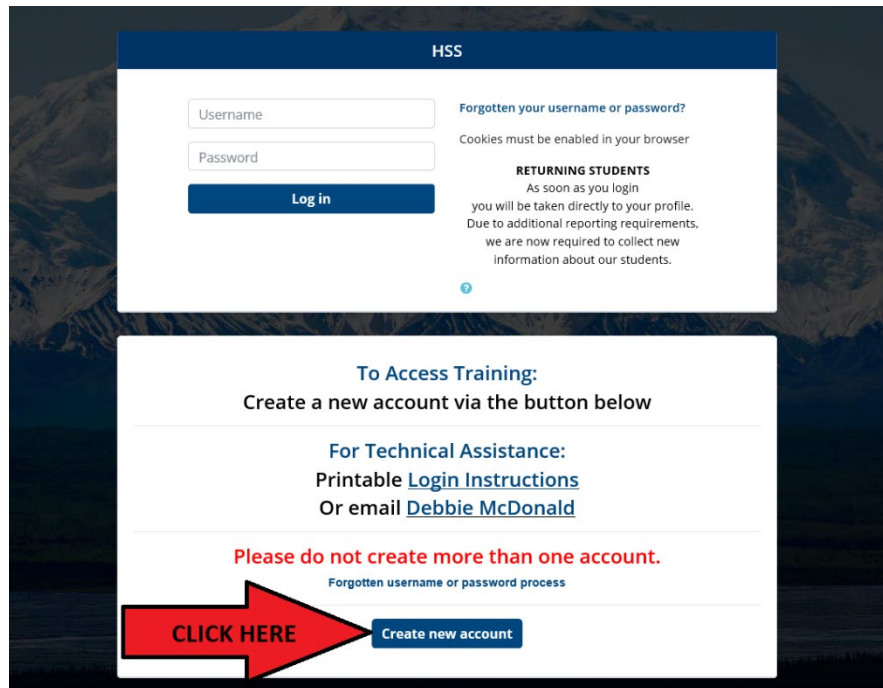


ASAP Online Orientation Instructions

This Course does not work well in Internet Explorer. Please use Chrome, Firefox or Safari.

Step 1: Open your internet browser and go to the address: <https://learn.dhss.alaska.gov/>

Step 2: Click on “Create new account”



HSS

Username

Password

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

RETURNING STUDENTS
As soon as you login you will be taken directly to your profile. Due to additional reporting requirements, we are now required to collect new information about our students.

To Access Training:
Create a new account via the button below

For Technical Assistance:
Printable [Login Instructions](#)
Or email [Debbie McDonald](#)

Please do not create more than one account.
[Forgotten username or password process](#)

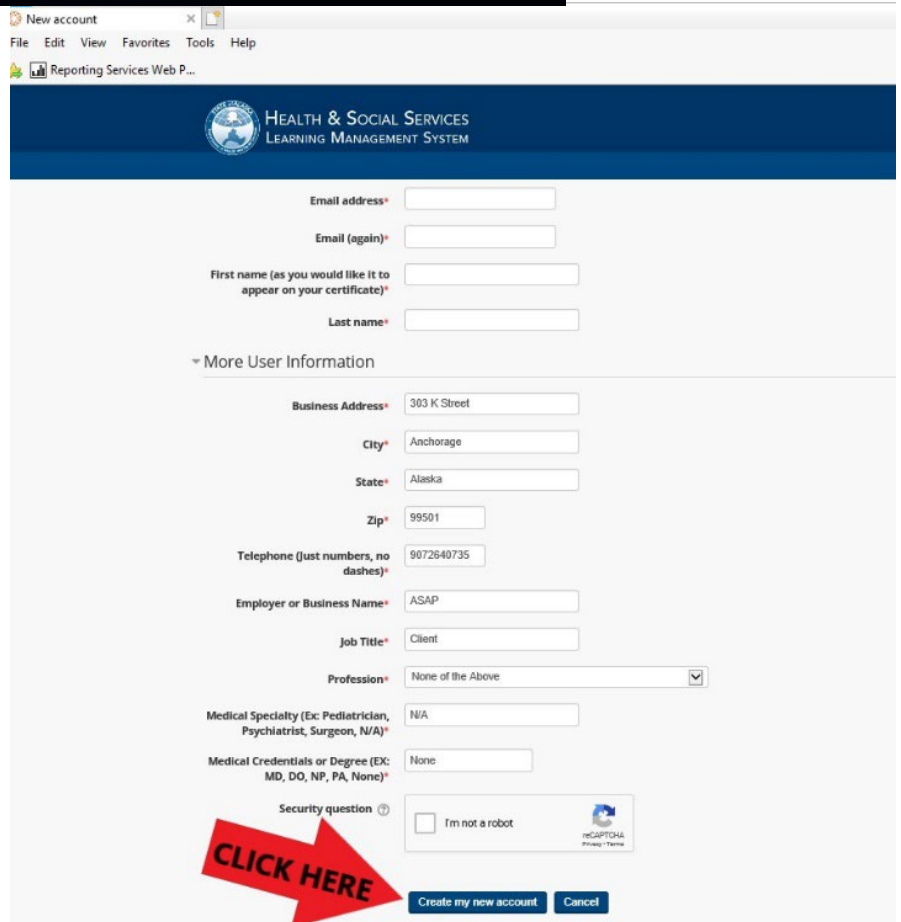
CLICK HERE Create new account

Step 3: Please fill out the “Choose your name and password” and the “More Details” Sections

Step 4: Please fill out the “More User Information” with the following

Business Address: 303 K Street
City: Anchorage
State: AK
Zip: 99501
Telephone: 9072640735
Employer or Business Name: ASAP
Job Title: Client
Profession: “none of the above”
Medical Specialty: N/A
Medical Credentials or Degree: none

Step 5: Complete the security Question and click “Create my new account”



New account

File Edit View Favorites Tools Help

Reporting Services Web P...

