

## **Mandated Compliance Training Instructions**

Downstate Medical Center's (DMC) 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***

<b>Username:</b>	First initial + Last name + 2-digit month + 2-digit day of birth (e.g. <u>jsmith0131</u> )*
<b>Password:</b>	The default password is "training" (You will be required to change it upon first log in)


*\*remove all spaces, dots, dashes and special characters*

Please use Internet Explorer

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)*

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### **Login Instructions:**

1. Go to: [Downstate.edu](http://Downstate.edu) -> Select Compliance & HIPAA Training from the left side menu. 
2. Select "[Log-on to Compliance & HIPAA Training.](#)"
3. Enter your User ID and password (see above).
4. You will see "My To Do List" listing the assignments that you must complete. Hit "Start" next to each title to begin the course.
5. When prompted, select the curriculum track that best describes your position at DMC.
6. Once you have completed all the courses within the curriculum, including the attestation, you can hit "Exit."
7. If you want 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.

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If you have any confusion/ difficulty, please contact OCAS at [Compliance@downstate.edu](mailto:Compliance@downstate.edu) or (718) 270-6734 / 4033 for assistance.