**Boston University Henry M. Goldman
School of Dental Medicine**

BOSTON
UNIVERSITY

Student Training Requirements
__PLEASE READ ALL INSTRUCTIONS CAREFULLY__

As a new student, you must complete ___all___ assigned online modules. **If you encounter technical difficulties, please reach out to GSDM Dent-IT at dentit@bu.edu or 617-358-4300.**
Your training has been assigned in the GSDM Portal according to your role. Depending on your program, training requirements may include:

- HIPAA and Civil Rights Training + quiz - *All Students, Residents, and Faculty & Staff who provide direct and indirect patient care as well as HIPAA workforce members**
- HIPAA Device Security Attestation - *All Students, Residents, and Faculty & Staff who provide direct and indirect patient care as well as HIPAA workforce members**
- Safety Training + quiz - *Everyone*
- Infection Prevention Training + quiz - *All Students, Residents, and Faculty & Staff who provide direct and indirect patient care*
- Management of Medical Emergencies Training + quiz - *All Students, Residents, and Faculty & Staff who provide direct patient care*

*HIPAA Workforce members have access to Protected Health Information and may provide direct and indirect patient care or have access to records for research purposes.

Training modules include a mandatory quiz. You must score 100%. *You have unlimited time to review each training.* There is no limit to the number of times you may attempt the quizzes. If you have questions about the content of the training, please contact the GSDM Compliance Department at gsdmcomp@bu.edu

Failure to complete __all__ assigned modules will result in sanctions.

ANNUAL TRAINING INSTRUCTIONS

Access the GSDM Portal

Access the training by logging into the GSDM Portal (https://dent-sps.bumc.bu.edu/portal/). We suggest using a computer instead of a tablet or phone. To access the Portal, you must have a secure internet connection through the University. You have several options for secure access:

1. Use a BU desktop computer with internet access.
2. If you are on campus, connect to the *BU (802.1x)* WiFi network from a laptop. Use your Kerberos to log into the network.
3. If you are off campus, connect to the internet through the secure two-factor VPN. Instructions for using the VPN are here (https://www.bu.edu/tech/services/cccs/remote/vpn/two-factor-vpn/).
4. Log into the Portal using your Kerberos credentials.

Training, Quiz, Evaluation

In the Portal, hover your cursor over the "Training" tab near the top left of the screen. In the menu, choose the first training item in the list.

1. Read the instructions and take the training. Be sure to proceed to the next slide by clicking on the window. Do not use the "NEXT" button or you will lose some of the training functionality.
2. Be sure to finish all slides in the training. A quiz will be available once the training is complete. Be sure to take the quiz. You must take the quiz for the training to be considered complete.
3. Click the "Save" button at the bottom of the screen. A popup message will indicate if you have passed the quiz. In the event you do not pass the quiz, you may choose "OK" and retake the quiz.
4. Click the "Save and Complete * Training Evaluation" button at the bottom of the screen.
5. **If you have completed both sections successfully**, you will receive a confirmation e-mail. Please save or print this e-mail for your records. *If you do not receive this e-mail, you have not been recorded as completing the training. Go back to the training and choose Save and Complete.*
6. **Continue through the list of trainings in the training tab until all are complete.**

Please note: Within your HIPAA Training confirmation email, there is a link back to the portal to complete the HIPAA Security Attestation**. This is an annual requirement.**

Special instructions for HIPAA Device Security attestation
1) In the Portal, choose the Training tab.
2) Choose HIPAA Security Attestation.
3) Read carefully. Updated or choose appropriate designations as it pertains to your personal devices.
   a) If you will NOT use a personal device for patient information, please indicate so on the screen form and confirm by checking the attestation box.
   b) If you WILL use personal devices, you must follow the step-by-step instructions found at the GSDM IT How-to Guides website, found here. Select the HIPAA Setup Guides for PC, Mac or Smartphone. You may also contact **dentit@bu.edu or 617-358-4300.**
   c) Be sure the following GSDM Security Requirements for personal devices with patient information satisfied:
      i) Operating system and applications are supported and updated (auto or < 30 days)
      ii) Anti-Malware installed and set to auto update and scan
         (1) Apple phone (not required), Android phone (Play Protect on)
   d) Disk encryption (you are responsible for maintaining your encryption key)
   e) Auto screen lock (15-minute max) to password/code.
4) **BE SURE TO CLICK THE SAVE BUTTON.** This will record a date/time stamp in the Portal.