

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 the **All courses** button on the HHS Learning Portal home screen.

All courses

4. Select **Department of State Health Services Courses**.

▶ Department of State Health Services Courses

5. Select **TB HIV STD Section**.

▶ TB HIV STD Section

6. Select **Data Security and Confidentiality**.

📁 Data Security and Confidentiality



7. Follow the step-by-step instructions to complete the course.
8. 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 your agency's Local Responsible Party (LRP).

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.

Create new account

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

Create my new account

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@hpsc.state.tx.us](mailto:Learning_Portal_Helpdesk@hpsc.state.tx.us).