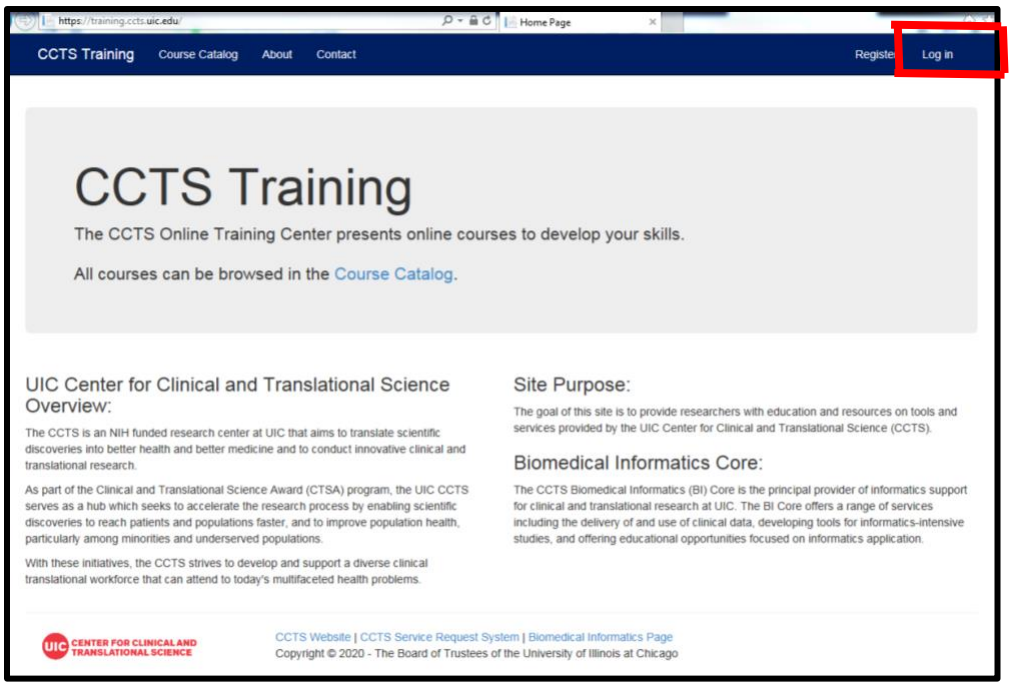
CCTS Training Center Instruction Manual: External Learners

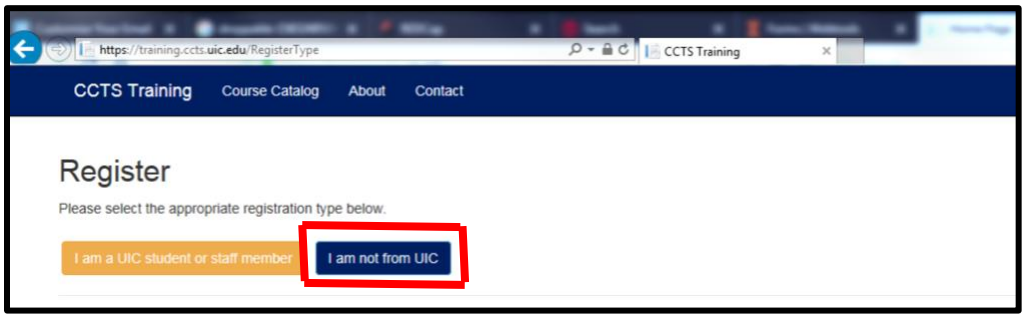
Purpose: This document contains instructions for how research learners from institutions/organizations outside of the University of Illinois system can access and navigate the CCTS Training Center.

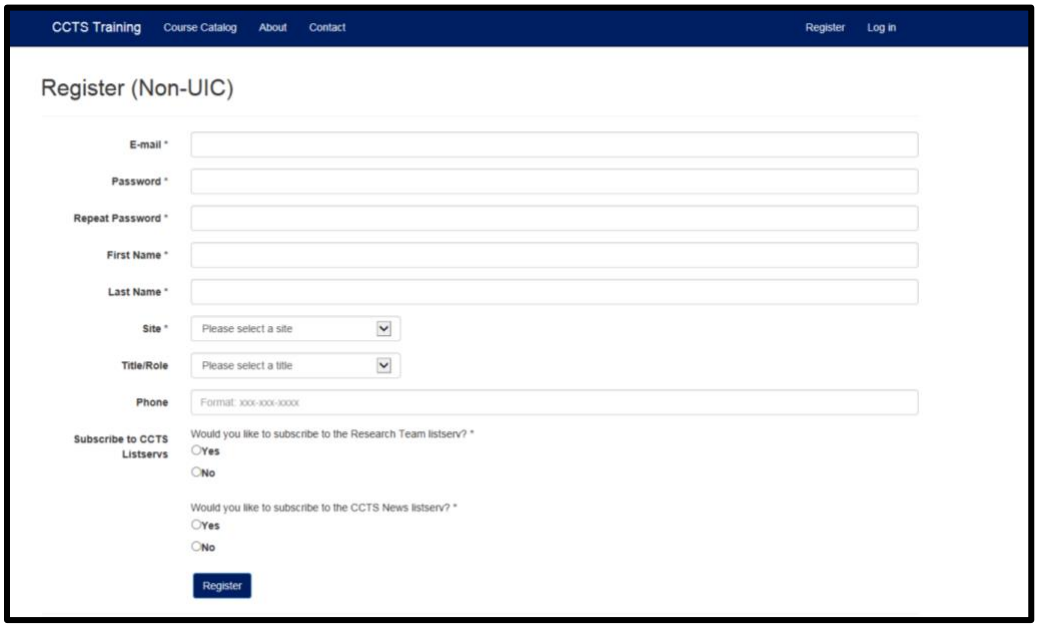
Contact: Jaclyn Jackson (jaclynj@uic.edu)

