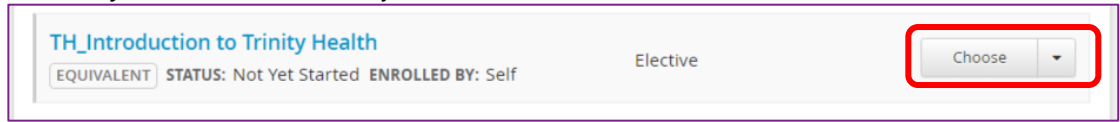
2. Enter your **User ID** and **Password**
 - Use the Workday/Employee ID given to you by your Recruiter or Manager.
 - The first time you log in your **User ID** and **Password** will be the same.
 - You will be prompted to change your password.

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

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

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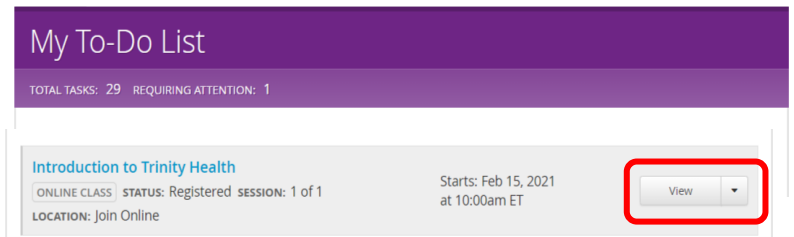
- Find *TH_Introduction to Trinity Health Curriculum* in your **To-Do** list. Click **Choose**.



- Under **Choose a Course**, locate the second option in the list, *Introduction to Trinity Health Recording*.
- Click **Enroll**.



- Under Learning Activities, click **View**. Your first learning activity will play. Click through each of the learning activities.



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.

