

## User Guide

Welcome to Equality Health University (EHU)! We are excited to provide you with access to the EHU Learning Management System (LMS) to complete courses, learn and grow.

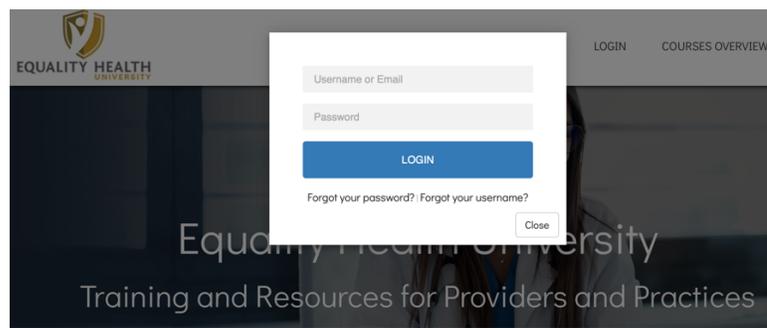
Outlined below are steps to get started on using EHU, along with a brief description of each page. Enjoy exploring the system and getting comfortable with it.

### **Login Instructions:**

1. Access EHU via this link: <https://equalityhealthuniversity.com/>. We recommend you save it as a **Favorite**.



2. Click on your corresponding group to get started: Providers and Practices, Health Plans or Community-Based Organizations.
3. Log in by clicking on the **“Login”** tab at the top right-hand side of the homepage. The **username** will be the **email address** you use for work purposes.
4. Create a password by clicking on **“Forgot your password?”**



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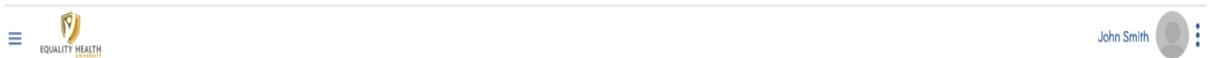
5. New users may create an account by clicking on **“Create Account.”** We strongly **recommended that you use your email address as the username.** Once your account is created, you will automatically be logged in and receive a confirmation email when registration has been successfully completed.

### **Dashboard:**

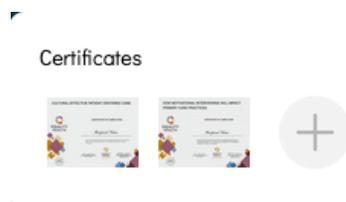
6. Once logged into the system, you will be taken to the **“Dashboard.”** This allows you to see any trainings/courses that you are assigned to complete, are in the process of completing and/or have completed. In addition, you will see a menu (see below) on the left-hand side.



7. The three bars on the left-hand side of the top menu allow you to hide the left-hand side menu. The right-hand side of the top menu will allow you to access your profile and transcripts and allow you to log out by clicking on the three dots.



8. At the top middle section of the page, you can view certificates for courses you have completed.





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9. You can sort the trainings/courses you would like to see by clicking on “**Show Completed Courses**” or “**Hide Completed Courses**,” located on the right-hand side section.

### Course Progress [Show Completed Courses](#)

10. You may also filter the courses tied to **Checklists** (on the left-hand side) that you may have assigned between “**Show**” and “**Hide**” **Completed Lists**. Not all users will have a checklist assigned.

### Checklists [Show Completed Lists](#)

Filters:

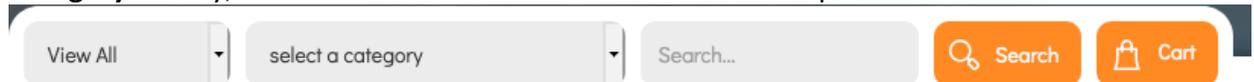


11. At the bottom of the **Dashboard** page, there will be “**Events and Classes**” you can register for and/or attend. New virtual classes or live trainings may appear in this section if you are eligible to register for and complete them.

### Events and Classes [Show Past Events](#)

#### Courses:

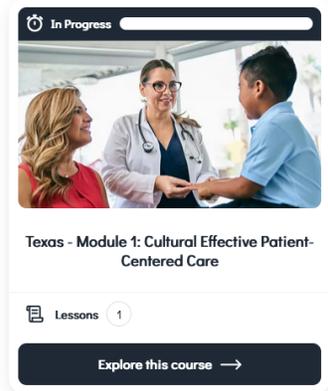
12. The “**Courses**” tab located on the left-hand side provides another way to view the assigned, recommended, bookmarked, in-progress and completed courses. The filters may be used to select trainings you would like to see. Courses may also be filtered by **Category**. Finally, the **Search** filter is also available to look for specific courses.





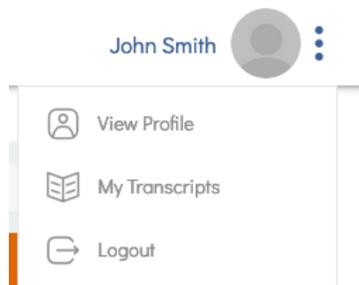
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13. You may click on the **“Explore this course”** to view the training material for that specific course.



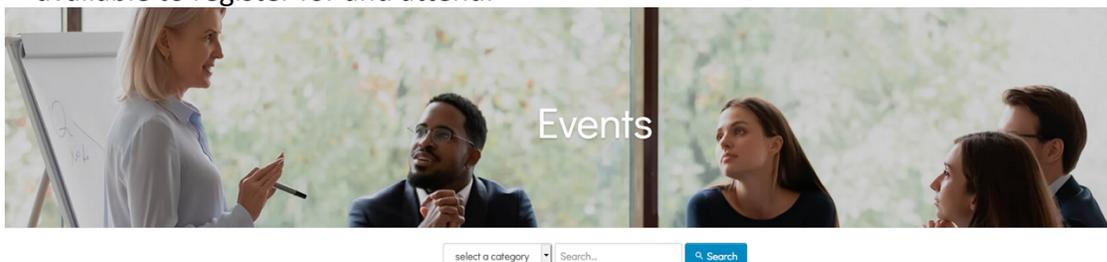
### My Profile:

14. **“View Profile”** displays an overview of your awards/certificates, profile, create a status and activity. In addition, **“My Transcripts”** provides another overview of the **Completed** and **In-Progress** course(s), event(s) and completed course certificates.



### Events:

15. The **“Events”** icon, located in the blue menu on the left-hand side, shows events available to register for and attend.





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### Contact:

16. The “**Contact**” tab allows you to submit questions or inquiries related to EHU or if you need assistance with the system.

The screenshot shows a 'Contact Us' page with a header image of a laptop displaying the university's logo. Below the header, there is a message: "We would love to hear from you and help! Please use the form below to submit questions and share comments. The more specifics you provide regarding your question or concern, the quicker we may be able to provide a response. Feel free to include relevant screen shots or documents as necessary." The form itself contains the following fields:

- Name \***: Two input fields for first and last name.
- Email \***: One input field for email address.
- Phone**: One input field for phone number.
- Practice or Name of Organization \***: One input field for the user's affiliation.
- Questions or Comments**: A large text area with the placeholder text "Please enter your comments or questions."
- Include Screenshots**: A section with an "Upload" button and the text "or drag files here."
- Submit**: A large orange button at the bottom of the form.