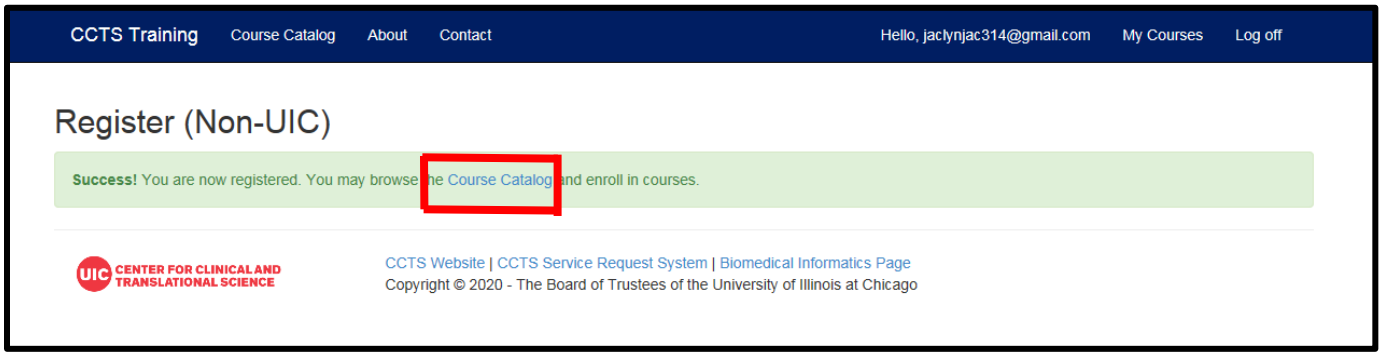
To access the CCTS Training Center for the 1st time: Click on: **https://training.ccts.uic.edu/**

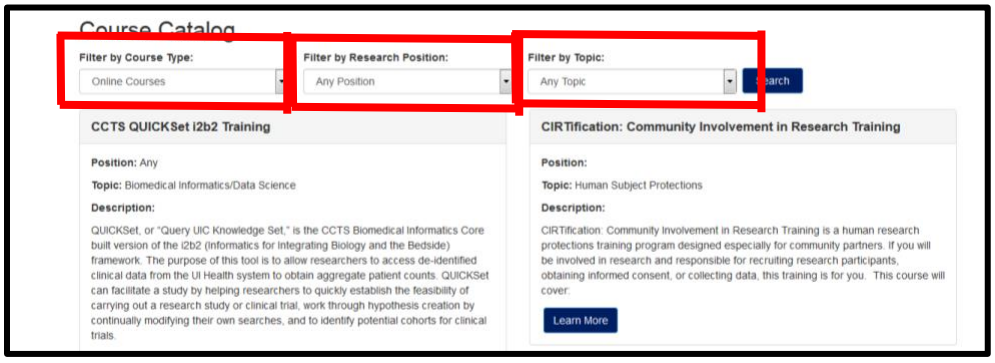
- Once on the training site, click on **Register**
- Choose the option that applies to you; since you **are not** a UIC student, faculty, or staff member, you will be directed to the next page to register as a Non-UIC user.
- Once the information is entered, you'll be directed to a screen where you can then click on the Course Catalog link and filter by:
  - Course Type
  - Research Position
  - Topic
- Once registered (either UIC or Non-UIC) and once signed in, you will enter the training portal and will not need to fill out the forms again.







