

## EXTERNAL USER ROLE – FUNCTIONS

### Registration on Tech Training

- 1) To create an account in Tech Training, you will receive an email notification with your username and Registration Token. Click on the **Click here to register** link.

From: [no-reply@ttuhsc.edu](mailto:no-reply@ttuhsc.edu) <[no-reply@ttuhsc.edu](mailto:no-reply@ttuhsc.edu)>  
Sent: Friday, September 22, 2023 9:47 AM  
To:  
Subject: Your new Tech Training account is ready

#### New Tech Training Account.

Dear Max Compliance ,

New Tech Training account has been pre-registered by an administrator, see below account details:

- User Name: [MaxCompliance2023@hotmail.com](mailto:MaxCompliance2023@hotmail.com)
- Registration Token:

User Name: [MaxCompliance2023@hotmail.com](mailto:MaxCompliance2023@hotmail.com)  
Registration Token:

[Click here to register](#)

[Click here to register](#)

Do not reply to this email. This is an automated notification, which is unable to receive replies. For questions regarding this notification or if you experience issues viewing files, please contact IT Customer Support at 915-215-4111.

- 2) This will take you to the **External User Sign In** page. Fill out all the fields.
  - a) **Email Address** – Enter your personal email address.
  - b) **Registration Token** – Enter the Registration Token that was given to you on the email notification.
  - c) **Password** – Create a password with the required characters.
  - d) **Confirm Password** – Type the same password you created.

TTUHSC EL PASO  
Texas Tech University Health Sciences Center El Paso  
Tech Training

**External User Sign In**  
Enter the email address you provided and password to access Tech training

Email Address  
Enter your Email

Registration Token  
Enter registration token

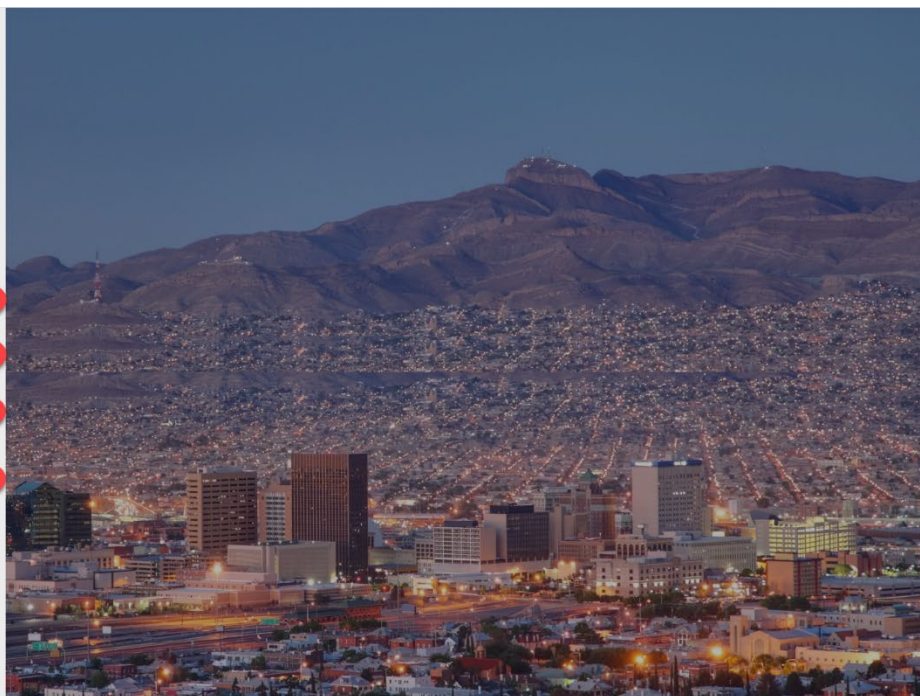
Password  
Enter your new password

Confirm Password  
Confirm password

⚠ Password must contain the following:  
– Be between 10-16 characters in length  
– Contain at least 1 lowercase and 1 uppercase letter  
– Contain at least 1 number (0-9)  
– Contain at least 1 special character (!@#%&\*~+-/)

Register

Already registered? [Log In here](#)



- 3) Once you have completed all of the required fields, click on the  button.

**TTUHSC EL PASO**  
Texas Tech University Health Sciences Center El Paso  
Tech Training

**External User Sign In**  
Enter the email address you provided and password to access Tech training

Email Address  
MaxCompliance2023@hotmail.com

Registration Token  
\*\*\*\*\*

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

⚠ Password must contain the following:  
 ✓ Be between 10-16 characters in length  
 ✓ Contain at least 1 lowercase and 1 uppercase letter  
 ✓ Contain at least 1 number (0-9)  
 ✓ Contain at least 1 special character (!@#%&\*+-~)"

[Register](#)

Already registered? [Log In here](#)

4) Once you have registered successfully, this will take you to your **Dashboard**.

