OneLogin and HealthStream Process Guide

OneLogin First Time User Registration

1. Navigate to **https://genesishcc.onelogin.com** from any web browser.
2. Log in using the Genesis username provided to you by your agency.
3. Enter the Genesis initial password that includes the following: Capitalized first name initial, lower case last name initial, the last four digits of your social security number, two digit month and two digit date of your birthday, # sign.

> **Example**: John Smith
> Last four of SSN: 1234
> Date of Birth: 08/05/1990
> **Password**: Js12340805#

4. Choose "**Continue**"
5. Upon initial setup the page to the right appears.

6. Choose "**Begin Setup**"
7. Click the plus sign (+) next to one of the options on the page that appears. **Note:** *You will be able to add additional options within your OneLogin profile later on.*

8. Follow instructions for setup…
   Option Descriptions
   OneLogin Protect - Apple or Android authentication app
   OneLogin SMS - This is a text feature that sends a pin code to your cell phone.
   Personal Email - This is an email feature that sends a pin code to your personal email. Note: Work email should never be used here because it requires MFA to work.
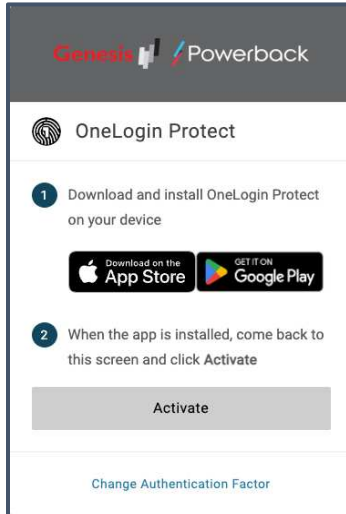   Authenticator - This allows you to use a 3rd party authenticator app such as Google Authenticator or

Microsoft Authenticator to name a few.

9. This step assumes that the "OneLogin Protect" option was chosen in the previous step. This option is recommended but all will work similarly.

10. If you do not already have the OneLogin Protect app installed on your smart device, download and install the "**OneLogin Protect**" app onto your smart device. Go to App Store for Apple or Google Play for Android and search for the app.
11. Once the app is installed onto your smart device choose the "**Activate**" button.
12. A page with a QR code will appear on screen.

Do not scan the QR code in this job aid! Scan the QR code on your computer screen.
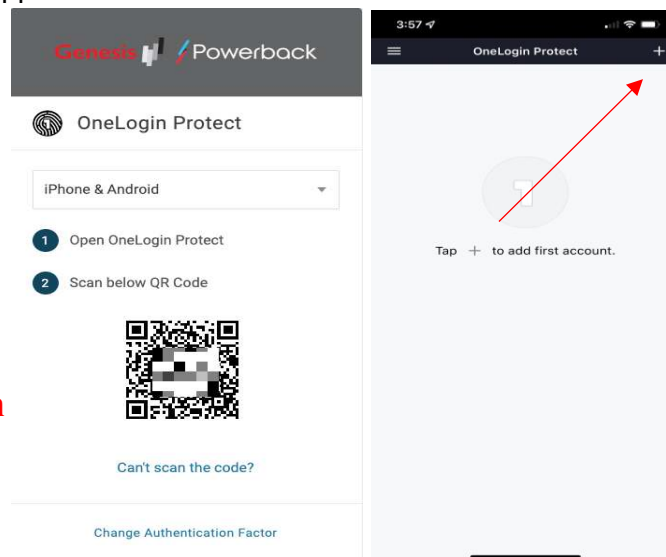

13. Choose the appropriate device type "iPhone & Android" or "Windows" within the browser.
14. Open the OneLogin Protect app on your smart device.
15. Tap the plus sign (+) in the top right corner within the smart device app.
16. Using the OneLogin Protect app and the camera on your smart device, scan the barcode that appears within your browser window.