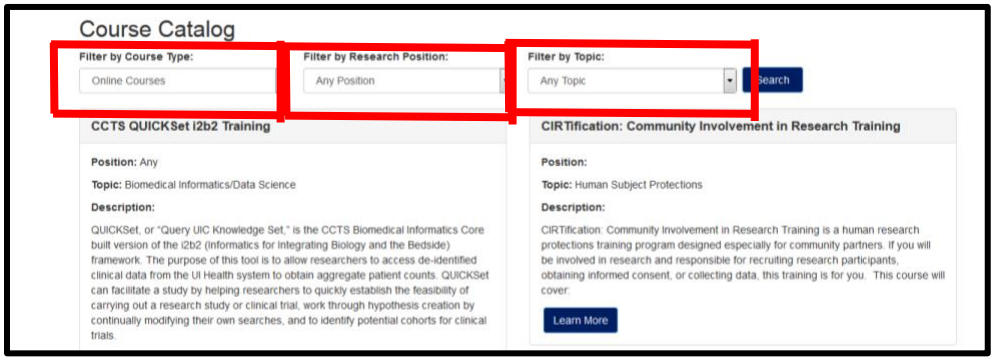


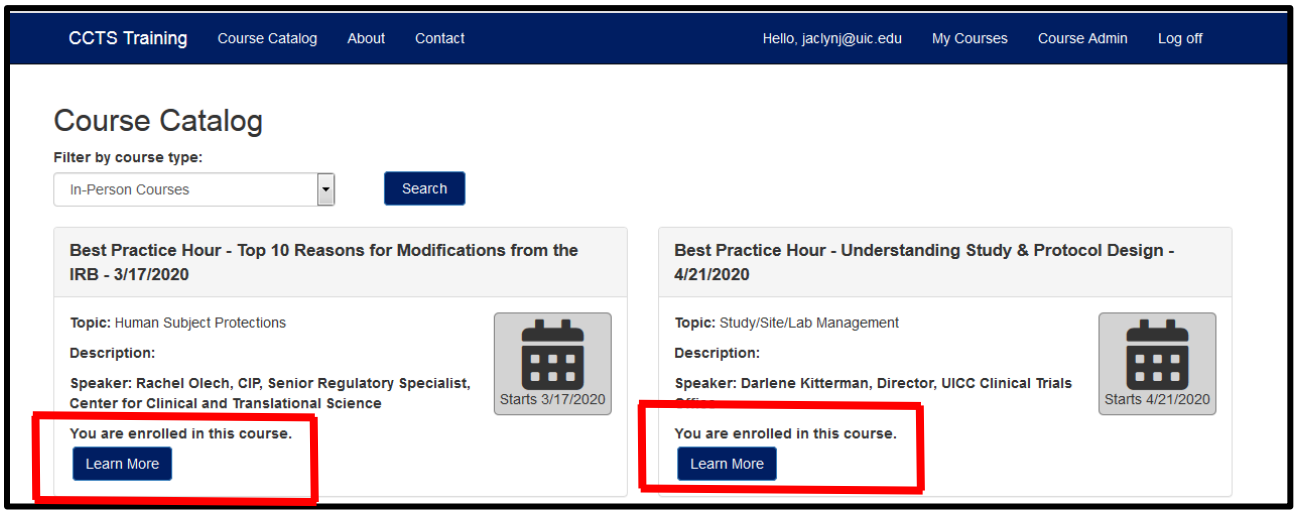


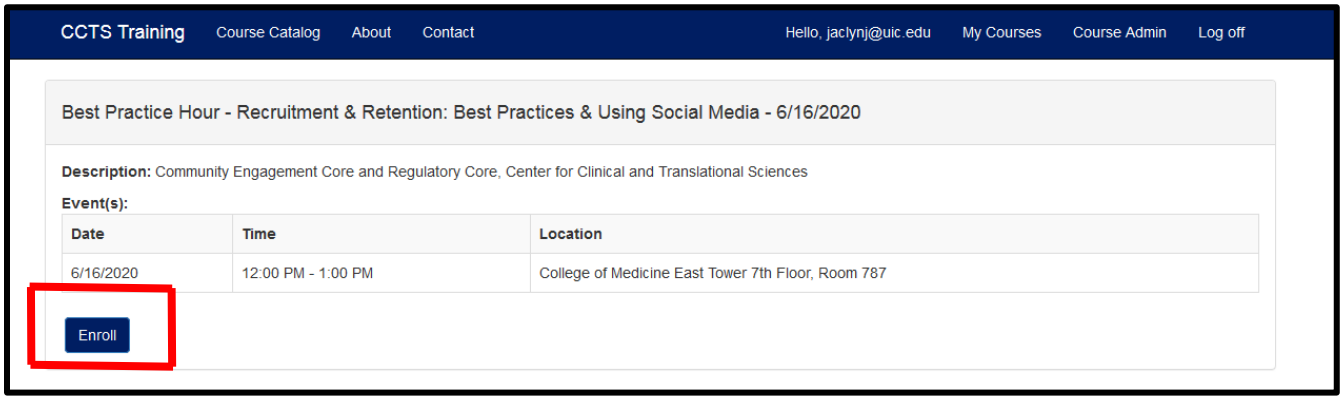
Registering for a course:

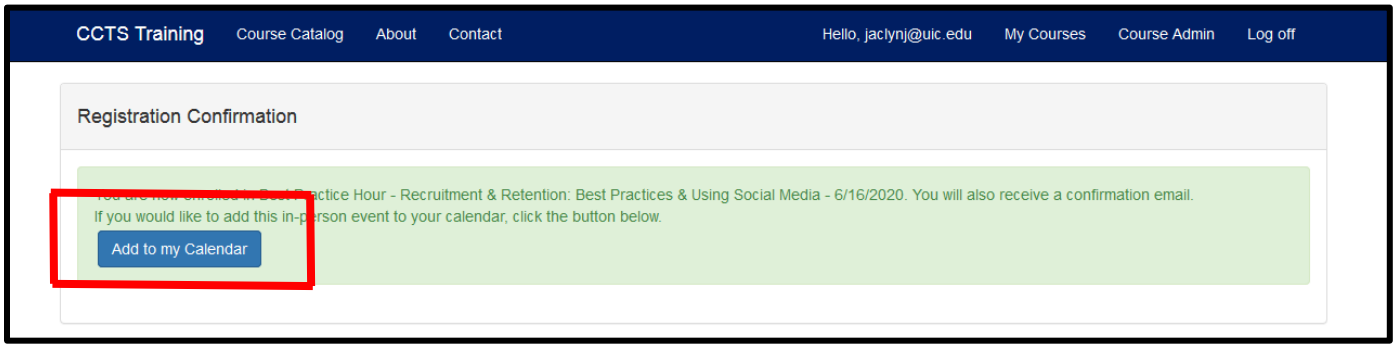
- For In-Person Courses (seminars, workshops, etc.) you'll be brought to the courses that are available to enroll in. Click on Learn More.
- Then click on Enroll

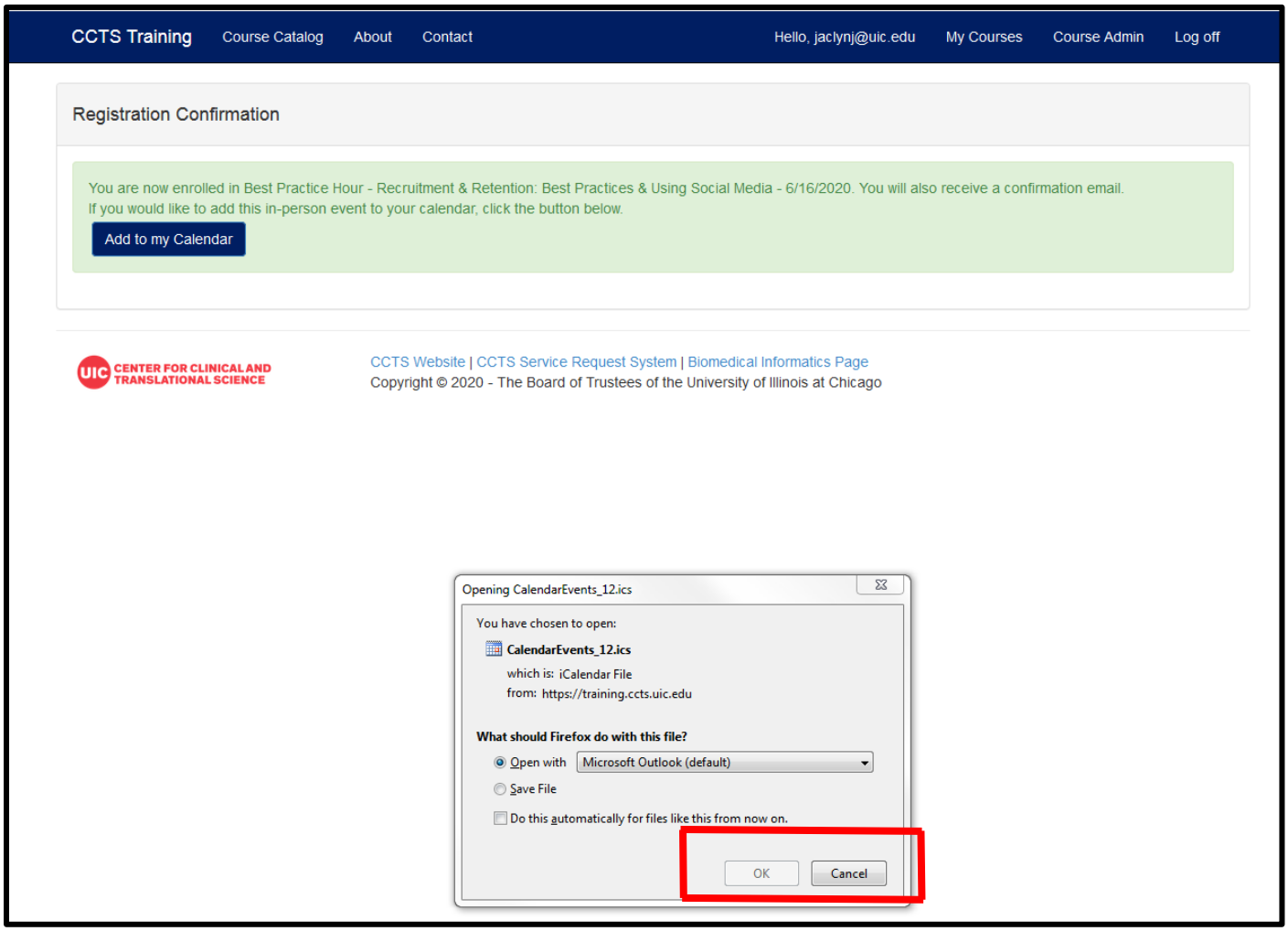
- Once enrolled, you'll be directed to a Registration Confirmation page and will also receive a confirmation email. You may click on Add to Calendar from the Training portal, or a calendar invitation will be included in the confirmation email that is sent to you.



