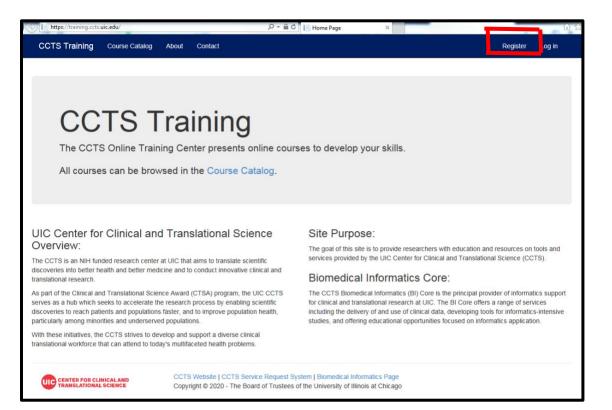


Purpose: This document contains instructions for how faculty, students and staff within the University of Illinois system can access and navigate the CCTS Training Center.

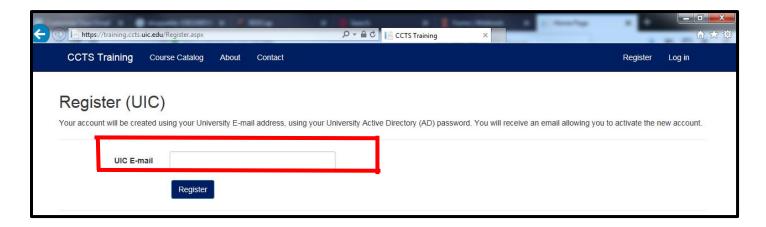
Contact: Jaclyn Jackson (jaclynj@uic.edu)

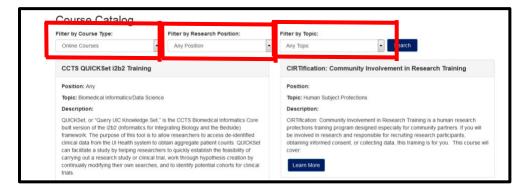
To access the CCTS Training Center for the 1st time: Click on: https://training.ccts.uic.edu/

- Once on the training site, click on Register
- Choose the option that applies to you; since you are a UIC student, faculty, or staff member, you will be directed to the next page to add your UIC email address. This will pull your information and allow you to login with your Shibboleth account in the future.
- 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
 - o 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.



| https://training.ccts.uic.edu/RegisterT | | 요 |
|--|---|-----------------|
| CCTS Training Course Cata | log About Contact | Register Log in |
| Register | | |
| Ріёдзе зеїссі ше арргорнаго годізнано | type below. | |
| I am a UIC student or staff member | I am not from UIC | |
| | CCTS Website CCTS Service Request System Biomedical Informatics Page | |
| UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE | Copyright © 2020 - The Board of Trustees of the University of Illinois at Chicago | |

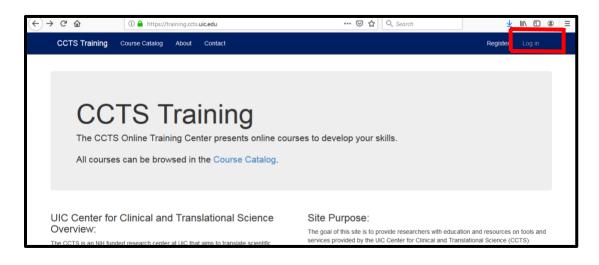




Logging in with a UIC Shibboleth account:

- Start at https://training.ccts.uic.edu/ and click on Log In
- Click on Log in with Shibboleth
- Add your user name and password for your Shibboleth account
- You will be brought to the course catalog where you can filter by:
 - Course Type
 - Research Position
 - o Topic
- 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.



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| UIC Students and Please Log in with Shibboleth. | Staff | |
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| | Please log in Application requesting login: UIC | | |
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| CCTS Training Course Catalog About Contact | Hello, jaclynj@uic.edu My Courses Course Admin Log off |
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| Course Catalog Filter by course type: In-Person Courses | |
| Best Practice Hour - Top 10 Reasons for Modifications from the IRB - 3/17/2020 | Best Practice Hour - Understanding Study & Protocol Design - 4/21/2020 |
| Topic: Human Subject Protections Description: Speaker: Rachel Olech, CIP, Senior Regulatory Specialist, Center for Clinical and Translational Science You are enrolled in this course. Learn More | Topic: Study/Site/Lab Management Description: Speaker: Darlene Kitterman, Director, UICC Clinical Trials View You are enrolled in this course. Learn More |

| Event(s): | | Core, Center for Clinical and Translational Sciences | |
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| Date | Time | Location | |
| 6/16/2020 | 12:00 PM - 1:00 PM | College of Medicine East Tower 7th Floor, Room 787 | |
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| CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE | | CCTS Service Request System Biomedic 0 - The Board of Trustees of the University | | | | |
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| | | GalendarEvents_12.ics which is: iCalendar File from: https://training.ccts.uic.edu What should Firefox do with this file? | | | | |
| | | Qpen with Microsoft Outlook (default) Save File Do this <u>a</u> utomatically for files like this from | now on. | | | |
| | | | OK Cancel | | | |

Example of confirmation email and calendar invite:

| -0 | | 5 (J ↑ ↓ | Ŧ | | | Best Practice H | lour - Recruitme | ent & Retenti | ion: Best Practic | es & Using So | ocial Media - 6/16 | /2020 Eve | ent - Appoint | ment | | | ? 🛧 – | đΧ |
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| Start t | time | Tue 6/16/2020 | | 10 | 12:00 PM | • | All day event | | | | | | | | | | | |
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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.

| https://training.ccts.uic.edu/Course/Catalog | 🖪 🚥 🖾 🔂 🔍 Search |
|--|---|
| CCTS Training Course Catalog About Contact | Hello, jaclynj@uic.edu My Courses Course Admin Log off |
| Event Search In-Person Courses Search In-Person Courses Search Best Practice Hour - Understanding Study & Protocol Design - 4/21/2020 Search Topic: Study/Site/Lab Management Search Description: Speaker: Darlene Kitterman, Director, UICC Clinical Trials Office Vou are expolled in this course Starts 4/21/2020 | Best Practice Hour - REDCap and Data Management - 5/19/2020 Topic: Data Management Description: Speaker: Hajwa Kim, MS, Associate Director, Biostatistics Core - CCTS |
| You are enrolled in this course. Learn More Best Practice Hour - Recruitment & Retention: Best Practices & | You are enrolled in this course. Learn More |
| Using Social Media - 6/16/2020 | |
| Topic: Recruitment & Retention Description: Community Engagement Core and Regulatory Core, Center for Clinical and Translational Sciences You are enrolled in this course. Learn More | |

| | rses | | Completed Courses |
|---|-----------------------|---|---|
| Best Practice Hour - Recruitment & Retention: Best Practices & Using Social Media - 6/16/2020 | | | Best Practice Hour - Top 10 Reasons for Modifications from the IRB - 3/17/2020 |
| Event(s): | | | Concerning Course on 3/24/2020. Get Certificate Complete Evaluation |
| Date | Time | Location | Cet Certificate |
| 6/16/2020 | 12:00 PM - 1:00 PM | College of Medicine East Tower 7th Floor, Room 787 | |
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