

UofL HIPAA Training General Instructions

for registering and accessing online courses

- Register for HIPAA training by completing the form at <http://louisville.edu/privacy/enroll>. The enrollment process may take up to 48 business hours to complete. Once the enrollment process is complete, you will receive an email with instructions for completing the online courses.

Note: A Universal User ID (e.g., ULink) and password is required to log in to the Blackboard system, where HIPAA training is administered. **Non-UofL trainees must obtain a sponsored account** to be assigned a Universal User ID. If you need a sponsored account for research purposes, contact the Human Subjects Protection Program Office at 852-5188 or hsppofc@louisville.edu. Sponsored accounts for all other purposes must be requested through the I. T. Department by your UofL Department Chair/V.P., UBM or Tier1.

- Access the training courses at <http://blackboard.louisville.edu/> by using your assigned Universal User ID and password. If you need help recovering your User ID or password, call the Information Technology help desk at 502-852-7997.
- Once you have logged into the Blackboard system, you will find the courses in the section labeled “My Organizations Plus.”:
- Within the "My Organizations Plus" section, you will see HIPAA courses named:
 - **HIPAA Information Security Fundamentals**
 - **HIPAA Privacy Fundamentals**
 - If you are conducting *research with PHI* you should also see a course titled **HIPAA Research Fundamentals**.



All HIPAA training assignments must be successfully completed in order to receive credit for HIPAA training. Each course listed above has four lessons and four tests. You must score 80% or better on each test in order to receive credit for each course. Tests can be repeated until a successful score is obtained.

If You Have Difficulties

If you do not see the courses in Blackboard, you probably have not yet been enrolled. To register, complete the online form at <http://louisville.edu/privacy/enroll>.

Please read each set of course instructions carefully.

For questions regarding **enrollment or content**, please review our list of Training FAQs at <http://louisville.edu/privacy>, or contact the Privacy Office at 852-3803 or via email at privacy@louisville.edu.

For **log-in or technology-related questions**, contact the Information Technology helpdesk at 502-852-7997 or via email at helpdesk@louisville.edu.