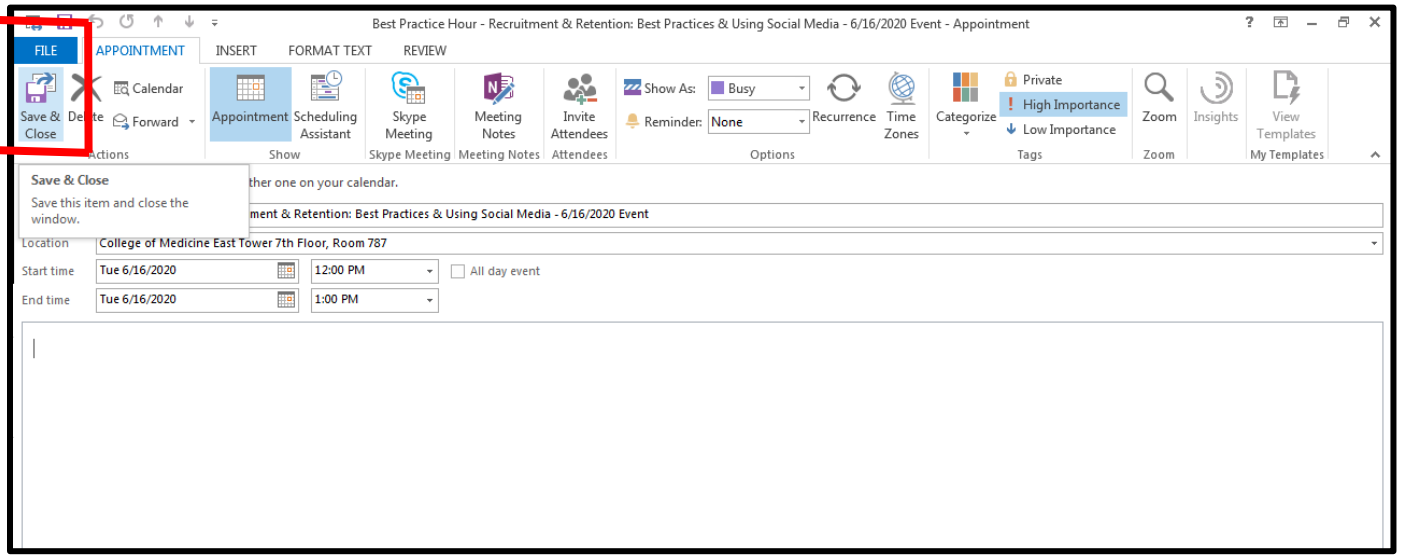


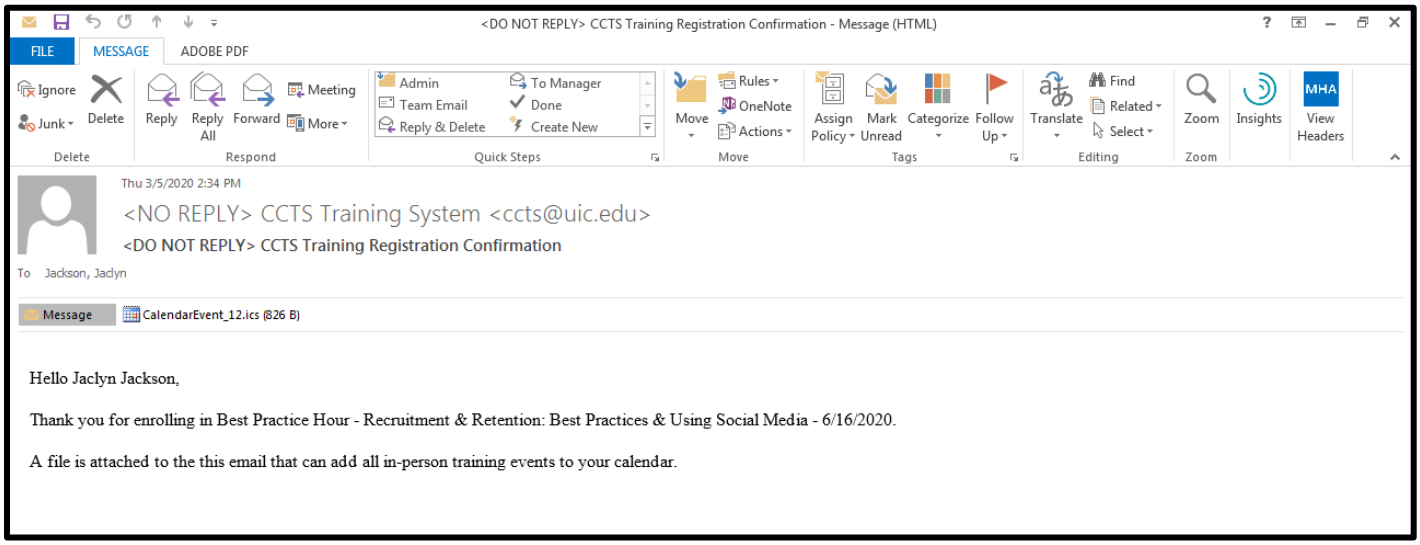


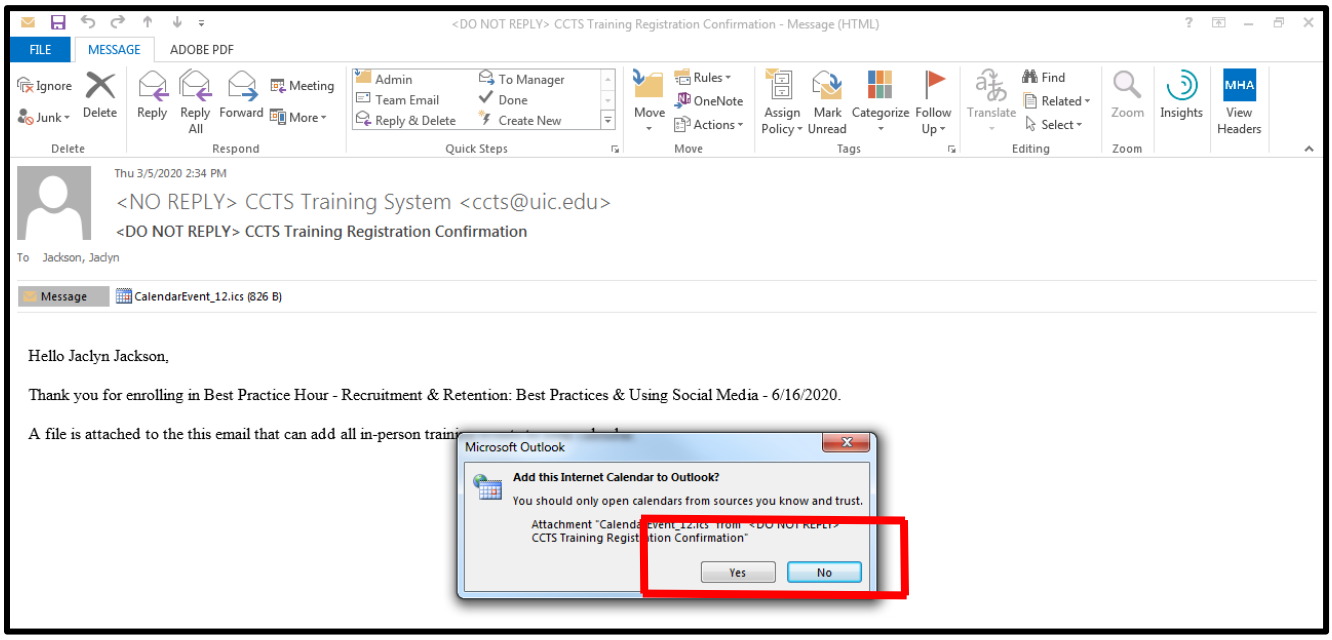


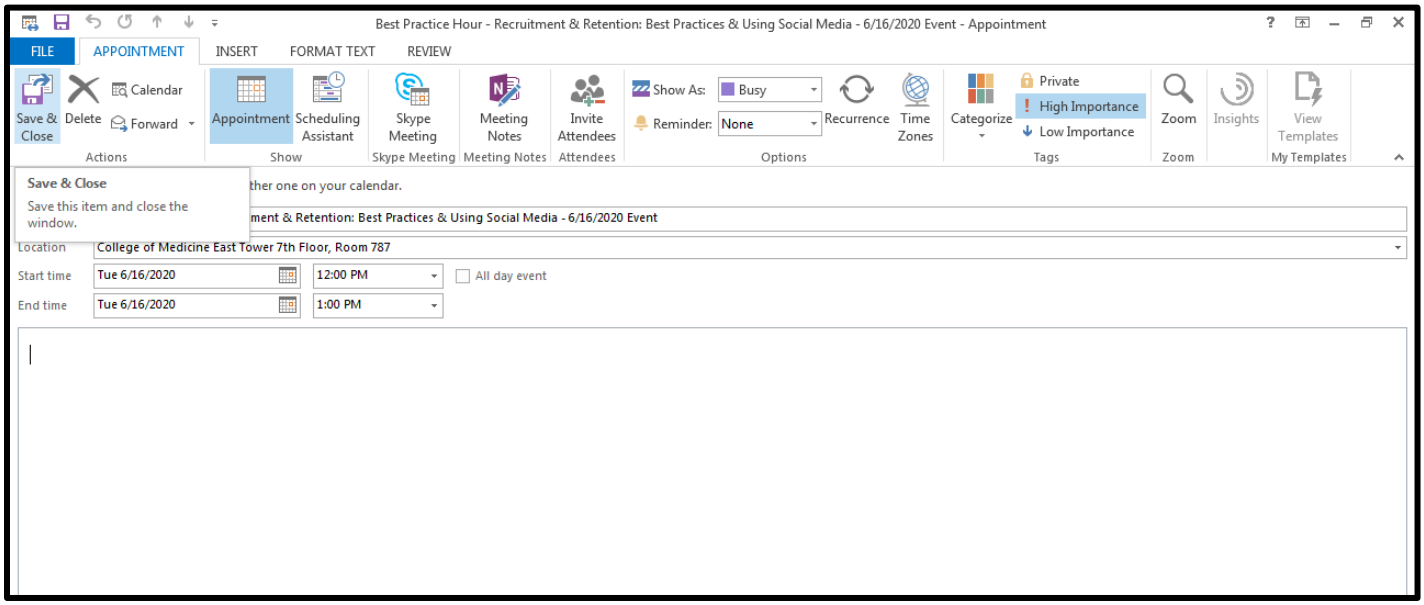


Example of confirmation email and calendar invite:


Best Practice Hour - Recruitment & Retention: Best Practices & Using Social Media - 6/16/2020 Event - Appointment
FILE
APPOINTMENT
INSERT
FORMAT TEXT
REVIEW
Save & Close
Delete
Calendar
Forward
Appointment
Scheduling Assistant
Skype Meeting
Meeting Notes
Invite Attendees
Show As:
Busy
Reminder:
None
Recurrence
Time Zones
Categorize
Private
High Importance
Low Importance
Zoom
Insights
View Templates
Actions
Show
Skype Meeting
Meeting Notes
Attendees
Options
Tags
Zoom
My Templates
Save & Close
Save this item and close the window.
Location
College of Medicine East Tower 7th Floor, Room 787
Start time
Tue 6/16/2020
12:00 PM
All day event
End time
Tue 6/16/2020
1:00 PM

