Accessing the EAP Training Center

Over 10,000 free online personal & professional development trainings!

HealthCare EAP *A division of ESI*

1. Go to **www.HealthCareEAP.com** and click **Employee and Family login**.

2. If you have already created a User Name and Password, simply enter that info in the appropriate boxes. **If you have not registered, complete steps (a) & (b).**

   a) Click on **REGISTER.**

   b) Fill out the Registration Form to create your own User Name and Password, then click **Register. You only need to register once.**
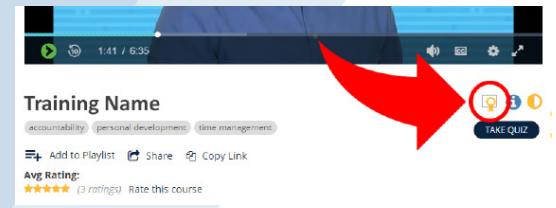
3. Click the **"Training Center"** icon. Then click the **"New & Improved Trainings"** icon.

4. In the **Search Content** bar at the top of the screen, type the course code. *(Find code in the 'Training Assignments' section below)*

5. Click on the course icon.

6. Click the **'Play'** or **'Start'** button to begin the course.

7. After viewing the course and taking the quiz *(you must score at least an **80%** to receive a certificate)*, click on the ribbon icon below the right corner of the video. *(See picture to the right)*

Training Center

New & Improved Trainings!

Business Skills • HR Compliance
Workplace Safety • Sales & Service
Leadership • Software • and more!

Training Name
accountability   personal development   time management

TAKE QUIZ

Add to Playlist   Share   Copy Link
Avg Rating:
★★★★★ *(3 ratings)* Rate this course

Please Note: The certificate will download to your computer.

Scan to Explore Your EAP Benefits!

If you have any issues using this system or content, please don't hesitate to contact us during normal business hours **(Mon-Fri 8am - 5pm EST)** for immediate assistance.
800.535.4841 Ext. 575 | itdepartment@theEAP.com

www.HealthCareEAP.com
800.252.4555