

Education & Training

On-line training is available for mandatory HIPAA courses and for Clinical Trials Research Billing Compliance. Logon ID is the employee ID. Password is the trainee's first name.

From the Login Screen, click the link that says “[[Look up/Request a Login](#)]” to create an on-line training account, or to look up login credentials for an existing account.

For UMB Employees :

1. Enter your Last Name and First name as displayed on your Employment records (timesheet or pay stub).
2. Click Submit.
If a record is returned, and it has your identifying information, scroll down and click on “Continue to on-line training.” If an account previously existed for you, your Employee ID will be entered in the “Your Employee ID” field. Enter your full first name as the password. If an account was just created for you, you will be logged in and presented with the list of available courses.
3. Select the number of the desired course to proceed with training.

For Non-UMB employees :

1. Enter your Last Name and First name in the appropriate fields.
2. Click Submit.
If a record is returned, and it has your identifying information, scroll down and click on “Continue to on-line training”. If an account exists for you, your Employee ID will be entered in the “Your Employee ID” field. Enter your full first name in the password field.
If no record is found, or the name presented is not your own :
3. Click on Emplid Assignment (a SOM issued ID is generated – take note of the number).
4. Select an appropriate department
5. Enter Title/Role
6. Enter an email address (University or UMMS email preferred)

7. Select On-Line training as the reason for the ID request.
8. Click Submit.
9. Select the number of the desired course to proceed with training.

At any time you can return to the log on screen and login using the employee ID and password. If credentials are forgotten, click on the [\[Look up/Request a Login\]](#) link and follow the instructions. You can also log in to print a training certificate once a course has been completed.