Do not scan the QR code in this job aid! Scan the QR code on your computer screen.
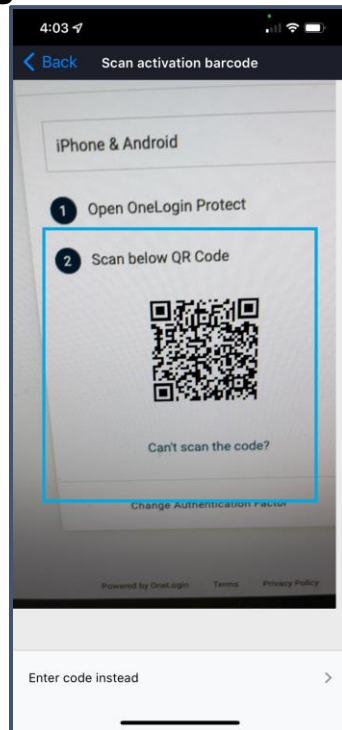
17. Your device is now registered within your OneLogin account and is ready to use for future logins.
18. Users must now choose and answer security questions. Answers will be used for password reset. Users can add as many questions and answers as they like from the available list but 4 questions must be chosen and answered. 2 questions will randomly be presented during the password reset operation. Please note the tips to the right of the questions.
19. Under Question 1 select the desired question from the drop down list.
20. Once a question is chosen, provide the answer. Click on "**Show**" to verify the spelling.
21. Repeat these steps for at least 4 questions.

22. When complete click the "**Submit**" button at the bottom right corner of the page.
23. Your browser will now be directed to the OneLogin portal where you will be able to view all the applications configured within OneLogin. It will look similar to the page shown below.
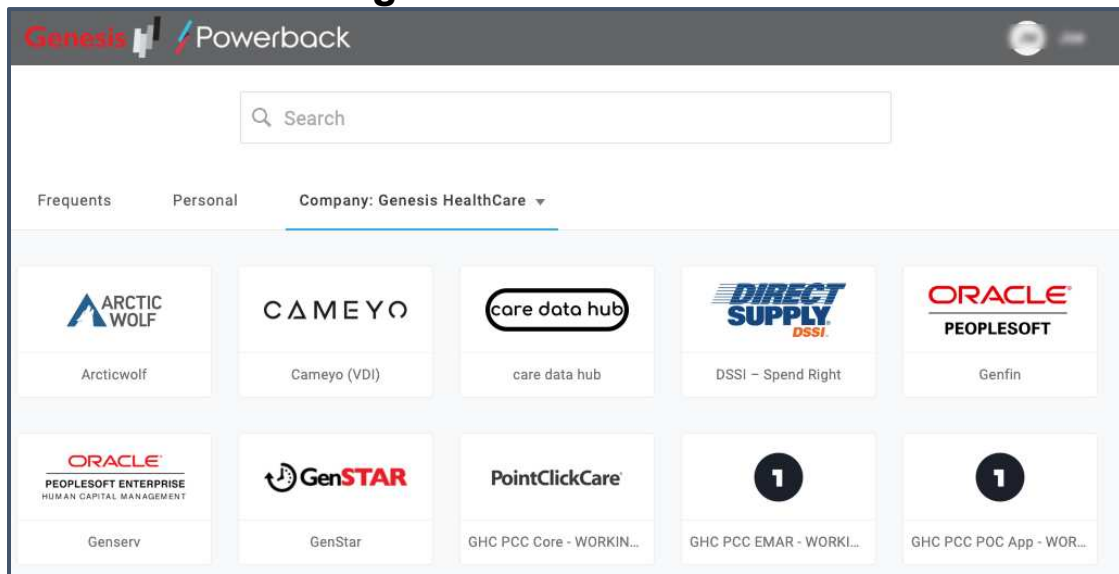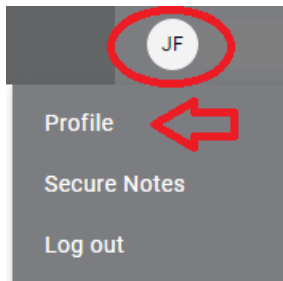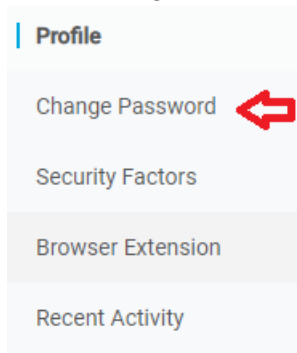
Reset Password

1. After completing registration and logging into OneLogin, click your name located in the top right corner then click "Profile".