**TTUHSC EL PASO**  
Texas Tech University Health Sciences Center El Paso

My Dashboard

Reports

My Courses

My Last 10 Completed Trainings

Training	Assigned Date	Actions
No completed trainings yet!		

**My Assigned Trainings 3**

Training title: 2023 Conflict of Interest  
Assigned Date: 9/22/2023 Due on: 11/21/2023 [View Details](#)

Training title: 2023 General Compliance Training  
Assigned Date: 9/22/2023 Due on: 11/21/2023 [View Details](#)

Training title: 2023 Students HIPAA and Privacy Training  
Assigned Date: 9/22/2023 Due on: 11/21/2023 [View Details](#)

## **EXTERNAL USER ROLE – FUNCTIONS**

### **My Assigned Trainings**

**Note: External Users are responsible for providing their Certificate of Completion for each course to their supervisor/Staffing Agency.**

- 1) When a training course has been assigned to you, you will receive an email notification.

From: [no-reply@ttuhsc.edu](mailto:no-reply@ttuhsc.edu) <[no-reply@ttuhsc.edu](mailto:no-reply@ttuhsc.edu)>  
Sent: Friday, September 22, 2023 9:47 AM  
To:  
Subject: New training assigned

[↑ Next](#) [↓ Last](#)

#### **New Tech Training assignments.**

Dear: **Max Compliance** , you are required to complete the following trainings:

Training	Assigned Date	Expiration Date
2023 Conflict of Interest	9/22/2023	11/21/2023
2023 General Compliance Training	9/22/2023	11/21/2023
2023_Students HIPAA and Privacy Training	9/22/2023	11/21/2023


You can sign into the [TTUHSC Tech Training site](#) and complete the trainings.

Do not reply to this email. This is an automated notification, which is unable to receive replies. For questions regarding this notification or if you experience issues viewing files, please contact IT Customer Support at 915-215-4111.

- 2) To access the training, click on the link provided in the email and log into **Tech Training** using your External User credentials or go to <https://academic.elpaso.ttuhsc.edu/TechTraining/>

You can sign into the [TTUHSC Tech Training site](#) and complete the course.


- 3) Once you log in, you will able to see all trainings that have been assigned to you listed in the **My Assigned Trainings** section.

 **My Assigned Trainings** 2

Training title:  
2023 General Compliance Training

Assigned Date: 9/22/2023


Due on: 11/21/2023


 View Details

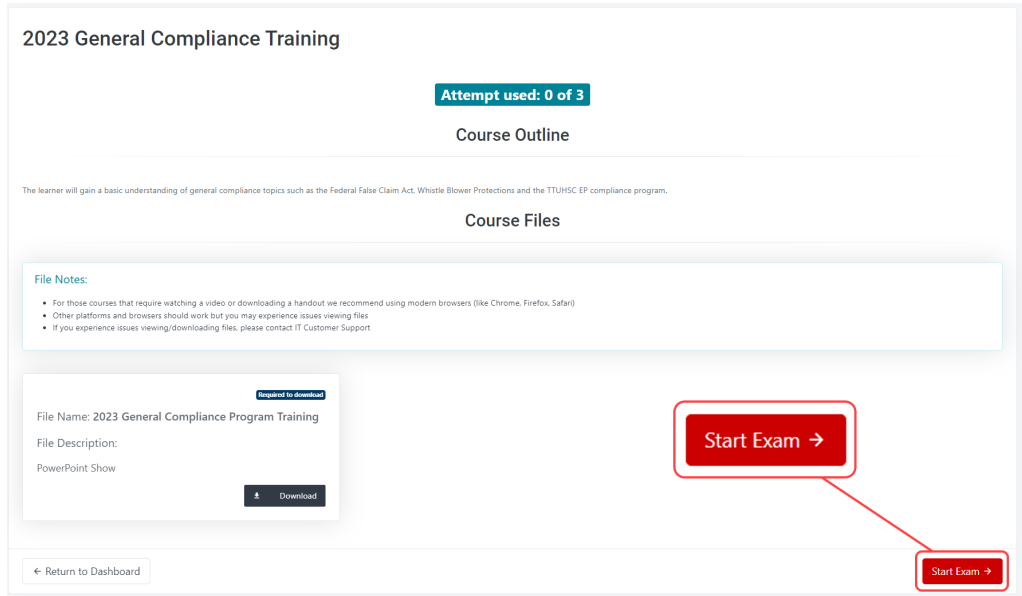
Training title:  
2023\_Students HIPAA and Privacy Training

Assigned Date: 9/22/2023

Due on: 11/21/2023

 View Details

- 4) Click on the  **View Details** button to go to the course.
- 5) Next, you will see the **Course Outline** and **Course Files** screen. To begin the course, download the **Course Files**.
  - a) When you are ready to take the exam, click on the **Start Exam** button.



