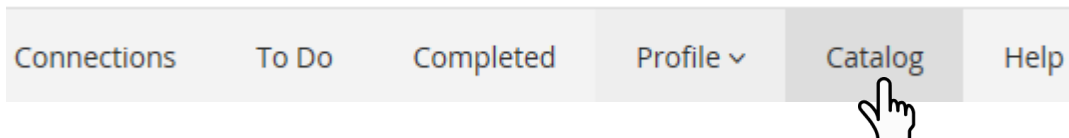


LMS – Elective Learning - (*Enroll & Register*)

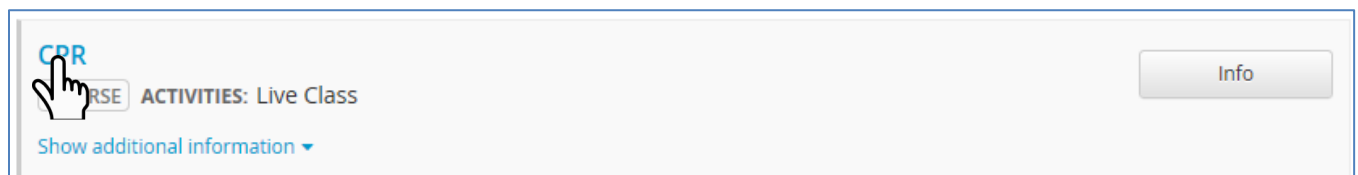
1. Open your internet browser (i.e. Internet Explorer).
2. Type: <http://www.trustbridge.com> scroll to the bottom and click on **Employee Login**.

On the next screen, click on the HealthStream logo 

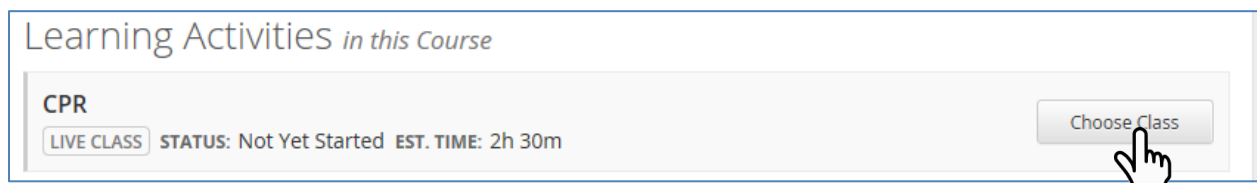
3. Click on “Catalog”



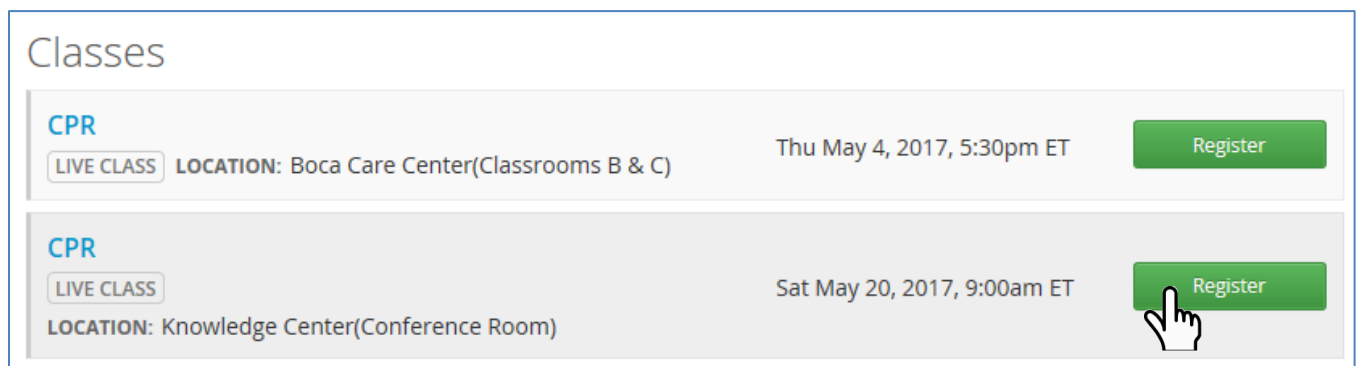
- a. In the Search box, type a keyword from the self-study you are trying to find.
 - i. Example: “CPR”; type in “CPR” and click search.
4. Locate the course you want.
 5. Click on the title of the course



6. Click on “Choose a Class”



7. Choose with live class you want to attend and click “Register”.



8. To add it to your Outlook Calendar

- a. Click “View Class”

Learning Activities *in this Course*

CPR LIVE CLASS STATUS: Registered LOCATION: Conference Room	May 20, 2017, 9:00am - 11:30am ET	View Class
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- b. Click “Add to Calendar”.

Meeting Times *All Sessions Are Required*

Session 1 of 1	May 20, 2017, 9:00am - 11:30am ET	Add to Calendar
Knowledge Center ADDRESS: 400 Northpoint Parkway, Suite 700, West Palm Beach, FL 33407 ROOM: Conference Room		

- c. When prompted click “Open”.
- d. Click “Save & Close” to have it added to your Outlook calendar.