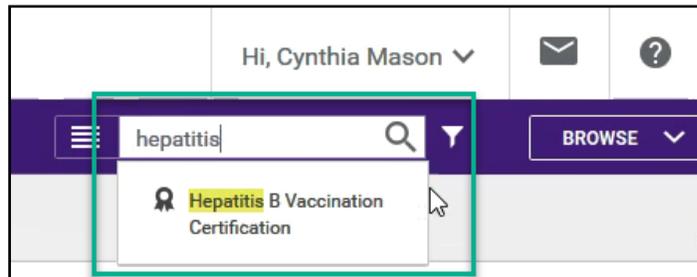
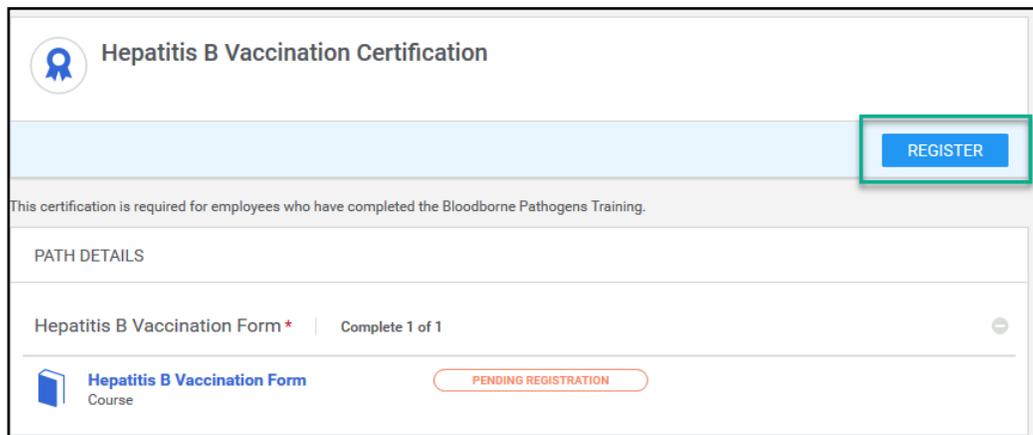


Registering for and Completing the Hepatitis B Vaccination Certification

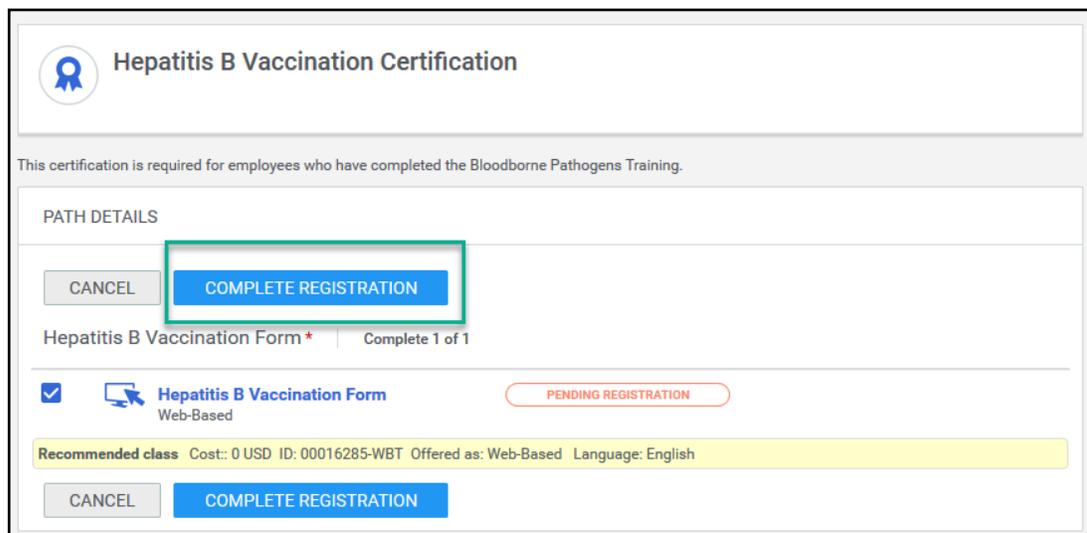
1. Log into myHR Learn at learn.northwestern.edu
2. In the Search bar, type "hepatitis". Click on the Hepatitis B Vaccination Certification.



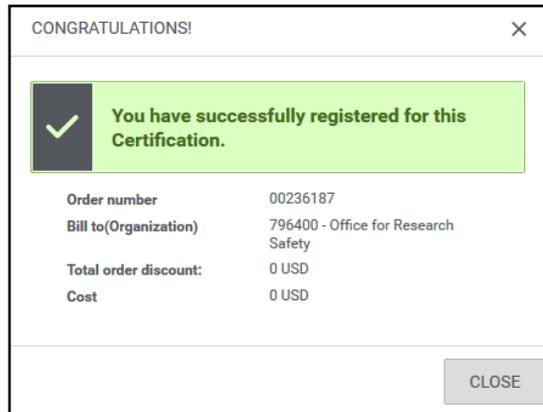
3. Click Register.



