

## Computer Systems Access for New Employees with No Patient/Human Subject Contact

Welcome to the UW-Department of Family Medicine! Please take a few minutes to complete the mandatory compliance items. Completion of the trainings is a prerequisite for access to UW Computer Systems. You will need internet access to complete these trainings; you will also need printer access to print and sign certain documents and to keep printed copies for your records. Please plan to spend approximately 45 minutes to an hour completing these requirements. If you do not have access to an internet connection or printer you may schedule a time to complete these trainings at the Human Resources training kiosk in Alumni Hall. **If you have any questions regarding the training process please ask an HR Representative to assist you at 608-265-8166.** We ask that you complete these trainings as soon as possible, ideally several weeks prior to your start date.

### UW NetID Activation

Your UW NetID will be used for the following services: UW-Madison Portal (MyUW- access to leave balance and important payroll/benefit information), Email (WiscMail- a wisc.edu e-mail address), Calendar (WiscCal), Central Web & File storage (MyWebspace), Network Services (UWNet and WiscVPN), and to access the mandatory UW Employee Trainings. If you already have a UW NetID and are familiar with your log-in information please disregard the following NetID activation information.

Use the following link to activate your NetID: <https://www.mynetid.wisc.edu/activate>

Use the **Activation Key and activation instructions** listed on the UW NetID page of the new employee packet provided by your HR Representative or supervisor.

For assistance with any part of the NetID activation process, contact the DoIT Help Desk at 608-264-4357.

Detailed instructions for the activation process can be found on the DoIT Help Desk website at:

<http://helpdesk.doit.wisc.edu/helpdesk/page.php?id=1140>

### HIPAA Training

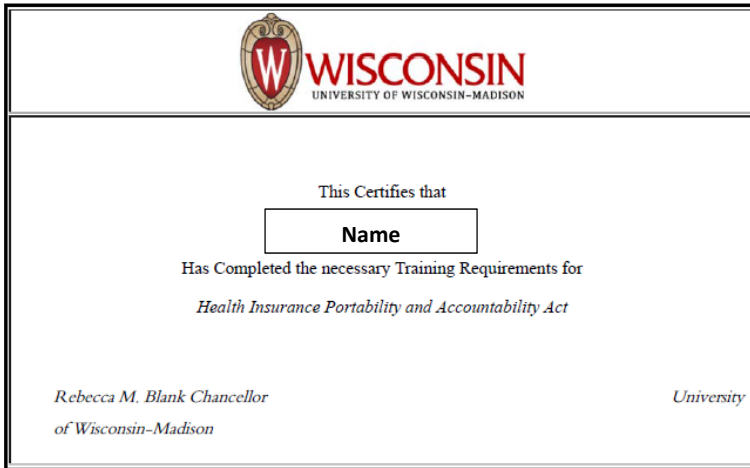
As part of the requirements for computer systems access, you must complete the Health Insurance Portability and Accountability Act (HIPAA) training and obtain the certificate of completion. HIPAA Privacy and Security Training is required upon hire, and refresher training is required annually. Use the link below to access the mandatory HIPAA Training. Your training will not be considered complete until DFM Human Resources receives your certificate of completion.

Use the following link to access the UW-Madison HIPAA Privacy and Security Training: <https://learnuw.wisc.edu/>

You will need your **UW NetID** and Password to log into this training. If you have any issues logging in please contact the DoIT helpdesk at 608-264-4357.

Once logged in, please select the "HIPAA Training Course". This link will appear under "My Courses". You will then be asked a series of questions about your role in the Department of Family Medicine. Your responses will allow the system to determine the appropriate modules of training required. For example, patient care staff will complete different modules than administrative staff. Once the training modules are determined, you may begin the HIPAA training. You must receive 100% correct answers on the quizzes throughout the training to move through the modules. At the end of the training, you must attest to having taken the training to receive a printable certificate. Please print a copy and turn it in to a DFM HR Representative either by mail, Attn: DFM HR, UW-Department of Family Medicine, Alumni Hall, 1100 Delaplaine Ct., Madison, WI 53715; email, [Compliance.HR@fammed.wisc.edu](mailto:Compliance.HR@fammed.wisc.edu); or fax, 608-262-1215.

## Preview of the HIPAA Privacy and Security Training Certificate



### **Criminal Background Check**

A Criminal Background Check is conducted by the School of Medicine and Public Health office of human resources prior to employment. If you have already completed your criminal background check, please disregard this section.

If you still need to complete your background check, you will receive an e-mail from "eServices@geninfo.com" explaining that you will receive an e-mail with instructions on how to complete the check from a company called General Information Services, Inc. Once complete, you will receive a copy of your consent form and verification that your forms were submitted via e-mail from General Information Services, Inc. The background check will be finalized by the SMPH office of human resources and kept on file there.

### **UW Health Computer Systems Authorization Form**

Please complete the UW Health Computer Systems Authorization form. Read over the User Agreement and Access Authorization portion and then sign and date on the Employee designated line. Your supervisor will fill out the Computer Systems Access Request portion of this form.

If you are transferring from a previous position within UW Health, please fill in your previous work title/location and include your current or previous UW Health UserID.

Please return the form to DFM Human Resources either by mail, Attn: DFM HR, UW-Department of Family Medicine, Alumni Hall, 1100 Delaplaine Ct., Madison, WI 53715; email, [compliance.hr@fammed.wisc.edu](mailto:compliance.hr@fammed.wisc.edu); or fax, 608-262-1215.