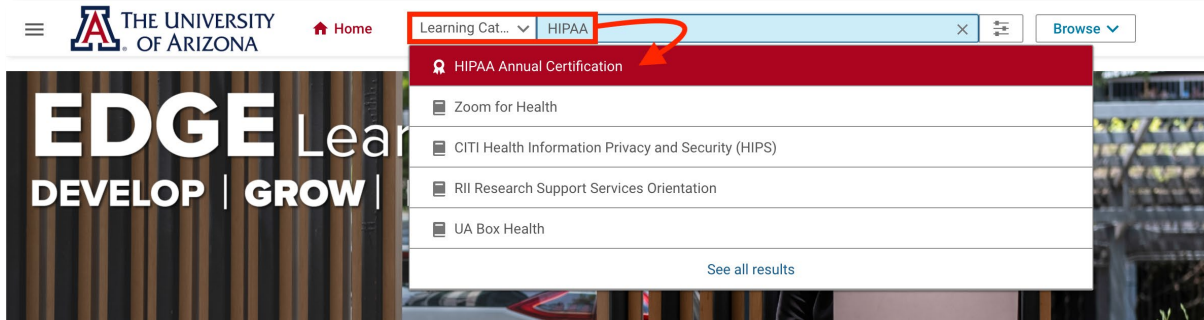


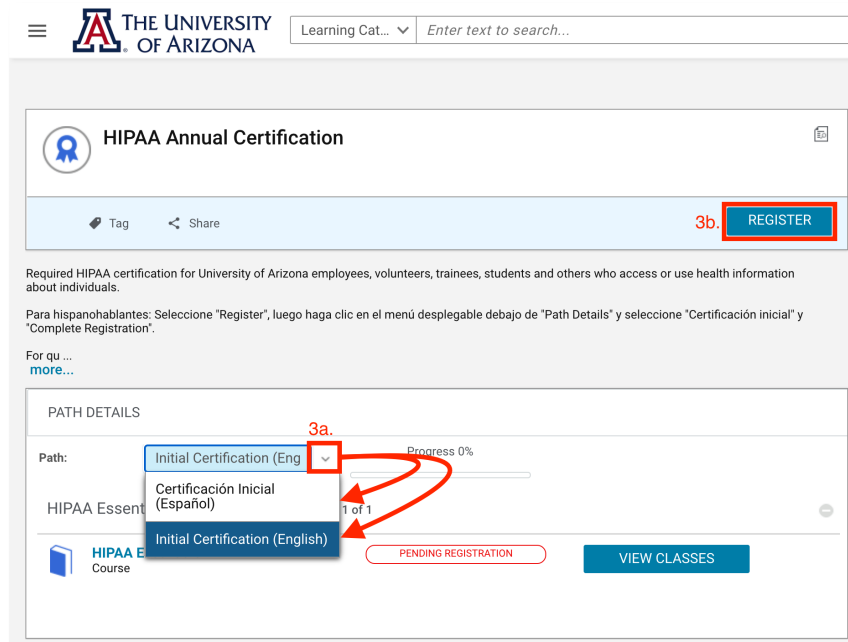
HIPAA Annual Certification Instructions

INITIAL CERTIFICATION

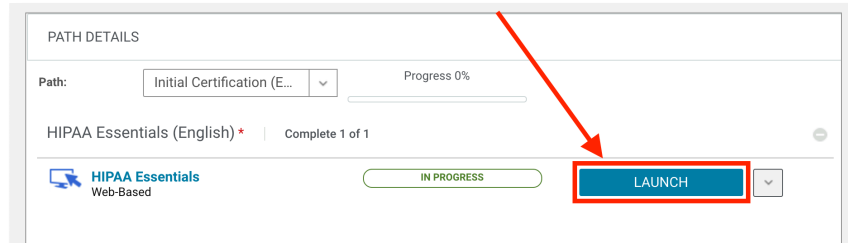
1. [Select this link](#) and log onto the EDGE Learning system with your UArizona credentials.
2. At the top of the landing page, select the search bar and type “HIPAA”, then select “HIPAA Annual Certification” from the suggested list.



3. Choose English or Spanish, and register.
 - a. On the certification page, select the dropdown under “PATH DETAILS” and select the English or Spanish course version.
 - b. Select “REGISTER”, then “COMPLETE REGISTRATION”. You’ll receive a popup confirmation.



4. Select “Launch” and complete the module by viewing 100% of the training and answering any questions.



RE-CERTIFICATION

1. [Select this link](#) and log onto the EDGE Learning system with your UArizona credentials.
2. At the top of the landing page, select the search bar and type "HIPAA", then select "HIPAA Annual Certification" from the suggested list.
3. Choose English or Spanish, and register.
 - a. On the certification page, select the dropdown under "PATH DETAILS" and select the English or Spanish course option.
 - b. Select "REGISTER" and the system will automatically select a training, leave this selection as is.

The screenshot shows the "HIPAA Annual Certification" page. At the top right, a red box highlights the "REGISTER" button, with a red arrow pointing to it and the label "3b.". Below this, the "PATH DETAILS" section shows a dropdown menu for "Recertification (English)" selected, with a red box around it and a red arrow pointing to it labeled "3a.". Below the dropdown, two course options are listed: "Handling & Safeguarding Pro..." and "Research, HIPAA, and De-ide...". Both have "PENDING REGISTRATION" status and "VIEW CLASSES" buttons.

4. Select "COMPLETE REGISTRATION" and you'll receive a popup confirmation.

The screenshot shows the "PATH DETAILS" section. The "COMPLETE REGISTRATION" button is highlighted with a red box and a red arrow. Below it, the "Choose One (1) *" section shows two course options. The "Research, HIPAA, and De-ide..." option is selected with a red checkmark, and a red arrow points to it with the text "Selected automatically, by system". Below this, a "Recommended class" section shows "ID: 000022346 Offered as: Web-Based Language: English". At the bottom, the "COMPLETE REGISTRATION" button is highlighted with a red box.

5. Select "Launch" and complete the module by viewing 100% of the training and answering any questions.

The screenshot shows the "PATH DETAILS" section. The "Research, HIPAA, and De-ide..." course is now in "IN PROGRESS" status. A red box highlights the "LAUNCH" button, with a red arrow pointing to it.