2. Select "Change Password" located on the left menu.

3. Enter your current password (temporary password if you are a first time user). Enter your new password.

Change Password

Current password

....   Show

New password

....   Show

Strong passwords or passphrases are important for
security. Your password must use:

- ✓ Minimum 8 characters
- ✓ 1 Lowercase
- ✓ 1 Uppercase
- ✓ 1 Number
- ✓ 1 Special character

4. Click Update Password when finished.

Accessing HealthStream

1. Please click the following link to access the HealthStream by logging into OneLogin:
   https://genesishcc.onelogin.com/portal

2. Enter the Username information.

Genesis / Powerback

Username, Email, Google account

☐ Remember me

Continue

Forgot Password

3. Enter the password information.

4. From the "Frequents" tab or the "More Tabs: Everything", select the HealthStream LMS box.
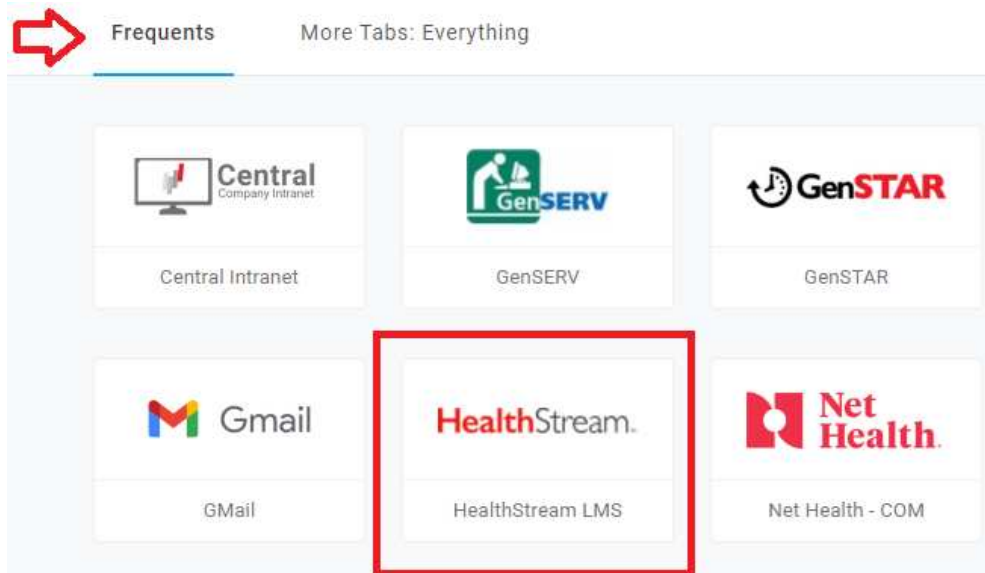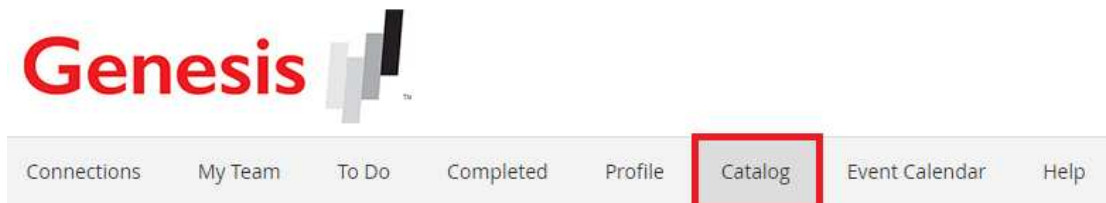

Navigating HealthStream

Genesis HealthCare Training

Dementia Training
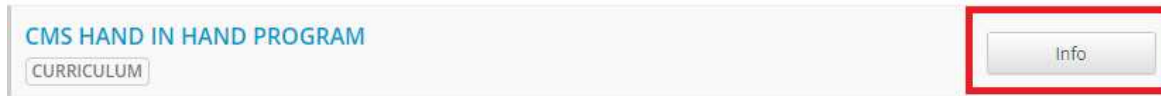
1. At the top of the HealthStream screen, click "Catalog".

