

Taking the TB/HIV/STD Data Security and Confidentiality Course

1. Go to the HHS Learning Portal at learningportal.hhs.texas.gov/login/.
2. Log in. (if you don't have an account, see the instructions for creating one below)
3. Once logged in, click on **My Courses** button on the top of the HHS Learning Portal home screen.



4. Select **Data Security and Confidentiality**.

 [Data Security and Confidentiality](#)



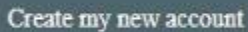
5. Follow the step-by-step instructions to complete the course.
6. When complete, save your certificate to your personal files.
 - For access to a DSHS database system (GlobalScape, THISIS, etc.) you will be required to submit your certificate during the Smartsheet application process.
 - For Take Charge Texas access please visit the [TCT webpage](#).
 - For all other staff not requesting access to a DSHS database system, you will submit your certificate to the [Security Confirmation for Employees Who Do Not Require Database Access page](#).

To create a new account on the HHS Learning Portal:

1. Select the **Create new account** button on the HHS Learning Portal log in screen.

A dark grey button with the text "Create new account" in white.

2. Complete all required fields and select **Create my new account**.

A dark grey button with the text "Create my new account" in white.

To learn more, visit the [DSHS TB/HIV/STD Security and Database Account Management page](#). For password resets and additional help contact the: Learning_Portal_Helpdesk@hhsc.state.tx.us.