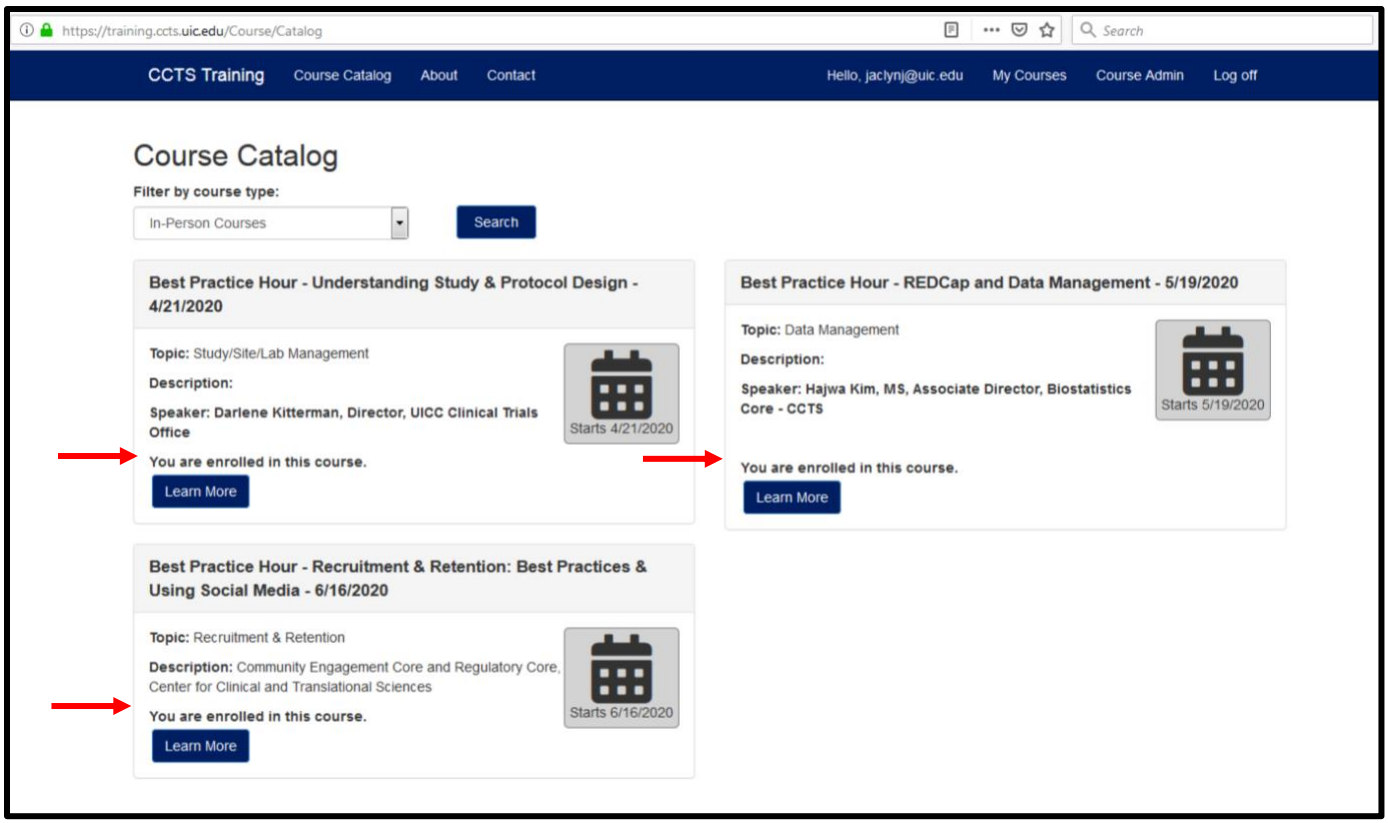

<DO NOT REPLY> CCTS Training Registration Confirmation - Message (HTML)
FILE
MESSAGE
ADOBE PDF
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Admin
Team Email
Reply & Delete
To Manager
Done
Create New
Move
Rules
OneNote
Actions
Assign Policy
Mark Unread
Categorize
Follow Up
Translate
Find
Related
Select
Zoom
Insights
MHA
View Headers
Delete
Respond
Quick Steps
Move
Tags
Editing
Zoom
Thu 3/5/2020 2:34 PM
<NO REPLY> CCTS Training System <ccts@uic.edu>
<DO NOT REPLY> CCTS Training Registration Confirmation
To Jackson, Jaclyn
Message
CalendarEvent_12.ics (826 B)
Hello Jaclyn Jackson,
Thank you for enrolling in Best Practice Hour - Recruitment & Retention: Best Practices & Using Social Media - 6/16/2020.
A file is attached to the this email that can add all in-person training events to your calendar.