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Email address*

Email (again)*

First name (as you would like it to appear on your certificate)*

Last name*

More User Information

Business Address* 303 K Street

City* Anchorage

State* Alaska

Zip* 99501

Telephone (just numbers, no dashes)* 9072640735

Employer or Business Name* ASAP

Job Title* Client

Profession* None of the Above

Medical Specialty (Ex: Pediatrician, Psychiatrist, Surgeon, N/A)* N/A

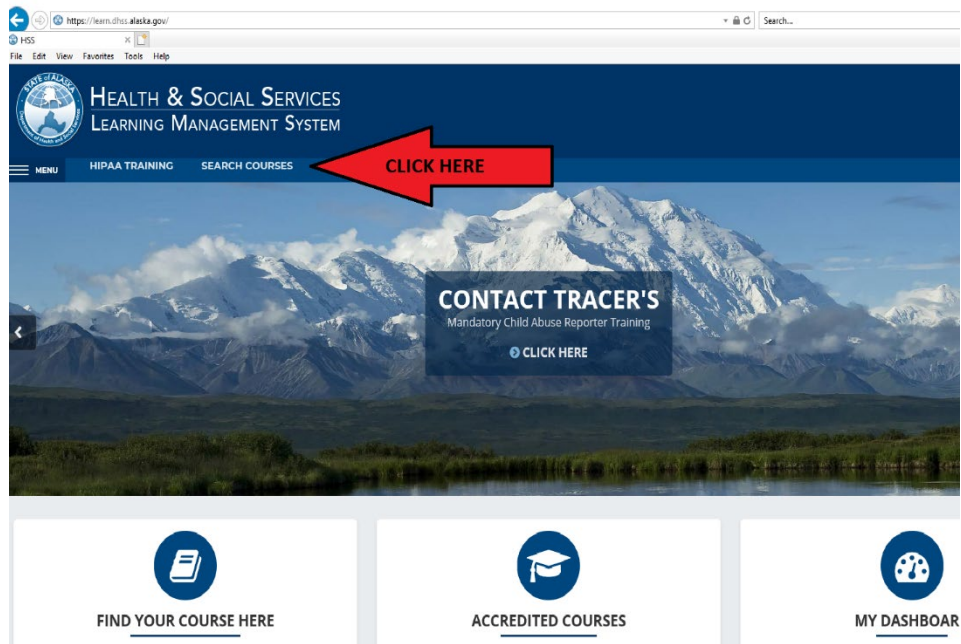
Medical Credentials or Degree (EX: MD, DO, NP, PA, None)* None

Security question ⓘ

☐ I'm not a robot

CLICK HERE Create my new account Cancel

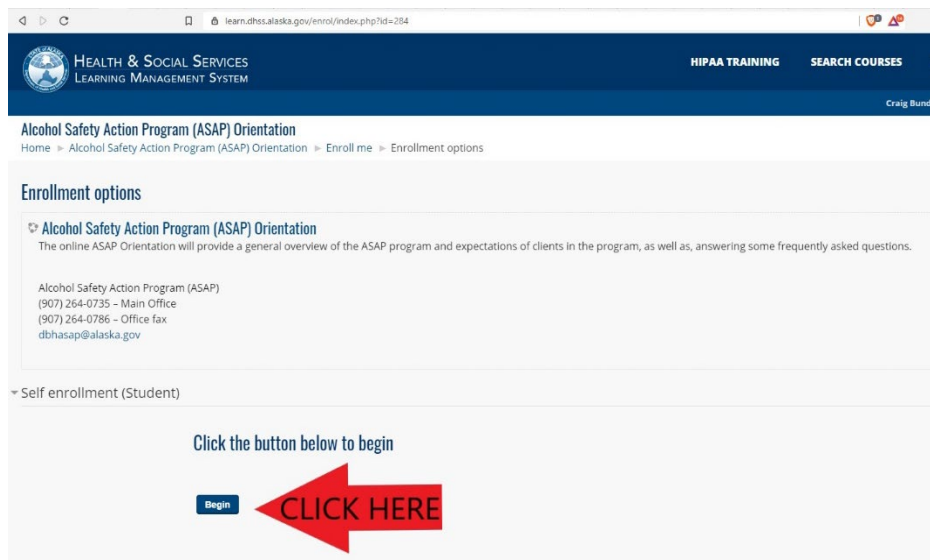
Step 6: Click on the “Search Courses Button”



Step 7: Type “ASAP” into the Search Courses bar and then press “GO”

Step 8: Click on the class titled with the ASAP office you are working with.

Step 9: Click the “Begin” button to start the orientation.



Step 10: Complete the orientation Module and the Quiz