



## Login Tip Sheet

2022.06.09

### Login on CHS Network – Generic Computer Logons

If you are logged into a CHS computer within the CHS network open Google Chrome. Click the myCHU HealthStream link provided on the Catholic Health Associate Intranet page. You will be brought to the Catholic Health login page. Enter your AD Credentials to sign in.



### Login off CHS Network – Access from Home or Off Network

If you are using a computer outside of the CHS network, you can use Google Chrome and go to the CHS public website, For Associates page at <https://www.chsbuffalo.org/associates>. Click on the Catholic Health Associate Hub Portal link to enter your AD Credentials.

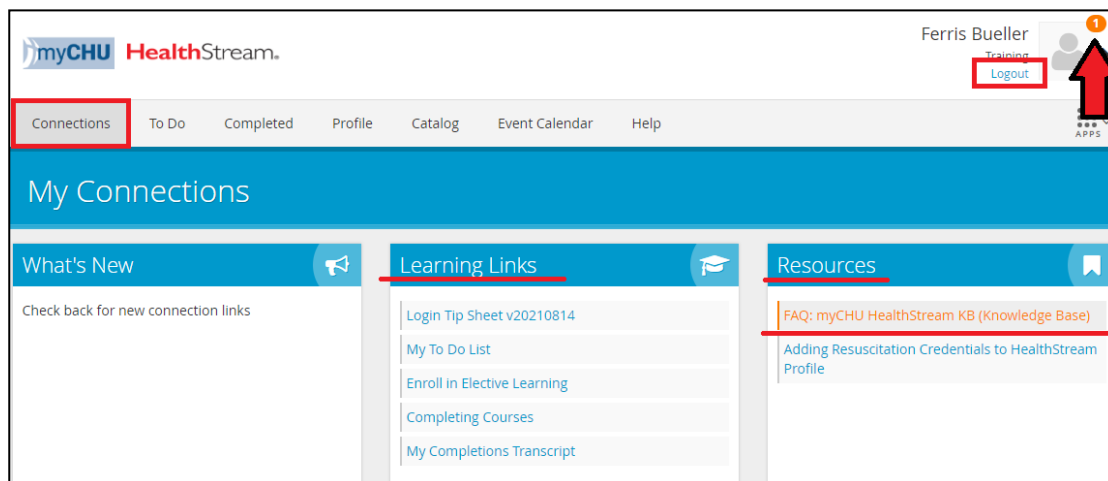
You can also access myCHU HealthStream directly by entering the following into the browser address bar: <https://www.healthstream.com/hlc/chsbny>.

NOTE: You will need to have DUO Authentication to be able to access myCHU HealthStream from Home or Off Network. Duo is a “two factor authentication” system that verifies your identity by using an app on your smartphone, a call to your home/desk/cellular phone, or a SMS text message to your cellular phone. Directions for Duo enrollment are located on the For Associates page. Contact the Help Desk for any issues with myCHU HealthStream or Duo access.

### Navigating myCHU HealthStream

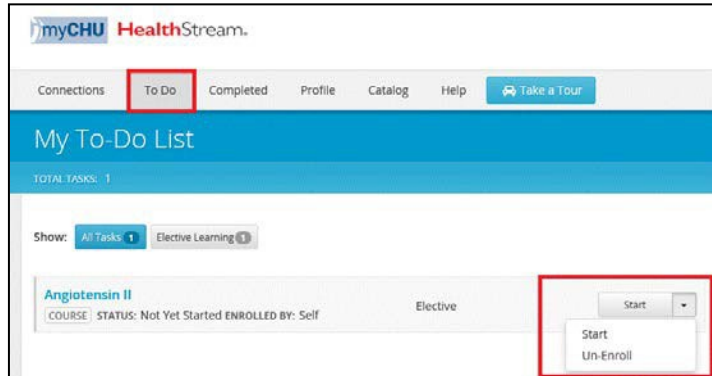
#### Connections

The Connections tab will have various links with helpful tips and resources to assist you. You may see an orange Alert circle. Click the Alerts to review the messages. Click Logout to end your session.



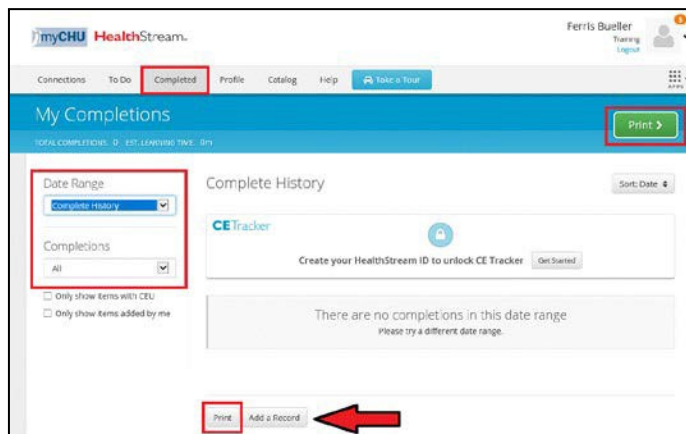
## To Do

The To Do tab will list all of the courses that either were assigned to you or you self-enrolled into as an elective. Click Start to begin the course or click the down arrow for more options. You will receive an email on Tuesdays notifying you if you have been assigned education that needs to be completed. Note that an assigned course may appear on your To Do tab prior to the notification.



