Accessing HIPAA Training on AbilityLMS

1. Log into AbilityLMS at http://uillinois.abilitylms.com.
   a. Note: AbilityLMS uses Shibboleth sign-on technology with two-factor authentication.
2. Type "HIPAA" into the "Find training and resources by keyword" section in the top left-hand corner and select "Go."
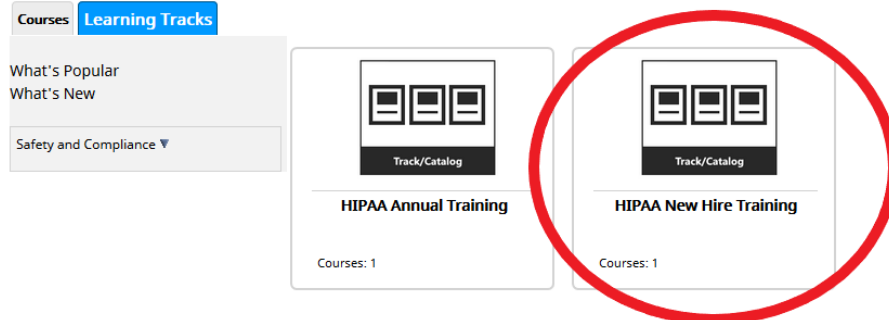   a. Note: HIPAA has one P and two As.

3. After the search is completed, switch from the "Courses" tab to the "Learning Tracks" tab.
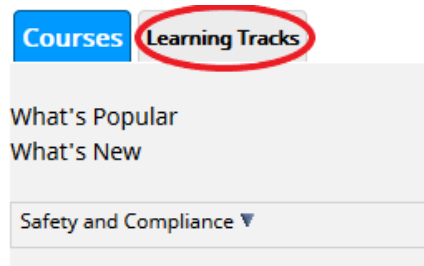
4. Take the course titled "HIPAA New Hire Training."

5. When completed, select "Print a certificate" to open your certificate in a new tab. Take a screenshot or save the certificate as a PDF file and email it to redcap-admin@illinois.edu.

a. To save as a PDF, press "Ctrl+P" (or "Cmd+P") to access printer settings and select "Save as PDF" under "Destination".