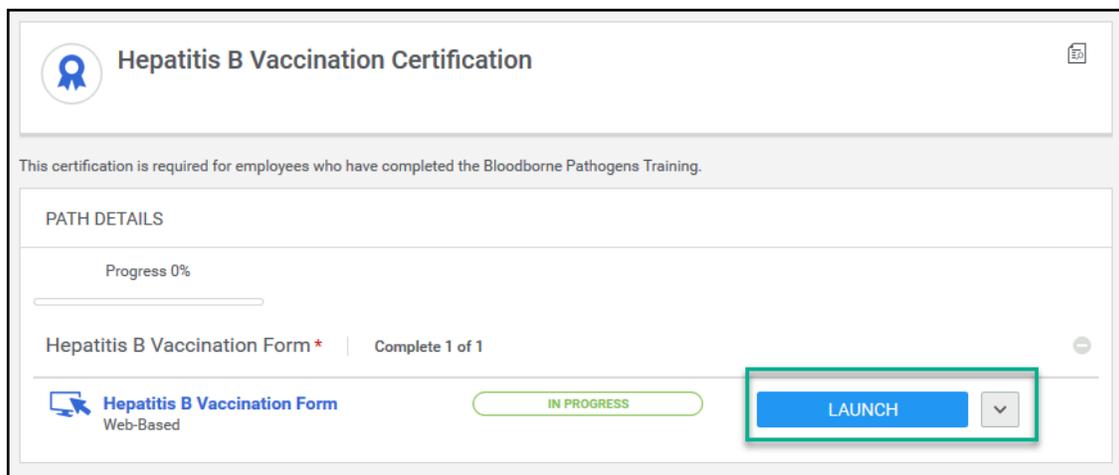
4. Click Complete Registration.



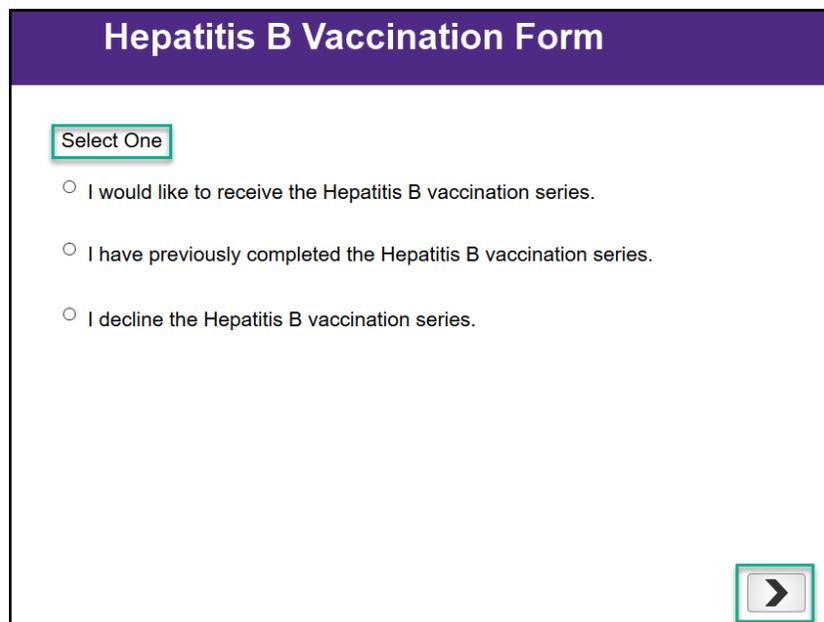
5. You will see a message that you have successfully registered for the Certification. Click Close.



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.

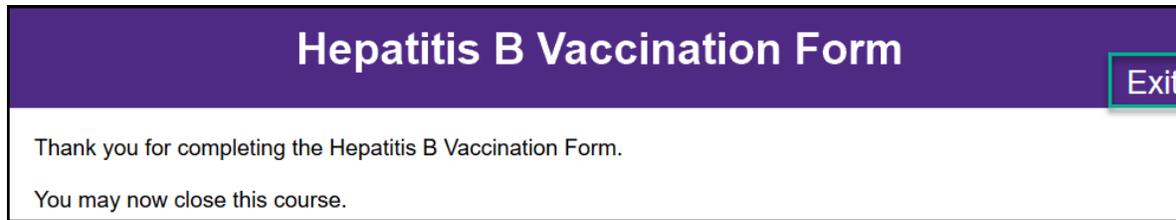


7. Select one of the options. You may need to maximize the window to see the navigation button in the lower right corner. Click the navigation arrow to move to the next screen.



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.

