

HIPAA Training Instructions

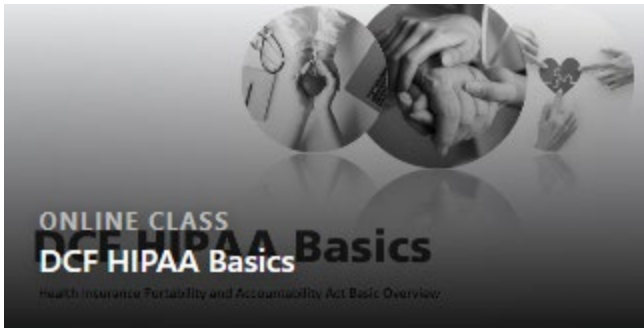
1. Click here to access the HIPAA Training: <https://www.myflfamilies.com/services/child-family/child-and-family-well-being/my-fl-learn>
2. On the FL Dept. Of Children and Families page click the “Create an Account” option.

Create an Account

3. Click: **I DO NOT HAVE AN EMAIL ADDRESS WITH @MYFAMILIES.COM**
4. Click: **HOW CAN I CREATE AN ACCOUNT**
5. Click: **CREATE ACCOUNT**
6. Click: **PROCEED TO CREATE AN ACCOUNT**

Create an Account:

- First Name
 - Last Name
 - Email Address
 - Phone
 - What DCF program area are you affiliated with?
 - o **Select: Other (Not Program Specific)**
 - Division
 - o **Click on the + mark and a drop down will appear**
 - o **Select: Not Applicable**
 - o **Save**
 - Organization/Agency Name
 - o **Type: HEP (Homeless Empowerment Program)**
 - Highest Foster Parent Level
 - o **Select: Not Applicable**
 - What is the email address of the person who supervises your training?
 - o **Enter: ediem@hepempowers.org (for HEP Volunteers)**
 - Do you currently work for more than one employer?
 - o **Select: Yes or No**
 - Create Password (type one)
 - Confirm Password (type same password)
 - Click: I’m not a robot
 - A registration link will be sent to your email
 - Open e-mail and click on link: **Click here to validate**
 - o **Should say: Your email has been confirmed**
 - o **Select: Log In**
 - Enter your username and password
 - Click: Manual Login
7. Click: “View Learning Opportunities”
 8. Select: “DCF HIPAA Basics”



9. Launch

10. When you complete the training, select **View My Certificate**

11. The certificate will pop up onto your screen.

12. Select the Save Icon in the upper right corner and save to your device.

13. Open the saved certificate and email to ediem@hepempowers.org