

Henry Ford Health System University (HFHSU) Self Enroll Instructions

Employees can self-enroll for classroom and online-based training programs from the HFHS University. **(Please make sure you have your supervisor's permission before registering for a course)**. Microsoft Office classes, such as, Word, Excel, PowerPoint, and Access, are available as instructor led classes at HAP and are also available as online training courses. In addition, to enhance and supplement employees' learning of Microsoft courses online, the Technical Education Services department at One Ford Place offers two-hour structured classroom workshops to provide extra hands-on practice sessions and an opportunity to address specific learning needs with an instructor. If you have any questions/concerns regarding your registration, please contact Technical Education Services at 313-874-7184.

Accessing Classroom and On-line Courses from HFHSU

1. Click on the Internet to access the Henry home page (www.henry.hfhs.org).
2. Scroll mid way down and on the left-hand side click on the **HFHS University** hyperlink.



The screenshot shows the Henry Ford Health System University website. On the left, under the 'ANNOUNCEMENTS' header, there are links for 'HFH Express Shuttle Schedule' and 'SUPER BOWL ROAD CLOSURES'. Below this is the 'HFHS University' logo with a 'Click me!' button. A red arrow points to this logo. To the right, there are three main content areas: 'CLINICAL', 'CUSTOMER SERVICE', and 'HENRY FORD E-TALK'. The 'CLINICAL' section lists various resources like 'Abbreviation List', 'On Call Schedules', and 'Sladen Library'. The 'CUSTOMER SERVICE' section lists 'Code of Conduct', 'Employee Ambassador Program', and 'HIPAA'. The 'HENRY FORD E-TALK' section includes a brief description and a 'Click here to read more...' link. Below that is the 'E NEWS HEADLINES' section with several news items under the heading 'SPORTS AND HEALTH: The heart of the matter'.

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- To log in to HFHSU type in your username, which is your **Employee ID** number (it's found on your pay stub) and the **last four digits of your Social Security** number is used as your password.



The following page displays. You are able to view your assigned courses as well as classes you have enrolled into.

Course Name	Due Date*	Status	Last Accessed
Henry Ford Health System - Age Appropriate Care of the Pediatric Patient	01/20/2007	In Progress	03/07/2007
Developmentally Appropriate Care of the Pediatric Patient	01/25/2007	In Progress	02/16/2007
Developmentally Appropriate Care of the Pediatric Patient (PA)	01/25/2007	In Progress	02/16/2007
- Next Gen HLC Course Versioning	01/31/2007	Assigned	
- Next Gen HLC Courses Reports Overview	01/31/2007	Assigned	
- Next Gen HLC Institution Management	01/31/2007	Assigned	
- Next Gen HLC People Reports Overview	01/31/2007	Assigned	
- Next Gen HLC Test and Question Management	01/31/2007	Assigned	
- Next Gen HLC Tools Reports Overview	01/31/2007	Assigned	
Henry Ford Health System - Medicare Advantage 2007 - Election Periods	02/14/2007	Assigned	
WorkForce Connect Overview	02/23/2007	In Progress	02/21/2007
Emergency Preparedness, Environmental and Personal Safety	02/28/2007	In Progress	02/21/2007

*All assigned courses are due at midnight, Eastern Time.

Course Name	Status	Last Accessed
Your Pension Improvements	In Progress	03/23/2007

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4. Click on the **Catalog** tab to get a listing of Instructor-led courses. Click on the category for the class to get a listing of courses offered or type in course information in the Search window. Then select the class you would like to enroll into.

