

How to **REGISTER** in OWL  
for online  
**RESEARCH CONFLICT of  
INTERESTS RE-training**



Before you do anything else, please open a duplicate of **these instructions** in another browser window. That way, you can refer to the instructions as you set-up your training.

For internet Explorer:

Hold down the “Ctrl” key and click the “N” key to duplicate these instructions in another window. Or, Select “Page” off the menu, then “New Window” from the dropdown menu.

For other browsers:

Copy the link below, and paste it into the address bar of a **new** browser window:

<https://researchaffairs.llu.edu/sites/researchaffairs.llu.edu/files/docs/research-coi-training-access-guide.pdf>

Then, access the Course Registration web page by clicking the link immediately below:

☞ [CLICK HERE](#)

Please rearrange you windows so you can see the **Registration** website in the window you just opened, and can also see **these instructions** (which should still be open) in another window.

(Note: Some of references such as web addresses and course numbers in the illustrations may vary from what you actually see on your screen.)

This dialog may come up on your screen:

A screenshot of a login dialog box. It has two input fields: "Email:" and "Password:". Below the fields is a "Login" button. At the bottom left, there is a link "Join myLLU" and a link "Forgot Password?". A red arrow points from the "Forgot Password?" link to the "Email:" field. In the center, there is purple text: "Provide the e-mail address and password you regularly use to access your institutional e-mail account".

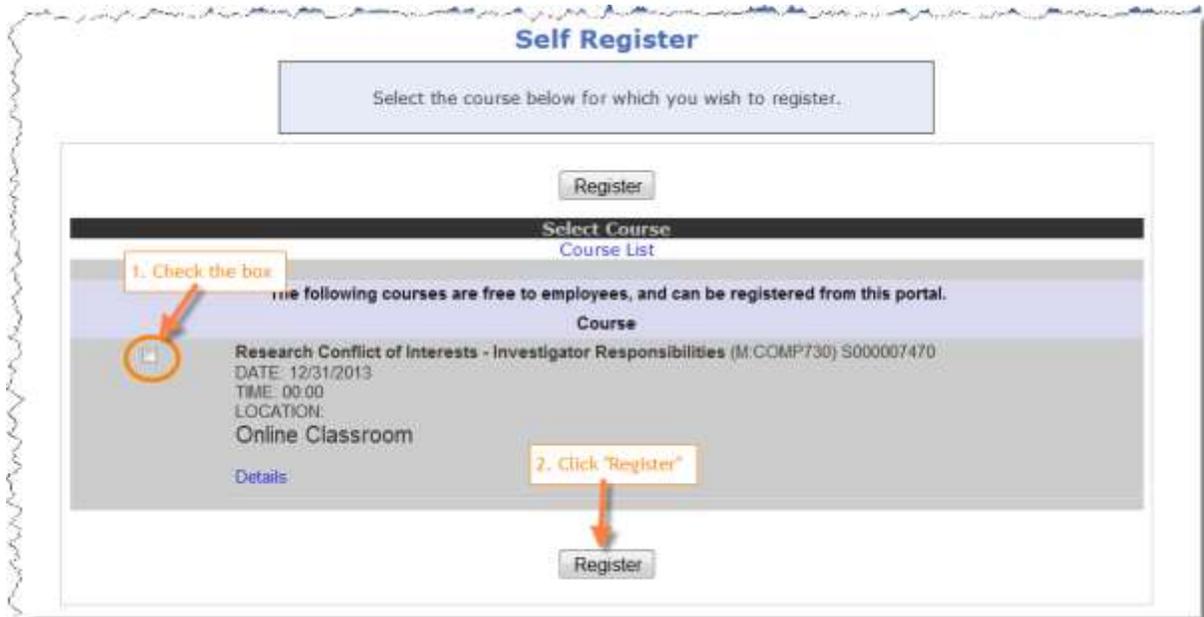
For problems with this step, you can click “Forgot Password?” for a reset.

Or, call the:

Help Desk x48611 (University)

Service Desk x48889 (Med Center)

1. On the next screen, do as shown below:



2. Next, you will see a confirmation screen .



(If it does not say "Registration Confirmed" or "Already Registered" under "Results", there is a problem. Information Technology will have to make adjustments to your records in various databases in order for you to register. **Please call JR at Ext. 87463 for help.**)

3. **Close** the window by clicking on the corner "X" as shown:



4. When you click the link (at the end of these instructions) that takes you to the actual COI training course, you will be asked to provide your username and password *again* as shown below:

LOMA LINDA UNIVERSITY

You are not logged in. ([Login](#))

[CE Online](#) ▶ Login to the site

**Returning to this web site?**

Login here using your email and password  
(Cookies must be enabled in your browser)

Email:

Password:

**Is this your first time here?**

Attention:  
Your log in username is now your full email address:  
i.e. jsmith@llu.edu

Welcome to Continuing Education Online!  
If you have any trouble logging in, please contact the Loma Linda University helpdesk.

Email: lluhelpdesk@llu.edu  
Phone: (909) 558-8053  
Extension: 48611

You are not logged in. ([Login](#))

Then, you will find the Conflict of Interests: Re-Training course somewhere under “My courses”; click to enter.

Training video: 2017

Teacher: James Krausz

S000033687 **Research Conflict of Interests - Investigator Responsibilities Re-training: 2017**  
Teacher: James Krausz

S000033703 **BLUE Book: 2017**  
Teacher: Joy Guy

S000033782 **Preventing Sexual Harassment: 2017**  
Teacher: Lizette Norton

S000030932 **CITI Basic Course**

☞ [Click here to go to the training](#)

<http://ceonline.llu.edu/moodlece/course/view.php?id=6986>