

As a new Workforce Member (<u>student</u>, volunteer, or contract employee) for Baptist Health Care, you will need to complete an online orientation through our iDevelop learning system. Please see below for instructions on how to access LMS:

- 1. Go to <u>www.healthstream.com/hlc/baptistpensacola</u> from any computer's web browser.
- 2. <u>First Time Users</u> both your user ID and password will be your Lawson ID number.
- 3. <u>**Previous Users**</u> your User ID is your Lawson Number. If you do not remember your password, first try to reset. If unable to reset, call or email:

Pam Barnes, 469-7438, pbarnes@bhcpns.org to rest your password.

4. In the event that it prompts you to change your password, please change it using the following parameters: Your Lawson ID Number, the <u>capitalized</u> initials of your first name and last name.

For example: Jane Doe would be <u>126077JD</u>.

5. Once you are in the system, click on "My Learning" and you will see a list of "Assigned Learning". These are the modules that need to be completed.

Please note: All modules must be completed prior to beginning your new role (workforce member, student, volunteer, or contract employee) for Baptist Health Care.