The screenshot displays the HFHSU Course Catalog interface. At the top, a navigation bar includes tabs for 'My Courses', 'My Transcript', 'Catalog', 'HospitalDirect@', and 'My Profile'. The 'Catalog' tab is circled in red. Below the navigation bar, the page title is 'Course Catalog' and 'Browse for a Course'. There are links for 'Alphabetical' and 'Category'. A search bar with a 'Search' button is located below the links. A checkbox labeled 'Search In Browse Category' is present. On the left, a 'Search by Category' section lists various categories, with 'Technical Education' circled in red. On the right, a 'Search Results' section shows three course listings, each with a 'Course Name' and a brief description. The first listing is 'APPOINTMENT SCHEDULING 4X - APS100'. The second is 'APPOINTMENT SCHEDULING 4X REFRESHER - APS400'. The third is 'APPOINTMENT SCHEDULING SCHEDULE MAINTENANCE - MNT100'. Red arrows indicate the flow from the 'Catalog' tab to the 'Search by Category' list and from the 'Search Results' section to the first course listing.

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- To view a list of classes, click on **View Classes** under the Course Activities section.

The screenshot shows a web interface for a course. At the top, there is a navigation bar with links: My Courses, My Transcript, Catalog, HospitalDirect®, and My Profile. On the right of the navigation bar are Site Map and Help. Below the navigation bar is the course title: **APPOINTMENT SCHEDULING 4X - APS100**. To the right of the title is a purple arrow pointing left and the word **Return**. Below the title is a **Description** section with a green chair icon and a **Start Now** button. To the right of the description are the following fees: **Course Fee: \$0.00**, **No-Show Fee: \$0.00**, and **Cancellation Fee: \$0.00**. Below the description are three sections: **Learning Objectives**, **Course Outline**, and **About the Author**. Below these are **Course Activities** and **Technical Requirements**. In the **Course Activities** section, there is a list of activities, one of which is **APPOINTMENT SCHEDULING 4X** with a red star icon and a **View Classes** link. A red arrow points from the text in the instructions to this link. Below the activities is a **Legend** section with icons for Test, Evaluation, and Classroom. At the bottom, there is a **Course Categories** section showing **Technical Education > Mainframe**.

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6. To enroll in a class, click on the Return button (top right).

My Courses
My Transcript
Catalog
HospitalDirect®
My Profile
Site Map
Help

Class Schedule

Return

Attend or Register for a Class

For classes with multiple sessions, click Class Details to view individual session times and locations.

Classes for: APPOINTMENT SCHEDULING 4X

Class Name	Session Date Range	Location	Status	Options
APPOINTMENT SCHEDULING 4X	3/27/2007 8:30 AM - 3/28/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	4/10/2007 8:30 AM - 4/11/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	4/24/2007 8:30 AM - 4/25/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	5/8/2007 8:30 AM - 5/9/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	5/22/2007 8:30 AM - 5/23/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	6/5/2007 8:30 AM - 6/6/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	6/19/2007 8:30 AM - 6/20/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details
APPOINTMENT SCHEDULING 4X	7/17/2007 8:30 AM - 7/18/2007 12:30 PM 1 session	HFHS ONE FORD PLACE(4C00B)		Class Details

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7. Click on the Start Now button to begin enrollment.

My Courses | My Transcript | Catalog | HospitalDirect® | My Profile | Site Map | Help

Course Overview
APPOINTMENT SCHEDULING 4X - APS100 [Return](#)

Description
See Class Details for Class Registration Fee. The purpose of the Appointment Scheduling System is to provide the scheduling community with the capability of scheduling appointments using an automated system. Within the Appointment Scheduling System, there are several features available to make the process more accurate and efficient.

Start Now

Course Fee: \$0.00
No-Show Fee: \$0.00
Cancellation Fee: \$0.00

8. Click on the class name to display a list of dates and times.

My Courses | My Transcript | Catalog | HospitalDirect® | My Profile | Site Map | Help

Course Details
APPOINTMENT SCHEDULING 4X-APS100 [Course Overview](#) [Un-enroll](#) [Exit](#)
[Course](#)

There is a class in this course. Register for the class by clicking on the class name once it is underlined (you may need to complete other learning events in this course before doing so).

Course Activities
Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below.

Activity	Status	Score	Last Accessed*
APPOINTMENT SCHEDULING 4X**	Not Yet Viewed		



CE Credit Information
The list below shows the CE credit for which you qualify, based upon your professional license information in the system. If there is another credit listed on the Course Overview screen for which you qualify, update your professional license information by clicking the "Maintain Disciplines and Licenses" link below (if available) or by contacting your administrator.

