Instructions for the HIPAA—Hennepin County Specific Videos

1. Click **Register**. Note: Do not use Login as Guest. The training must be completed using a registered account.
2. In the Registration form complete each field like so:
   a. Affiliation: "Hennepin County"
   b. Division: "HSD (Human Services Department)". Note: This is the default option.
   c. Email Address: Work Email Address associated with your agency Note: Must be an active email address when an access request is submitted.
   d. Employee Number: Assigned PW #   Note: This is also known as your State Logon ID. If you don't have one, then leave this blank. If you have a State Logon ID that starts with another set of letters/numbers (i.e. not "PW"), then leave this blank.
   e. First Name: *First Name used for Work*
   f. Middle Initial: *Optional, Middle Initial used for Work*
   g. Last Name: *Last Name used for Work*
   h. CompanyName: *Optional,* **Leave Blank**
   i. Send Reminders?: *Check this box*
      Note: If checked, you will receive a reminder email one month before your DHS Data Privacy is due for renewal.
   j. Training Role: *Choose best appropriate option from below*
      i. "County worker": If any role except for Supervisor/Manager
      ii. "Supervisor – State and County": If Supervisor or Manager
   k. Role Description: Autofilled by system when [Training Role] is selected
   l. Courses Required for Role: Autofilled by system when [Training Role] is selected
4. Click **Register**
5. At the course site, ***Handling MN Information Securely***, you'll be logged in
6. If you need to update your Account Information, click **Settings**, make your changes, and click **Update**

Complete Required Data Privacy Courses
1. All Courses will be listed, progress will only be tracked for courses required due to your currently selected Role.
2. "County worker"
   a. Data Security and Privacy
   b. How to Protect Information
   c. Managing Security Information Problems
   d. Federal Tax Information
   e. Social Security Administration Information
   f. Protected Health Information
   g. Data Security for County Staff and Assisters
3. "Supervisor – State and County"
   a. Data Security and Privacy
   b. How to Protect Information
   c. Managing Security Information Problems
   d. Federal Tax Information
   e. Social Security Administration Information
   f. Protected Health Information
   g. Data Protection for Supervisors
   h. Data Security for County Staff and Assisters
4. When Progress Tracker reads "100% Complete", you can inform your supervisor so that they can request your access
Note: When you receive the reminder to renew (annually), use the link provided and retake the courses. A lapse will result in losing your access and will require a new access request from your supervisor.