Class Sign-up for Non-East Hawaii Region Employees

(All Travelers, Contract Workers, & Outside Professionals)

All Non-East Hawaii Region employees (travelers, outside RNs and MDs, etc.) please go to Nursing Administration and pay for class **before** registering in HealthAcademy.

Complete the *Class Enrollment Form* and bring to Nursing Administration on the 1st floor.

For instructions on how to look for classes in HealthAcademy, click on the icon or go to the HealthAcademy Intranet site --> "How to Sign Up for Classes"

Nursing Administration staff will verify class/seat availability; if class available, payment will be collected at that time to reserve your seat.

The *Class Enrollment Form* will be emailed to the AHA/Sim Coordinator and Process Management for student enrollment in HealthAcademy. Once enrolled, a confirmation email will be sent to Nursing Administration and student, stating that the registration has been completed.

Managers:
Please direct your travelers to pay for classes in Nursing Administration.

HealthAcademy
East Hawai'i Region
Powered by HealthStream

updated 12/26/18

HealthAcademy East Hawai'i Region
Powered by HealthStream

Class Enrollment for Non-East Hawaii Region Employees

Date of Request _____

Print Name _____

Place of Employment _____

Job Title _____

Email Address _____

Phone Number _____

Name of Class _____

Date and Time of Class (1st choice) _____

Date and Time of Class (2nd choice) _____

For Nursing Administration Office Only

Payment Received by _____ Print Name _____ Date _____

Scan this form to the following parties (do not send via Interdepartment mail)

Nicole Vergara, Sim Coordinator/Educator nvergara@hhsc.org
Process Management hmcprocessmanagementDL@hhsc.org

For Sim and Process Management Only

☐ Student ENROLLED and CONFIRMED By _____ Print Name _____ Date _____

Generic User ID _____