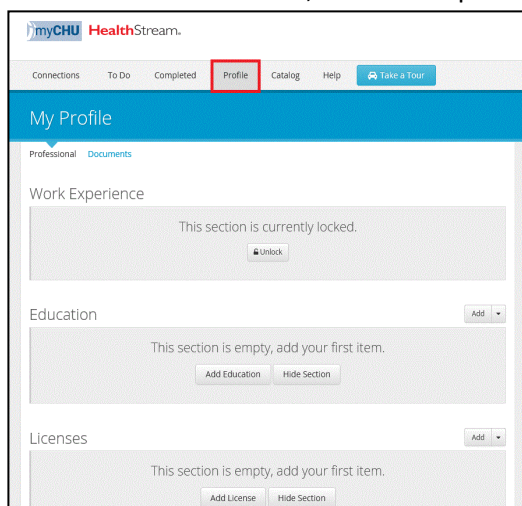
## Completed

The Completed tab is your transcript of all the courses that you have successfully completed. You can use the Date Range and Completions filter to narrow the history. You can Print your completion history and even Export it (PDF, CSV, Excel). There's an option to Add a Record to include outside educational completions/attendance.



## Profile

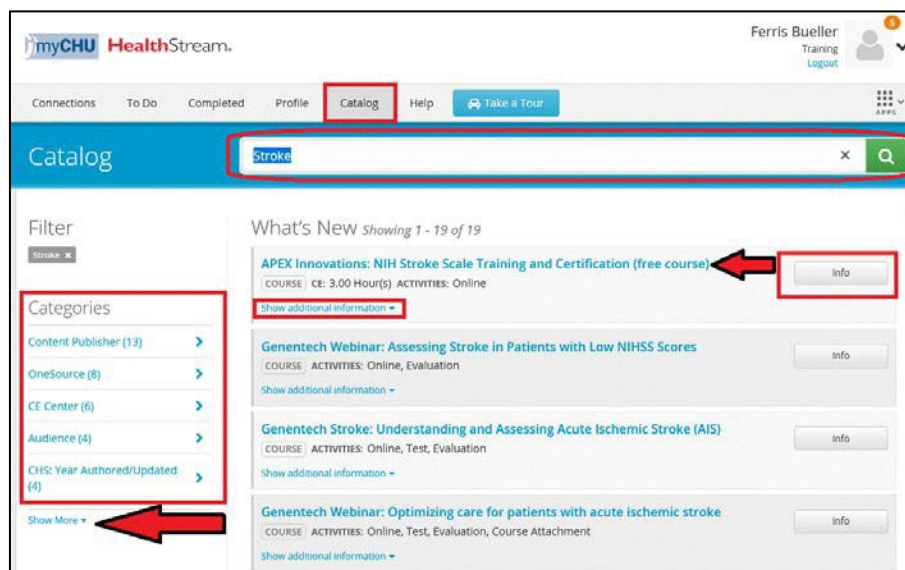
The Profile tab allows the entering of your Work Experience, Education, Licenses, Certifications, Resuscitation Credentials, Memberships & Associations, etc.



## Catalog

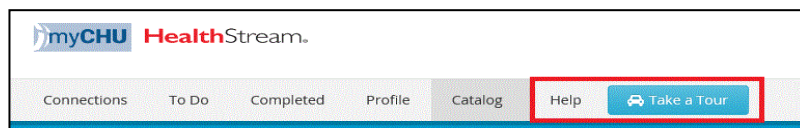
The Catalog tab will list all of the courses available in myCHU HealthStream for you to self-enroll into. You can type a key word in the Search bar to locate a specific course. You can also click on a link under Categories to filter your search even further. Click Show More to expand the categories.

Click Info, Show additional information, or the course title to learn more about the offering or to Enroll.



## Help or Take a Tour

Click Help or Take a Tour for self-directed learning on how to better navigate myCHU HealthStream.



## Resources

FAQ: myCHU HealthStream KB (Knowledge Base):

<https://www.chsbuffalo.org/mychu-faqs>

HealthStream Help Documentation

[http://www.healthstream.com/hlchelp/HLC\\_Student\\_Web/Default.htm](http://www.healthstream.com/hlchelp/HLC_Student_Web/Default.htm)

My To Do List:

[http://www.healthstream.com/hlchelp/SMH\\_S/ToDoList/story\\_html5.html](http://www.healthstream.com/hlchelp/SMH_S/ToDoList/story_html5.html)

Enroll in Elective Learning:

[http://www.healthstream.com/hlchelp/SMH\\_S/ElectiveLearning/story\\_html5.html](http://www.healthstream.com/hlchelp/SMH_S/ElectiveLearning/story_html5.html)

Completing Courses:

[http://www.healthstream.com/hlchelp/SMH\\_S/CompletingCourse/story\\_html5.html](http://www.healthstream.com/hlchelp/SMH_S/CompletingCourse/story_html5.html)

My Completions Transcript:

[http://www.healthstream.com/hlchelp/SMH\\_S/ViewingCompletions/story\\_html5.html](http://www.healthstream.com/hlchelp/SMH_S/ViewingCompletions/story_html5.html)

Continuing Education (CE) Credit (healthstream.com)

[http://www.healthstream.com/hlchelp/HLC\\_Student\\_Web/Default.htm#Student/CE\\_Credit/Continuing\\_Education\\_Credit.htm?TocPath=CE%2520Credit%257C\\_0](http://www.healthstream.com/hlchelp/HLC_Student_Web/Default.htm#Student/CE_Credit/Continuing_Education_Credit.htm?TocPath=CE%2520Credit%257C_0)

CE Tracker

[http://www.healthstream.com/hlchelp/HLC\\_Student\\_Web/Default.htm#Student/CE\\_Credit/CE\\_Tracker.htm?TocPath=CE%2520Tracker%257C\\_0](http://www.healthstream.com/hlchelp/HLC_Student_Web/Default.htm#Student/CE_Credit/CE_Tracker.htm?TocPath=CE%2520Tracker%257C_0)