Credit Name	Units	License #
Not For Credit	0 Not For Credit	

[Maintain Discipline and License Information](#)


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9. Click on the **Register link** to enroll for the class of your choice.

 **Class Schedule**  [Return](#)

Attend or Register for a Class

For classes with multiple sessions, click [Class Details](#) to view individual session times and locations.

 **Classes for: APPOINTMENT SCHEDULING 4X**

Class Name	Session Date Range	Status	Options
APPOINTMENT SCHEDULING 4X	3/27/2007 8:30 AM - 3/28/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	4/10/2007 8:30 AM - 4/11/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	4/24/2007 8:30 AM - 4/25/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	5/8/2007 8:30 AM - 5/9/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	5/22/2007 8:30 AM - 5/23/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	6/5/2007 8:30 AM - 6/6/2007 12:30 PM 1 session	Not Registered	Class Details Register

If a class is full, you have the option of having your name placed on the wait list. Simply click on the Waitlist link under Options.

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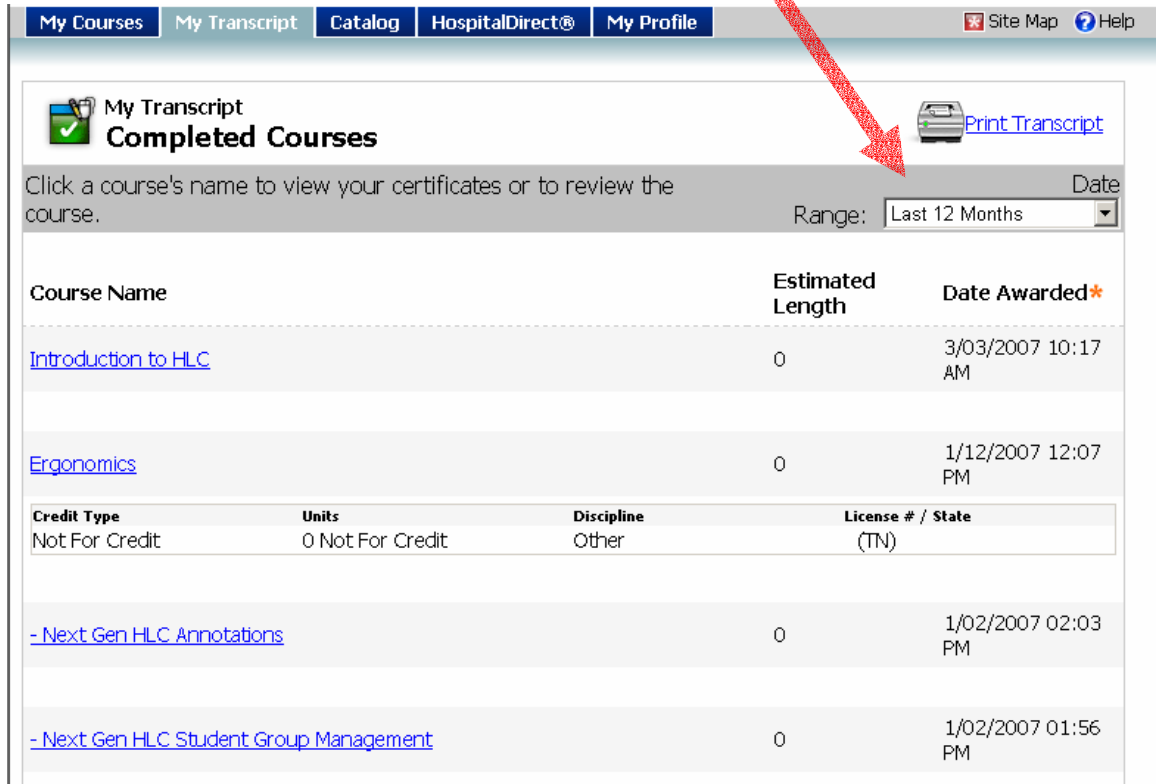
10. Your **Status** will now be Registered. To unenroll from the class, click on **Drop**.