2023 General Compliance Training

Attempt used: 0 of 3

Course Outline

The learner will gain a basic understanding of general compliance topics such as the Federal False Claim Act, Whistle Blower Protections and the TTUHSC EP compliance program.

Course Files

File Notes:

- For those courses that require watching a video or downloading a handout we recommend using modern browsers (like Chrome, Firefox, Safari)
- Other platforms and browsers should work but you may experience issues viewing files
- If you experience issues viewing/downloading files, please contact IT Customer Support

File Name: 2023 General Compliance Program Training

File Description:  
PowerPoint Show

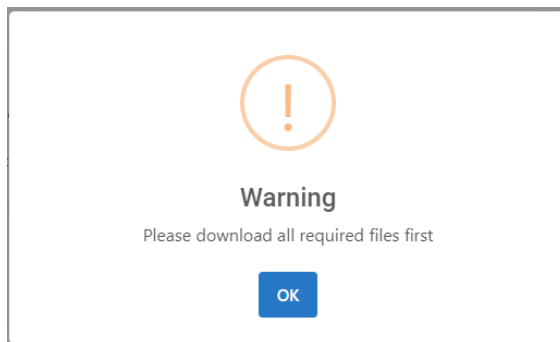
Download

Start Exam →

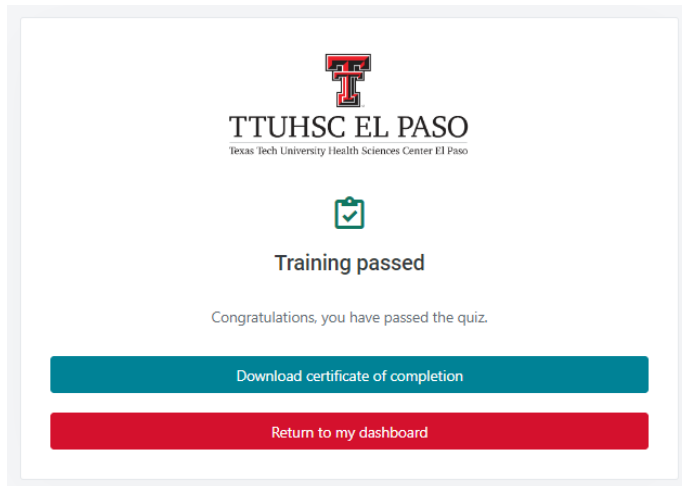
Return to Dashboard

Start Exam →

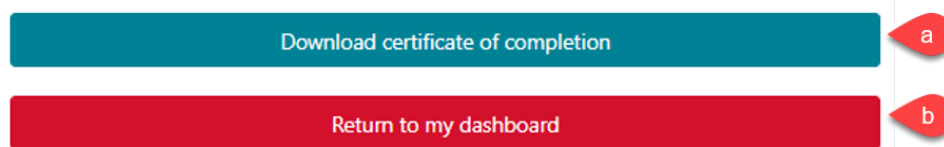
**Note:** If you do not download the course files that are required, you will see the following pop-up box and will not be able to proceed to the exam portion.



- 6) The following message will appear when you have successfully passed the exam.



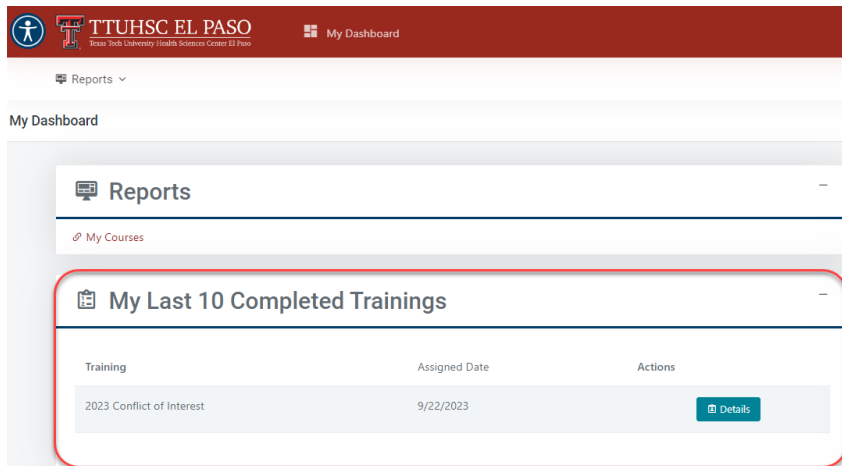
- 7) You will have the option to return to the **Dashboard** or print your Certificate of Completion.



