How to Access UK HealthCare Online Courses:  Open an Internet Explorer or Firefox browser.  Go to http://myuk.uky.edu

Use your Link Blue account to log on.  This is the same user ID and Password you use for Blackboard, and Microsoft Exchange email.  If you still have difficulty logging on, contact the UK HealthCare Service Desk at (859) 323-8586.

Click on the "Employee Self-Service" tab, then click on "Training".

When the new window appears, again click on "Training".
The new windows will display "Mandatory Courses". These are courses that must be completed by you. Click on the course you wish to take (for instance, "HIPAA Privacy and Security Refresh" in this example).

OR ...

Sometimes you will need to find a course that is not listed in the Mandatory Course section. On the left side of the new window, you will see "Search Term". Enter the name of the course you are looking for.
In the new windows, select the dropdown and choose “active” if that choice is available to you. This may not show for everyone.

Then select the button “Book This Course”.

A pop-up will appear asking “Do you want to book this course?” Select OK.

A new window will appear, indicating you have successfully booked this course. If you are ready to begin the course, select the button “Start Course Now”.

Web-Based Training: 2012 HIPAA Privacy and Security Refresh:

Course Catalog > UK HealthCare Safety WBT > UK HealthCare Safety WBT 2012 > 2012 HIPAA Privacy and Security Refresh

The results of the prerequisites check indicate that you can book this course. For more information on the prerequisites check and on booking, see the course.

Course Duration
The average completion time for this course is 45 Minutes (minimum 1 Minute, maximum 90 Minutes).

Fee
Free of Charge

Course Languages Available
- English

Book
The results of the prerequisites check indicate that you can book this course. Choose the personnel assignment from the list and confirm with “Book”.

Start Course Now
When you have successfully completed a course, it is essential to click the "LOG OFF" button at the bottom of the screen. If this is not done, credit will NOT be given for the course.

**IMPORTANT POINTS**

- If at any point you need to stop in the middle of a course, feel free to do so. When you resume the course, it will continue where you last left off.
- If you have any questions regarding course content, please contact the author of the course. His or her name will be listed in the beginning of the course.
- If you have any question or comments other than course content, contact Mark Schneider at mark1@uky.edu.