

For additional assistance call Employee Services at 855-874-7100



On behalf of the Henry Ford Health (HFH) University Team, welcome to the Henry Ford Health Family!

As a new employee, you must complete some required regulatory training prior to your HFH Orientation date.

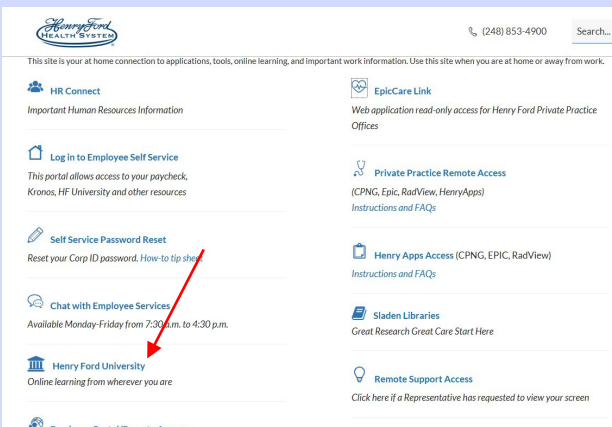
Required Training Instructions: Prior to your orientation date, all employees are required to complete an on-line curriculum of courses. This curriculum is automatically assigned to you in the HFH University.

Access the HFH University through Employee Self Service. **Your** employee ID and a temporary password are included in the “Henry Ford Health– New Employee Letter” emailed to you. You will need two things from that message:

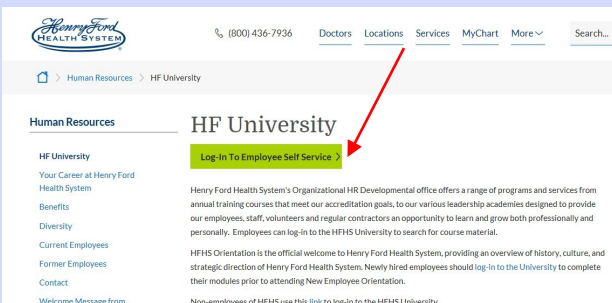
- Your **employee ID number**
- Your **temporary password**

Accessing HFH University

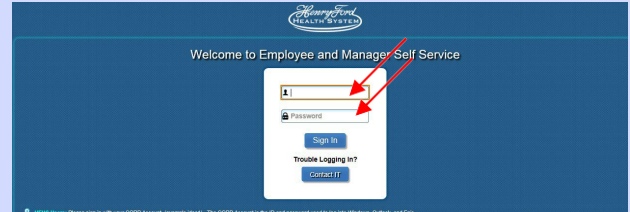
1. Go to www.henryfordconnect.com and select the Henry Ford University icon located on the left side, then click on **Henry Ford University**.



2. Click the green “Log-In to Employee Self Service” button

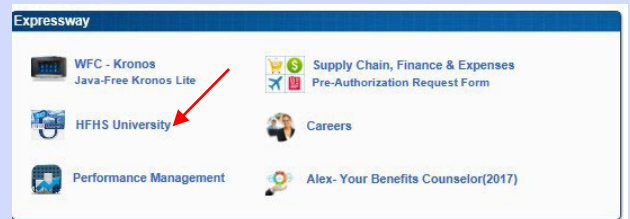


3. Enter your employee ID number in the username field and your temporary password.



4. Create a new password if prompted.

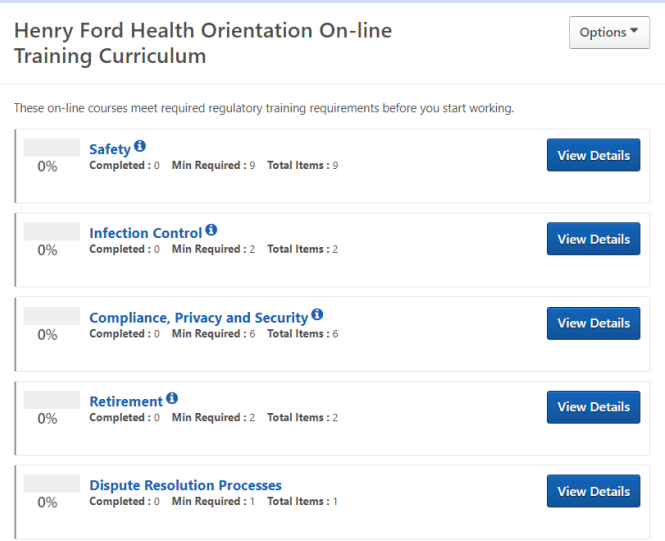
5. Select the “HFH University” link from the Expressway section.



