



GUIDE FOR SITE ADMINISTRATORS

Hello and welcome to **CIRTification Online**, a free, web-based human research protections training program tailored specifically for community research partners. CIRTification was developed by Emily E. Anderson, PhD, MPH, a research ethicist, with funding from the University of Illinois at Chicago Center for Clinical and Translational Science (UIC CCTS- Grant UL1TR002003) and with input from community partners, human research protection program administrators, academic researchers, research ethicists, and education specialists.

CIRTification Online was designed with community research partners in mind, but we believe it would also be valuable for anyone who will be working on the “front lines” of community-based research – or for anyone responsible for training and supervising those folks, including principal investigators. A Spanish language version is coming soon (Spring 2020). You will be notified when this is available and should have instant access.

Sign Up as an Institutional Member

If your institution would like to offer CIRTification Online training to your research community, you will just need to follow a few simple steps.

- 1) Complete the SITE ADMINISTRATOR FORM to let us know the primary contact person for your institution. You can also designate a secondary contact/Site Administrator. The Site Administrator form also includes our terms of use.

Site Administrators will be able to access information about individuals affiliated with your institution who have enrolled in CIRTification Online. Reports can be accessed and printed from the system. Site Administrators will receive updates via email about any changes or updates to CIRTification Online.

- 2) Each site administrator makes an account.
 - Go to <http://training.ccts.uic.edu/>
 - Click “Register” (top right hand corner). Select “I am not from UIC.”
 - Complete the registration form. When asked to select a site, select “Other Institution.” Click “Register” to finish. [We will linked your account with your institution after you create an account.]

Please wait to actually enroll in the CIRTification course until we inform you that your site is active.

- 3) Email cirtification@uic.edu when all site administrators have set up accounts.

After we associate your account with your institution and CIRTification Online, you will receive an email letting you know that your site is active and you now have access as a Site Administrator to information about CIRTification Online users affiliated with your institution.



Determine How Learners Will Access the System

There are two methods that your institution can use to provide learners with access to CIRTification Online:

- 1) Learners can set up their own account using their own credentials.

If most learners affiliated with your site who will be using CIRTification Online **WILL NOT** have university email addresses, we recommend this method. **You must instruct your learners to select YOUR SITE ONLY form the list.** Please note that the site must be set up and active prior to learner site registration.

Here are instructions for learners:

- Go to <http://training.cts.uic.edu/>
- Click “Register” (top right hand corner). Select “I am not from UIC.”
- Complete the registration form. When asked to select a site, select “(**YOUR INSTITUTION**).”
- Click “Register” to finish
- Visit the Course Catalog. Information about CIRTification will appear. Click “Learn More” and “Enroll” to enroll in CIRTification.

- 2) Learners can sign on to CIRTification Online using Shibboleth authentication.

If your institution utilizes Shibboleth authentication and you would like your learners to utilize their existing institutional authentication credentials, you and your IT staff will need to work with the CIRTification Team to facilitate this set up. Email us at cirtification@uic.edu.

If most learners affiliated with your site who will be using CIRTification Online **WILL** have university email addresses, we recommend this method.



Share Information about CIRTification Online with Your Research Community

There are a couple of different ways for you to share information about CIRTification Online with your research community.

You can share the training link <http://training.ctcs.uic.edu/> on your Human Research Protections Program web site.

You can share the training link <http://training.ctcs.uic.edu/> in any advertising about the program (e.g., direct emails).

When sharing this link, you may want to provide instructions about how to register for an account and enroll in CIRTification. **Here are instructions for learners:**

- Go to <http://training.ctcs.uic.edu/>
- Click "Register" (top right hand corner). Select "I am not from UIC."
- Complete the registration form. When asked to select a site, select "**(YOUR INSTITUTION)**."
- Click "Register" to finish
- Visit the Course Catalog. Information about CIRTification will appear. Click "Learn More" and "Enroll" to enroll in CIRTification.

If you have questions about how other Human Research Protections Programs and IRBs have operationalized or advertised CIRTification Online, please contact us at cirtification@uic.edu.

Access User Information and Reports

As a CIRTification Online Site Administrator for your institution, you have access to information about learners who affiliate with your institution. To access this information:

- Login as Site Administrator.
- Click “Admin Tools.” **You will see two options:**
 - **“Manage Users”** – Here you can search for individual accounts by name and/or email address and view a list of all accounts (learners) associated with your institution who have enrolled in CIRTification Online, as well as some basic demographic information (race, ethnicity, age, previous research experience, and current role(s) in research). **Click on the learner name to view their certificate.** You can also download this information into an Excel table.
 - **“View course enrollment and reports”** – Here you can see the total number of individuals associated with your institution who have enrolled in and completed CIRTification Online. You can also send a mass email to everyone with an account associated with your institution. **Two reports can be viewed:**
 - **Data Entry for All Learners** – This report allows you to see learners’ responses to quiz questions.
 - **Module Progress for All Learners** – This report allows you to see the progress of all learners through the CIRTification Online modules. The very last column, “Course Review & Final Quiz END,” shows the date of course completion.