The screenshot shows a web interface with a navigation bar at the top containing 'My Courses', 'My Transcript', 'Catalog', 'HospitalDirect@', and 'My Profile'. On the right, there are links for 'Site Map' and 'Help'. The main content area is titled 'Class Schedule' and 'Attend or Register for a Class'. A green banner with a checkmark icon says 'Registration Successful.' Below this, a grey bar contains the text: 'For classes with multiple sessions, click Class Details to view individual session times and locations.' The main section is titled 'Classes for: APPOINTMENT SCHEDULING 4X' and contains a table with the following data:

Class Name	Session Date Range	Status	Options
APPOINTMENT SCHEDULING 4X	3/27/2007 8:30 AM - 3/28/2007 12:30 PM 1 session	Registered	Class Details Drop
APPOINTMENT SCHEDULING 4X	4/10/2007 8:30 AM - 4/11/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	4/24/2007 8:30 AM - 4/25/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	5/8/2007 8:30 AM - 5/9/2007 12:30 PM 1 session	Not Registered	Class Details Register
APPOINTMENT SCHEDULING 4X	5/22/2007 8:30 AM - 5/23/2007 12:30 PM 1 session	Not Registered	Class Details Register

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Click on the **My Transcript** tab and select your Date Range to view and print your Transcript.



The screenshot shows a web interface with a navigation bar at the top containing tabs: **My Courses**, **My Transcript**, **Catalog**, **HospitalDirect®**, and **My Profile**. To the right of the navigation bar are links for **Site Map** and **Help**. Below the navigation bar, the page title is **My Transcript Completed Courses**. A **Print Transcript** button is located in the top right corner of the content area. Below the title, there is a prompt: "Click a course's name to view your certificates or to review the course." and a "Range:" dropdown menu set to "Last 12 Months". The main content area displays a table of completed courses with columns for Course Name, Estimated Length, and Date Awarded*. Below the table, there is a summary table with columns for Credit Type, Units, Discipline, and License # / State.

Course Name	Estimated Length	Date Awarded*
Introduction to HLC	0	3/03/2007 10:17 AM
Ergonomics	0	1/12/2007 12:07 PM
- Next Gen HLC Annotations	0	1/02/2007 02:03 PM
- Next Gen HLC Student Group Management	0	1/02/2007 01:56 PM

Credit Type	Units	Discipline	License # / State
Not For Credit	0 Not For Credit	Other	(TN)

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To print a Certificate for a completed course, click on the **Course Name**.

My Courses | My Transcript | Catalog | HospitalDirect® | My Profile | Site Map | Help

My Transcript
Completed Courses Print Transcript

Click a course's name to view your certificates or to review the course. Date Range: Last 12 Months

Course Name	Estimated Length	Date Awarded*	
Introduction to HLC	0	3/03/2007 10:17 AM	
Ergonomics	0	1/12/2007 12:07 PM	
Credit Type	Units	Discipline	License # / State
Not For Credit	0 Not For Credit	Other	(TN)
- Next Gen HLC Annotations	0	1/02/2007 02:03 PM	
- Next Gen HLC Student Group Management	0	1/02/2007 01:56 PM	

Click on the **View Certificate** link.

Course Details
Introduction to HLC Course Overview Exit Course

You have successfully completed this course. You may view your certificate(s) under the "CE Credit Information" section below.

Activity	Status	Score	Last Accessed*
On Line Course**	Completed	0%	3/3/2007 10:17 AM

CE Credit Information
The list below shows the CE credit for which you qualify, based upon your professional license information in the system. If there is another credit listed on the Course Overview screen for which you qualify, update your professional license information by clicking the "Maintain Disciplines and Licenses" link below (if available) or by contacting your administrator.

Certificate of Completion [View Certificate](#)

[Maintain Discipline and License Information](#)
[Refresh Credits](#)

*All times listed in Eastern time zone.