

Department of Health & Social Services Learning Management System: www.hsstraining.alaska.gov

LOG INTO SYSTEM



The screenshot shows a login form titled "Log in". It includes fields for "Employee Number" (containing "275164") and "Password" (masked with dots). There is a "Remember?" checkbox which is checked, and a "Log in" button. Below the form, there is a link "Forgot Employee Number or password?" and a note "Cookies must be enabled in your browser. ?".

Employee Number. Same number used on your timesheet. If you do not know it:

1. The system will send it to you through the Forgotten Password process.
2. Locate it in the [Employee White Pages, Advanced Search settings](#)

If you do not know your password. Look below for instruction.

1ST TIME STUDENT OR FORGOTTEN PASSWORD

1. Need a Password?



[Login Instructions](#)

[How to login to the HIPAA course](#)

[Search for Employee Number \(type last name\)](#)

Employee Number. Same number used on your timesheet. If you do not know your employee number, choose either:

1. [Following the Forgotten Password process](#). The system will email your employee number to you, or;
2. Locate by last name in the [Employee White Pages, Advanced Search settings](#).

2. Search by Employee Number

Employee Number

Search

Search by email address

Email address

Search

If you do not know employee number skip and use your email address.

OR

Type email address.

3.

Home > Log in > Forgotten password

Please click continue and check your email

Continue

On the next screen, click CONTINUE and check your email

4.

Department of Health & Social Services: Password reset request

hsstraining.alaska.gov <debbie.mcdonald@alaska.gov>
to me ▾
Hi student,
A password reset was requested for your account 'student1' at Department of Health & Social Services.
To confirm this request, and set a new password for your account, please go to the following web address:
https://hsstraining.alaska.gov/login/forgot_password.php?token=Tn4F5fLHI1h0HHAsbQRdvg7Dy70nmmPv
(This link is valid for 30 minutes from the time this reset was first requested)
If this password reset was not requested by you, no action is needed.
If you need help, please contact the site administrator,
hsstraining.alaska.gov
debbie.mcdonald@alaska.gov

Click the hyperlink within the email

5.

Set password

Employee Number student1

New password*

New password (again)*

Save changes

Cancel

Delete content in the first field. Type in your new password.

Passwords must be 7 characters long and include:
1 uppercase, 1 lowercase, 1 number and 1 special character
(special character example: !@#\$\$%^&*)

Click on HIPAA from the front page of the site:

Department Training (available to all staff)

- **HIPAA New Employee Training** — Previously completed HIPAA Certificates. Contact: Claudia Cook, Randy Hild
- Mandatory Annual **All Staff** HIPAA Security and Privacy Training (**Must be completed by July 5, 2019**). Contact: Claudia Cook, Randy Hild
- HIPAA Refresher — For access contact: Claudia Cook, Randy Hild
- Business Writing Brush-up or text only material
- Civil Rights
- Commercial Sexual Exploitation of Children (Human Trafficking)
- **NEW:** Criminal Justice Information (CJI) and DHSS
- Guide for Investigative Report Writing
- IT Project Management Office (PMO) Monthly Status Reports
- Mandatory Child Abuse Reporter Training
- Mandatory Child Abuse Reporter Training — DPH Nursing ONLY
- Medicaid Program Training — 2018
- New Employee Orientation by SOA, DOA, Personnel and Labor Relations
- Planning Performance (for managers and supervisors)
- Security Awareness Training for Social Security Administration (SSA) Provided Information (Formerly SOLQ)
- SharePoint 2010 Beginners — Intermediate — Advanced (Internal Websites)
- SharePoint Training for dhss.alaska.gov (*Supervisor's Approval Required*)
- Subrecipient Monitoring Under the New Grant Reform Guidance

Free Online Training in **Anchorage, Fairbanks, and Juneau** through Municipal Libraries: [Lynda.com](#): 6000+ Courses Available

Free Statewide ACEs and Childhood Brain Development training provided by the Alaska Resiliency Initiative and various other stakeholders around the state. F