

## Kronos Online Training Program – Access Instructions

### Step 1 HealthStream Training Portal Access

- Select “Continue” if there is a HealthStream Learning Center maintenance notification
- Access the Kronos Online Training Program using the HealthStream web site address <https://portal.johnshopkins.edu/healthstream>
- Enter your **JHED ID and password**
- All four Kronos training classes will appear under “My Courses”; **A Beginners Guide to Kronos, Kronos Advanced Training - Schedules, Kronos Basic Training - Historical Edit Processing, and Kronos Basic Training - System Fundamentals**
- Click on the course you wish to take

### Step 2 Course Overview

- After selecting the course, the course overview will contain the **Course Learning Activities** (course content – videos, PowerPoint presentations, and test), **Description, and Learning Objectives**

### Step 3 Course Content

- You may begin by selecting any of the learning activities
- Use the playback controls to navigate within a learning activity
- After you have finished each video or PowerPoint presentation select the “**Next**” button located at the bottom of the page
- A test is located at the end of the **Course Learning Activities**, only the System Fundamentals and Historical Edit Processing tests are required for students not taking the class as a refresher

### Hints

- Press F11 to activate full screen view
- If a course is started and you need to stop, you may log off during the course and your progress will be saved
- Be sure to increase your volume because each video contains audio
- You may need to resize your screen resolution if you can not view all of the video’s contents at once
- After completing a test the student will receive the answers with screen shots of Kronos
- Select My Transcript to re-take a previously completed course

**Thank you for participating in the Kronos Online Training program, all feedback is greatly appreciated**