



Learner access instructions for the online learning portal provided in partnership with HomeTown Health, LLC.

ICAHN's Sexual Harassment Annual Education Course

1. Click the link provided to you by ICAHN.
2. Create a free account by filling out the registration form, or login to an existing account in the upper right corner.
3. Enter coupon code provided to you by ICAHN. Codes are case sensitive.
4. Select the "Launch" tab to begin the education.

ICAHN Members and Workforce Academy Users

1. Visit <https://lms.hthu.net/oltpublish/site/signin.do>
2. Click "Register Now" button at top right.
3. Complete the registration form, be sure to choose your hospital from the "Organization" dropdown menu.
4. Optional: Take a tour to learn more about navigating the online learning system.
5. Click on the "ICAHN Workforce Academy" button to see course listing.
6. Click on the course title to see the course description and learning outcomes for the course.
7. Click on "Enroll" to begin. Any course listed as "participants are direct enrolled" require contacting kfauble@icahn.org for enrollment.

Returning to Your Education

If needed, you may pause the education and return at a later time to complete the course. To easily return:

1. Visit <https://lms.hthu.net/oltpublish/site/signin.do>
2. Enter your username/password.
3. Scroll down to the "My Items" box on your dashboard.
4. Click blue play/launch button to pick up where you left off in current courses.
5. If you are an ICAHN member and wish to enroll in a new course, click on the "ICAHN Workforce Academy" button.

Questions? Need further assistance? For technical support, please email hthtech@hometownhealthonline.com.

