- 1. Log into myHR Learn at learn.northwestern.edu
- 2. In the Search bar, type "hepatitis". Click on the Hepatitis B Vaccination Certification.



## 3. Click Register.

R Hepatitis B Vaccination Certification	
	REGISTER
his certification is required for employees who have completed the Bloodborne Pathogens Training.	
PATH DETAILS	
Hepatitis B Vaccination Form * Complete 1 of 1	0
Hepatitis B Vaccination Form PENDING REGISTRATION Course	

4. Click Complete Registration.

R Hepatitis B Vaccination Certification
This certification is required for employees who have completed the Bloodborne Pathogens Training.
PATH DETAILS
CANCEL COMPLETE REGISTRATION Hepatitis B Vaccination Form * Complete 1 of 1
Hepatitis B Vaccination Form PENDING REGISTRATION Web-Based
Recommended class Cost:: 0 USD ID: 00016285-WBT Offered as: Web-Based Language: English
CANCEL COMPLETE REGISTRATION

5. You will see a message that you have successfully registered for the Certification. Click Close.



6. Click Launch to complete the Hepatitis B Vaccination Form. The Form opens in a new window; be sure to turn off your pop-up blocker.

R Hepatitis B Vaccination Certification	Ē
This certification is required for employees who have completed the Bloodborne Pathogens Training.	
PATH DETAILS	
Progress 0%	
Hepatitis B Vaccination Form * Complete 1 of 1	•
Hepatitis B Vaccination Form IN PROGRESS LAUNCH	

7. Select one of the options. You may need to maximize the window to see the navigation button in the lower right corner. Click the navigation arrow to move to the next screen.

Hepatitis B Vaccination Form	
Select One	
<ul> <li>I have previously completed the Hepatitis B vaccination series.</li> </ul>	
$^{ m O}$ I decline the Hepatitis B vaccination series.	

- 8. Complete the required information for your chosen option, and type your name. Your typed name serves as your electronic signature.
- 9. You will see a completion message on the final screen. Click Exit to close the Form.



10. If you would like to print a completion certificate, click Print Certificate next to the certification.

R Hepatitis B Vaccination Certification	ĒD
Export Certificate Click here to print certificate of completion.	PRINT CERTIFICATE
his certification is required for employees who have completed the Bloodborne Pathogens Training.	
PATH DETAILS	
Progress 100% This path was used to ACQUIRE THE CERTIFICATION.	Don't click this one!
Hepatitis B Vaccination Form * Complete 1 of 1	•
Hepatitis B Vaccination Form         SUCCESSFUL           Web-Based         On 21-JUN-2019	