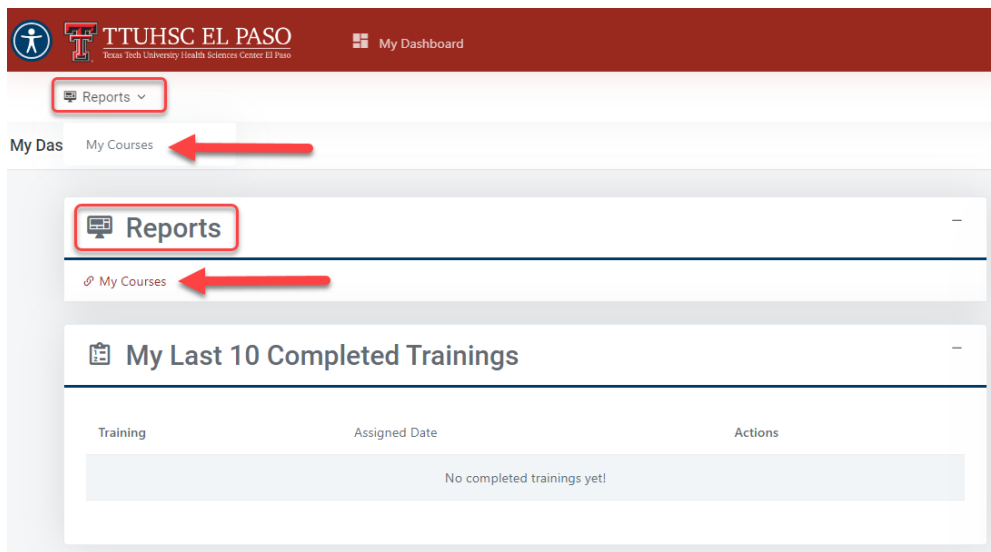
- a) If you choose the **Download a Certificate of Completion** option, you will receive a training certificate in PDF format. The certificate can be printed or saved on your computer.



- b) If you choose to go to the **Return to my Dashboard** button, you will be able to see the completed trainings under **My Last 10 Completed Trainings**.



- 8) Click on the [Details](#) button to see the information for that course and to print the **Certificate of Completion**.
- 9) An alternate way to print the **Certificate of Completion** is to go under the **Reports** tab and click on **My Courses** or go to **Reports** section and click on the **My Courses** link.



- 10) This will take you to the **My courses** screen. Click on the **Details** button.

**My courses** Tech Training Admin > Reports > My courses

### Search Criteria

Course status

All

Year

All

Search

### User Profile

Updated By: SelfRegistration / Last Update Date: 9/22/2023 9:58:14 AM

**Erailer:** EXT0000004

**User name:** Max Compliance

**User type:** External

**Email:** MaxCompliance2023@hotmail.com

### User Trainings

Show 10 entries

Training Title	Completed	Locked	Credit	Assigned Date	Due Date	Actions
2023 Conflict of Interest	No	No	No	2023/09/22	2023/11/21	<a href="#">Details</a>
2023 General Compliance Training	No	No	No	2023/09/22	2023/11/21	<a href="#">Details</a>
2023_Students HIPAA and Privacy Training	No	No	No	2023/09/22	2023/11/21	<a href="#">Details</a>

Showing 1 to 3 of 3 entries

11) Next, you will see the following screen. Click on **Download certificate of completion**.

**Completed training**

User: Max Compliance Current Status: **Completed**

### Training

Course

2023 Conflict of Interest

Year: 2023

Recurring: Recurring

Requires Test: Yes

Number of questions on Quiz: 10

Number of correct questions on Quiz: 8

### My training details

Assigned Date: 9/22/2023

Due Date: **11/21/2023**

Attempts: 1

Final Grade: 9.0

Completed Date: 9/22/2023

[Download certificate of completion](#)

[Download certificate of completion](#)

a) If you scroll down on this screen, you will see **My Exams** section. This will allow you to see information of all of the exams you have taken.

My Exams						
Start Date	Completed	Finish Later	Completed Date	Passed	Correct Answers	Grade
2023/09/22	Yes	No	9/22/2023	Yes		