

**1**

Log in to the system:

Username: Type your EIN

Password: Type NewUser1 (capitalize the N and U)

Log In

Forgot Password?

Log In

**2**

Click on Assigned Content

Welcome Back,  
Welcome back to Adoat  
It looks like we haven't seen you since your last visit on

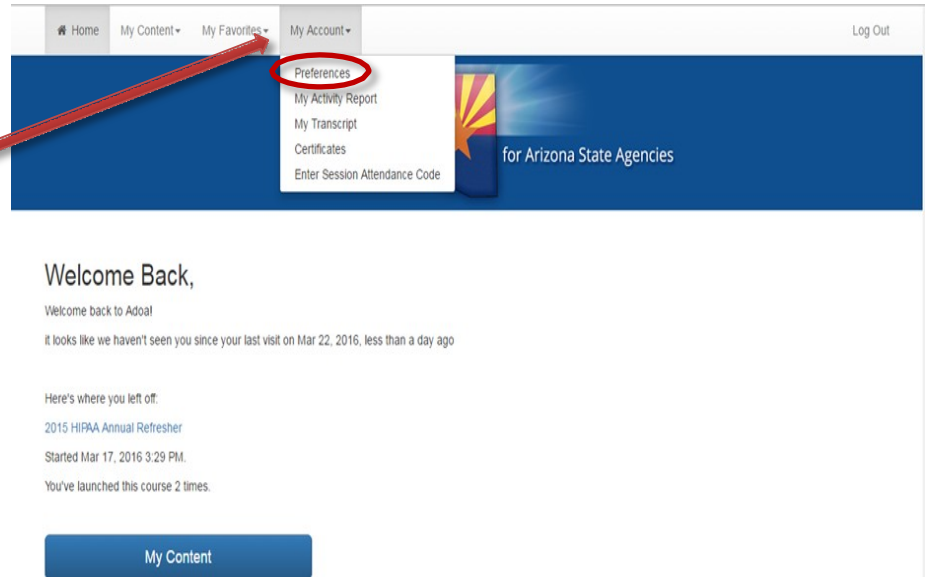
Assigned Content

Adoat LMS 8.11.0 is powered by TraCorp, Inc.®

**3**

**Change your password**

- a. Click My Account from top menu
- b. Click Preferences



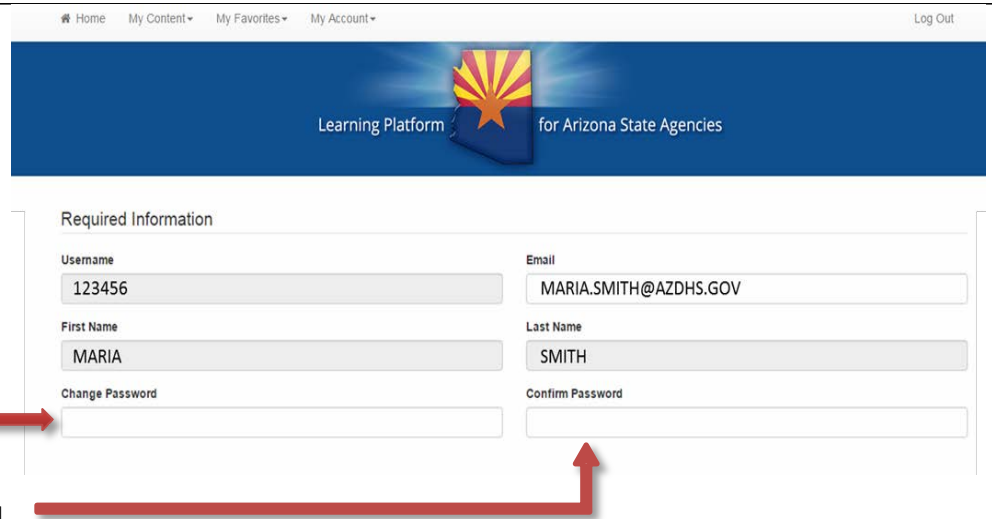
**Changing your password**

**Password requirements:**

- At least eight characters long
- Contain at least one number
- Contain at least one uppercase letter

**Type your new password in the Change Password field.**

**Type your new password again in the Confirm Password field.**



**4**

**Click the Update button**

**Disregard the fields  
in the Additional Registration  
Information section.**

Additional Registration Information

Agency: user\_drop\_option | Division: N/A

Process Level: ADHS - HS000

Function (Job Class): N/A | Hire Date: 06/13/1991

Current Settings

Timezone: (GMT-07:00) Phoenix | On login:  Show Content Page  Show Welcome Page

Update

**5**

**Click on My Content**

Home My Content My Favorites My Account Log Out

Learning Platform for Arizona State Agencies

Preferences Updated

Required Information

Username: 123456 | Email: MARIA.SMITH@AZDHS.GOV

First Name: MARIA | Last Name: SMITH

Change Password | Confirm Password

**6**  
Click on Show Content

Home My Content My Favorites My Account Log Out

Show Content  
My Sessions  
Download Class Schedule

Learning Platform for Arizona State Agencies

Preferences Updated

Required Information

Username: 123456 Email: MARIA.SMITH@AZDHS.GOV  
First Name: MARIA Last Name: SMITH  
Change Password Confirm Password

**7**  
Click on any one of the courses assigned to you

This screen will display. Scroll down below Assigned Content.

Home Content My Favorites My Account Log Out

Learning Platform for Arizona State Agencies

Q Assigned Content Online Training Classroom Webinars Tests Resources

Learn Tracks  
No Learning is assigned

Assigned Content

- Continuous Quality Improvement - Introduction Course
- HIPAA - New Employees
- Public Health 101

8  
Click Launch this Content to begin a course

Home Content My Favorites My Account Log Out

Learning Tracks

No Learning Tracks assigned

Assigned Content

HIPAA - New Employees

Category: ADHS > Compliance

Launch this content

HSHIP101\_S

Credits 1

Duration ~60 min

My Progress

The HIPAA, Privacy, and Information Security course reviews the basic principles of the Health Insurance Portability and Accountability Act (HIPAA). The course covers: the secure use and disclosure of PHI, rights of individuals, federal enforcement, breach notification, and workforce accountability for safeguarding ePHI and ADHS information systems.

Federal law requires that all new ADHS workforce members, contractors, interns, volunteers and temporary workers complete HIPAA training.