Navigating TBHC Online Learning Center and Accessing 2011 Key Safety Content Orientation

Set the screen resolution to 1152 by 864. You can do this by right clicking your Desktop, and choosing Properties/Settings.

Go to mytbhc.org and click on TBHC Online Learning Center button:

Alternatively, use your browser (Internet Explorer preferred) to bring up the following location:

www.healthstream.com/hlc/brooklynhospital

Once you see the login screen, add it to your Favorites to save time in the future.

Log in using the User ID and Password that were supplied to you. Click on the Log in button.

For regular hospital employees, the User ID is the 6 digit employee number used to clock in using eTime. Your password is the same.

NOTE: If you have already logged-in and modified your password, please use your existing password.

The 1st time you log in, you will be asked to change your password to one of your choice. Please DO NOT change your password – re enter the 6 digit employee number used to clock in using eTime!

You will arrive at your My Learning tab. In the Assigned Learning section, click the name of the course that has been assigned to you – 2011 Key Safety Content Orientation for Non-Clinical Employees or 2011 Key Safety Content Orientation for Clinical Employees.

Click on the Enroll button next to your first learning activity (Introduction and Objectives – 2011 Key Safety Content Orientation for Non-Clinical Employees).

You will arrive at your Course Details page. Click on the Introduction and Objectives – 2011 Key Safety Content Orientation for Non-TBHC Employees hyper link to begin your first learning activity.

Read the course content on the screen at your own pace and move to next screen by clicking on the Next button.
Once you complete the course content, you will see a confirmation statement. The activity status will change to Completed. Click on the Exit Course hyperlink to return back to the Curriculum Details page.

Click on the Enroll button next to the Lesson 1. Complete the course content and click on the Test – Lesson 1 hyperlink.

Read carefully each multiple choice and true/false question of the test and select one right answer by clicking on the appropriate radio button. Click Submit once you complete all test questions.

NOTE: The system will instantly provide your final score. You must answer 80% of the questions correctly to pass the test. If you fail the test, please take it again.

Please make sure to enroll and complete all Lessons and all Tests that have been assigned to you!