OneLogin and HealthStream Process Guide

2. Using the Search box, type "Hand in Hand Dementia" and click search.

Catalog | Hand in Hand Dementia | 🔍

3. Within the results, find the "CMS Hand in Hand Program" and click "Info".

Results *Showing 1 - 20 of 664*

CMS HAND IN HAND PROGRAM
CURRICULUM | Info

4. Click on "Enroll" to complete the training modules to be completed: Module 1, 2, and 3 must be complete.

CMS HAND IN HAND PROGRAM
CURRICULUM   STATUS: Not Yet Started

‹ Return to Search Results   Enroll ➡

Courses *in this Curriculum*

CMS Hand in Hand: Understanding the World of Dementia: The Person and the Disease - Module 1
COURSE | Preview

CMS Hand in Hand: Being with a Person with Dementia: Listening and Speaking - Module 2
COURSE | Preview

CMS Hand in Hand: Being with a Person with Dementia: Actions and Reactions - Module 3
COURSE | Preview

5. Click Start next to the first available course to complete.

Courses *in this Curriculum*

CMS Hand in Hand: Understanding the World of Dementia: The Person and the Disease - Module 1
COURSE STATUS: Not Yet Started | Start
Show additional information ▾

CMS Hand in Hand: Being with a Person with Dementia: Listening and Speaking - Module 2
COURSE STATUS: Not Yet Started | Preview Course
Show additional information ▾

CMS Hand in Hand: Being with a Person with Dementia: Actions and Reactions - Module 3
COURSE STATUS: Not Yet Started | Preview Course
Show additional information ▾

6. The learning Activities for the available Module will appear. Click Start to begin each learning activity.

Learning Activities *in this Course*

Presentation - The Person and the Disease - Knowledge Check	
ONLINE **STATUS:** Not Yet Started	Start
Web - Introduction to Dementia	
ONLINE **STATUS:** Not Yet Started	🔒 Locked
Web - What is Dementia?	
ONLINE **STATUS:** Not Yet Started	🔒 Locked
Web - Types of Dementia	
ONLINE **STATUS:** Not Yet Started	🔒 Locked
Web - Understanding Persons with Dementia	
ONLINE **STATUS:** Not Yet Started	🔒 Locked
Attestation	
TEST **STATUS:** Not Yet Started	🔒 Locked

7. Follow the course instructions and view all content to complete each activity of the course.
8. The completed content will contain a green checkmark on the right side of the Course Activities.

Courses *in this Curriculum*

CMS Hand in Hand: Understanding the World of Dementia: The Person and the Disease - Module 1
COURSE **STATUS:** In Progress

Presentation - The Person and the Disease - Knowledge Check	
ONLINE **STATUS:** Completed **SCORE:** 81 %	✅
Web - Introduction to Dementia	
ONLINE **STATUS:** Not Yet Started	Start
Web - What is Dementia?	
ONLINE **STATUS:** Not Yet Started	🔒 Locked

9. Complete all course activities within each of the three required Modules of the CMS Hand in Hand Dementia Program.

Safe Resident Handling Training

1. At the top of the HealthStream screen, click "Catalog".

| Connections | My Team | To Do | Completed | Profile | Catalog | Event Calendar | Help |

2. Using the Search box, you will need to search and complete each of the following six Safe Resident Handling Courses.
    a. Safe Resident Handling: Mechanical Lift Overview – Clinical Staff
    b. Safe Resident Handling: Active Transfers and Mobility – Clinical Staff

    c.   Safe Resident Handling – Joerns Mechanical Lift Videos

    d.   Invacare Mechanical Lift Videos

    e.   EZ-Way Mechanical Lift

    f.   EZ-Way Sit-to-Stand Mechanical Lift Training

3. Click "Info" next to each course.

4. Click "Enroll" to enter.

5. Click "View or Start" to complete each training presentation.

6. Follow the course instructions and view all content to complete each activity of the course.

7. The completed content will contain a green checkmark on the right side of the Course Activities.

8. Complete all activities within each of the six required mechanical lift courses.

Accessing the Transcript

1. Once all course activity and required training is complete, click "Completed" at the top of the home screen.

2. Click "Print" then click "Continue".

Customize & Print   ✕

Choose a Range:

Last 12 months ⌄

Sort By:

Date ⌄

Completions

All ⌄

Show Additional Options ▼

[**Continue**] [Close]

3. The transcript will appear with the completed courses listed. Click "Print" or "Export". If you choose to export, only the PDF version will be accepted.

Student and Group Transcript Report
REPORT GENERATED: Jan 05, 2023, 9:09 pm ET   [Print | Export ▾]

View Report Settings