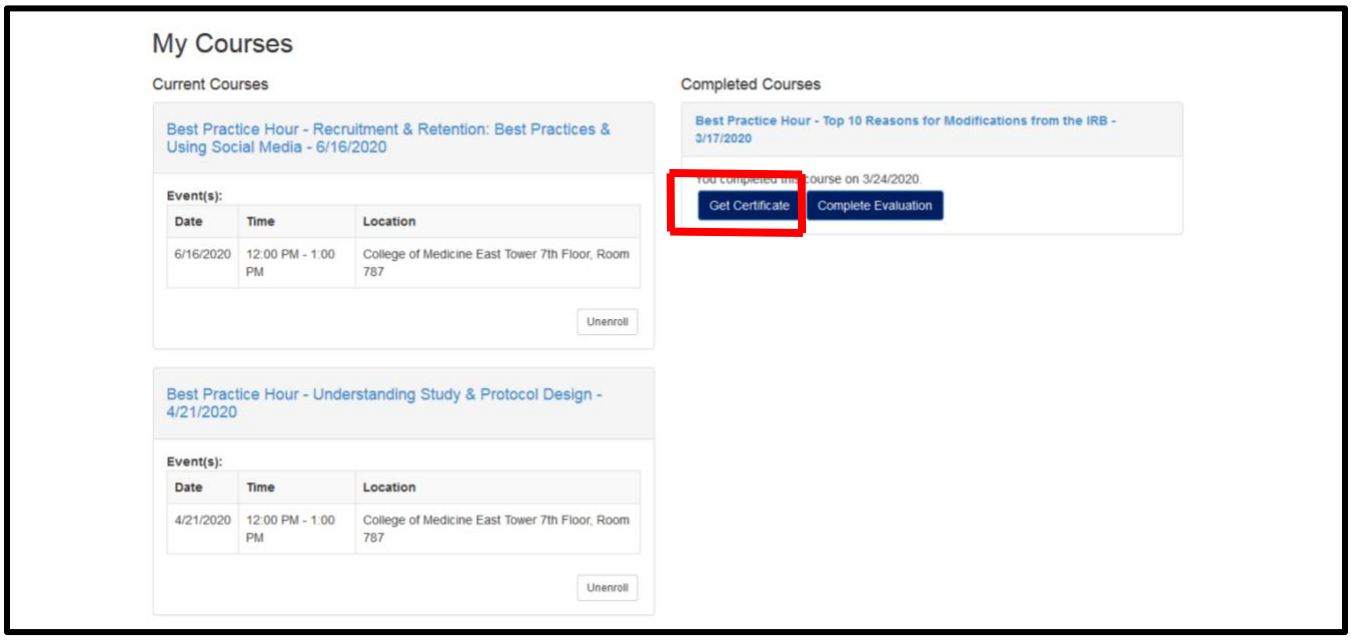

<DO NOT REPLY> CCTS Training Registration Confirmation - Message (HTML)
FILE
MESSAGE
ADOBE PDF
Thu 3/5/2020 2:34 PM
<NO REPLY> CCTS Training System <ccts@uic.edu>
<DO NOT REPLY> CCTS Training Registration Confirmation
To Jackson, Jaclyn
Message
CalendarEvent_12.ics (826 B)
Hello Jaclyn Jackson,
Thank you for enrolling in Best Practice Hour - Recruitment & Retention: Best Practices & Using Social Media - 6/16/2020.
A file is attached to the this email that can add all in-person
Microsoft Outlook
Add this Internet Calendar to Outlook?
You should only open calendars from sources you know and trust.
Yes
No



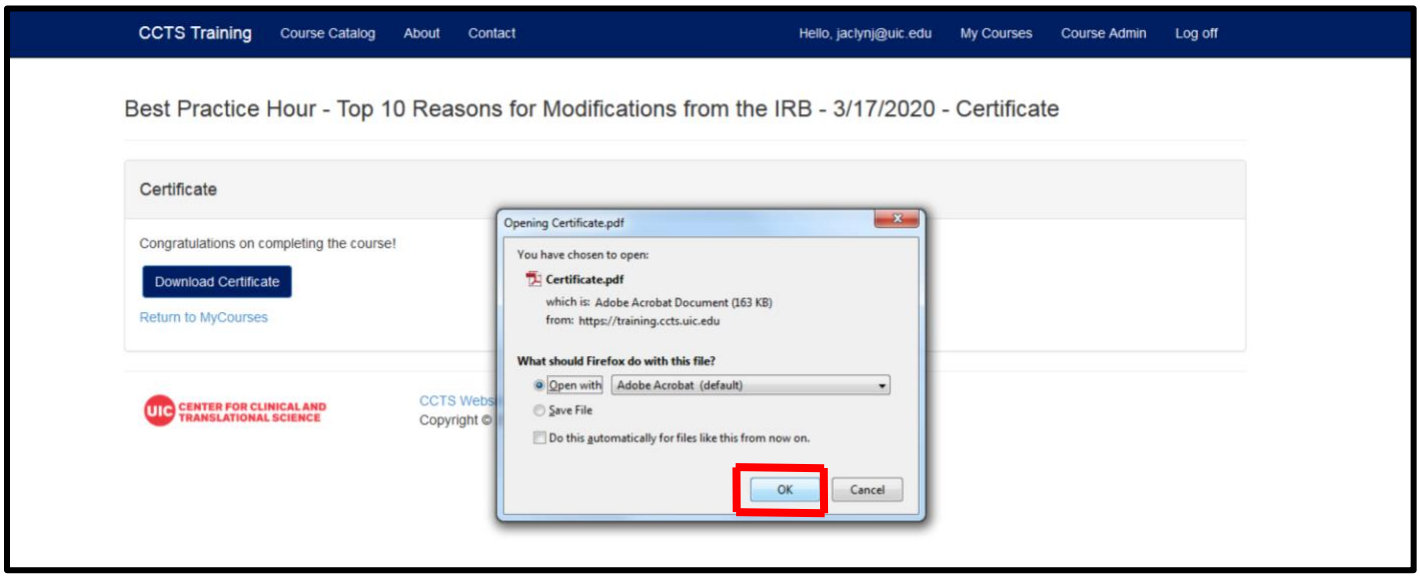
Tracking Your Courses

- When you go back to the training portal, the course you registered for will state that you are registered.
- You can click on My Courses which will list the courses you have registered for and any courses that you have completed.
- After a course has been moved to Completed Courses, click on Get Certificate and Complete Evaluation.




My Courses
Current Courses
Best Practice Hour - Recruitment & Retention: Best Practices & Using Social Media - 6/16/2020
Event(s):
Date
Time
Location
6/16/2020
12:00 PM - 1:00 PM
College of Medicine East Tower 7th Floor, Room 787
Unenroll
Best Practice Hour - Understanding Study & Protocol Design - 4/21/2020
Event(s):
Date
Time
Location
4/21/2020
12:00 PM - 1:00 PM
College of Medicine East Tower 7th Floor, Room 787
Unenroll
Completed Courses
Best Practice Hour - Top 10 Reasons for Modifications from the IRB - 3/17/2020
Get Certificate
Complete Evaluation

CCTS Training
Course Catalog
About
Contact
Hello, jaclynj@uic.edu
My Courses
Course Admin
Log off
Best Practice Hour - Top 10 Reasons for Modifications from the IRB - 3/17/2020 - Certificate
Certificate
Download Certificate
Return to MyCourses


