

MANDATED COMPLIANCE TRAINING INSTRUCTIONS

Downstate Health Sciences University (Downstate) Compliance training programs are online courses, available from any computer with Internet access, whether at home or at work. Based on your role, you have been enrolled in one or more online courses.

You do not need to complete all material in one session. As long as you exit out of the program properly, it will bookmark where you left off so that you can begin at that location upon your next logged in session.

You must complete all compliance training assignments within two weeks of assignment

Please log-in as instructed to access your assignments.

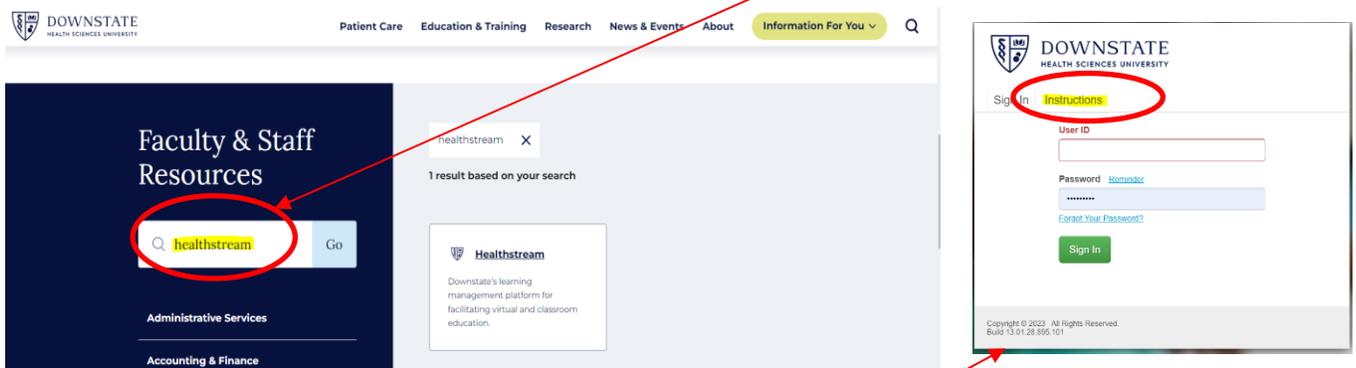
The courses you have been registered for will appear in your "To-Do List" upon log-in

Please note that **ALL POP-UP BLOCKERS MUST BE DISABLED BEFORE LOGGING ON**

(Please call Downstate's Help Desk for help with pop-up blockers)

Login Instructions:

1. Go to: [Downstate.edu](https://downstate.edu) -> Expand the 'Information For You'  menu;
2. Select 'Faculty & Staff'
3. Within the 'Faculty & Staff Resources' Search box, enter "Healthstream"



4. Select the "Healthstream" search result to open the log-in page.
5. Enter your User ID and password **see instructions tab.**
6. You will see "My To Do List" listing the assignments that you must complete. Hit "Start" next to each title to begin the course.
7. Once you have completed all the courses within the curriculum, including the attestation, you can hit "Exit."
8. If you would like a certificate of completion, click on the "Completed" link (at the top of the screen), select the certificates you want to print and hit "Print." You may log-in at any time to view/print your certificates of completion.