6. In the “Transcript”, click “Open Curriculum” for “HFH Orientation On-line Training”



7. Select the “View Details” button next to one of the desired courses in the curriculum. Please note, you must complete all courses to receive proper credit. You will see the percentage update next to each course to know if it is complete.



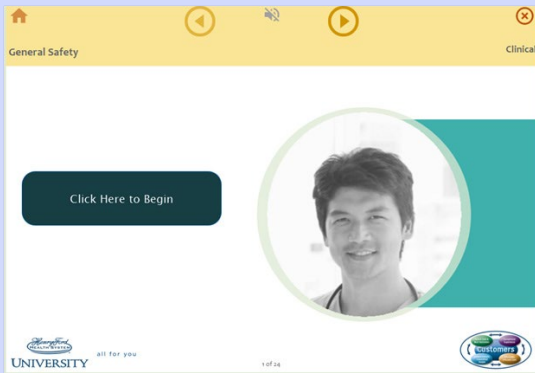
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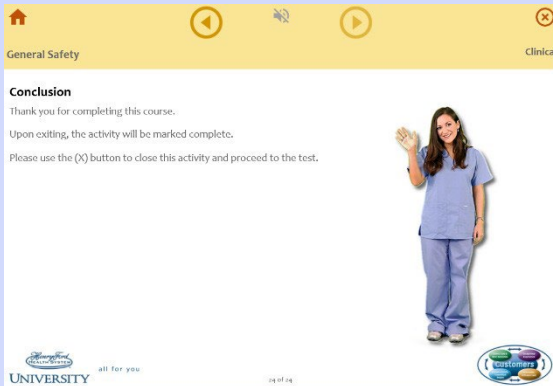
8. Click the “Launch” button to begin the course.



9. Follow the directions given in the module in order to complete.



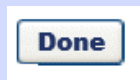
10. At the end of the module, you will be given a completion screen. Select the “X” button to exit the course to proceed to the post-test.



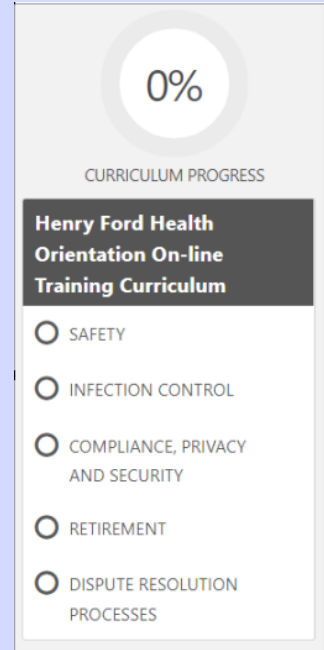
11. To begin the post test, select the “Launch Test” button.



12. Once you have completed a post test, select the “Done” button at the bottom.

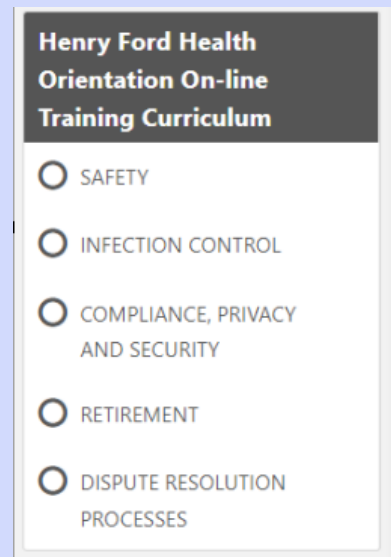


13. To continue to the next section, click the title of the next course in the progress indicator.



If you have completed all remaining courses, you will notice the curriculum progress is now displaying as 100%. To print a certificate for your personal records, click “View Completion” then “View Certificate”.

Use the module checklist below to assist you in completing all of the required trainings.



Welcome to Henry Ford Health!