CCTS Training
Course Catalog
About
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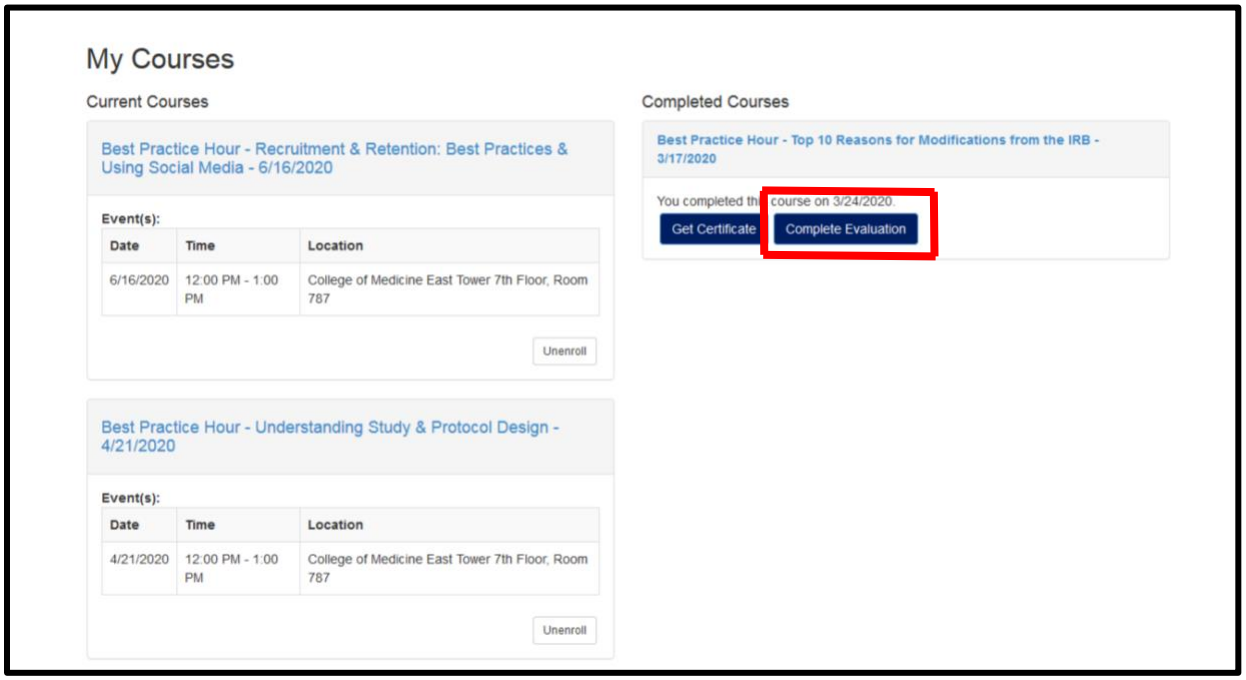
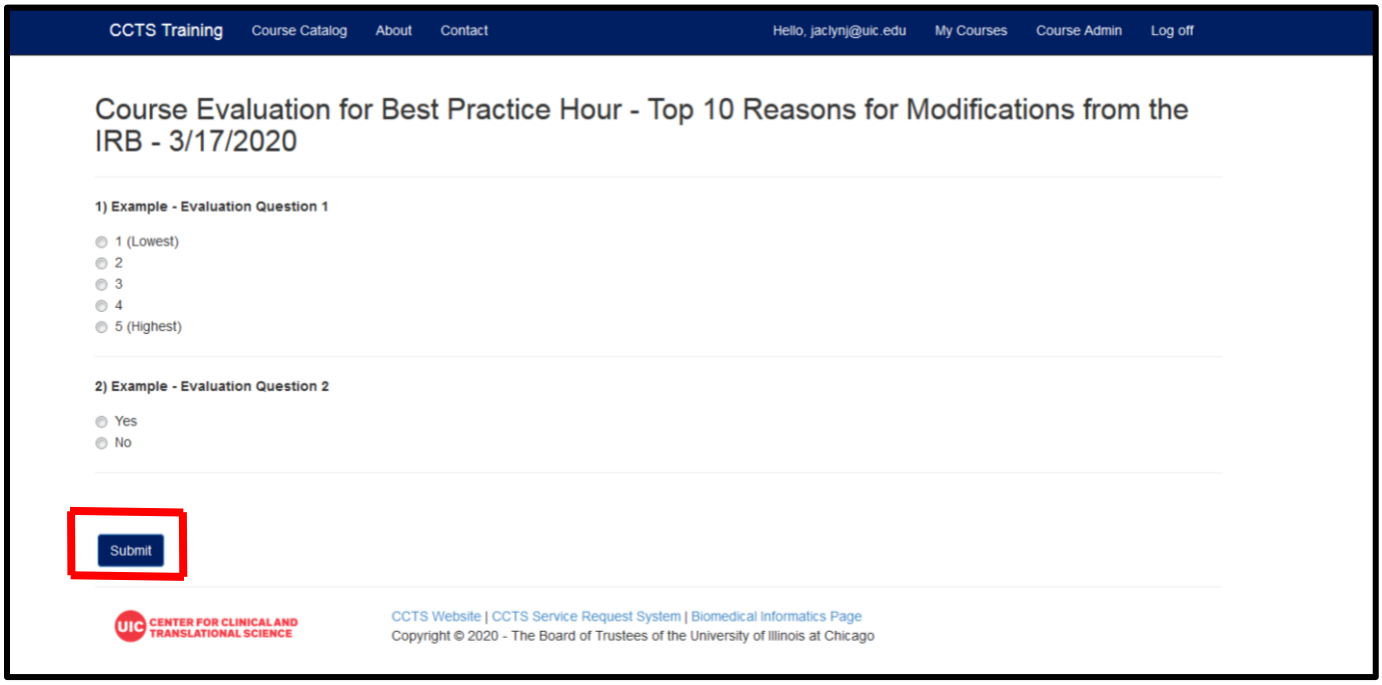
Hello, jaclynj@uic.edu
My Courses
Course Admin
Log off
Best Practice Hour - Top 10 Reasons for Modifications from the IRB - 3/17/2020 - Certificate
Certificate
Congratulations on completing the course!
Download Certificate
Return to MyCourses
CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE
Opening Certificate.pdf
You have chosen to open:
Certificate.pdf
which is: Adobe Acrobat Document (163 KB)
from: https://training.ccts.uic.edu
What should Firefox do with this file?
Open with
Adobe Acrobat (default)
Save File
Do this automatically for files like this from now on.
OK
Cancel

Completing the evaluation.




CCTS Training
Course Catalog
About
Contact
Hello, jaclynj@uic.edu
My Courses
Course Admin
Log off
Course Evaluation for Best Practice Hour - Top 10 Reasons for Modifications from the IRB - 3/17/2020
1) Example - Evaluation Question 1
1 (Lowest)
2
3
4
5 (Highest)
2) Example - Evaluation Question 2
Yes
No
Submit
CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE
CCTS Website | CCTS Service Request System | Biomedical Informatics Page
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