



These instructions are specifically for the online course:

Research Conflict of Interests – Investigator Responsibilities RE-Training

VERSION for: NON-employees of Loma Linda University Health System OBTAINING ACCESS TO THE TRAINING

You do not have to pay to access this required training. However, the training is delivered through a website that works just like any commercial website with items to sell. You identify the course, put it in your "shopping cart", then "check out" by establishing a new account (under your name), and then "place your order." We refer to this process as "registering" for the course. These steps are covered in the following instructions:

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-non-llu.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.)

1. The following screen will appear:

Please click the “Add to Shopping Cart” link, as shown below.

Loma Linda University | Loma Linda University Medical Center



LOMA LINDA UNIVERSITY
HEALTH

Research Conflict of Interests - Investigator Responsibilities Re-training: 2017

Start Date: Sunday, December 31, 2017
End Date: Sunday, December 31, 2017
Time: 12:00am - 12:00am
Fee: General Participant \$ 0.00 (9+ remain)
Course Overview: Re-fresher training for Investigator responsibilities for research studies.
Venue: Online Classroom (Moodle)
Professional Credit: Credit Type Sponsor Credits
Proof of Completion 1

Course URL:
CE Statements/Sponsors_Vendors:

Add to Shopping Cart

2. Go to “Checkout”

Loma Linda University | Loma Linda University Medical Center



LOMA LINDA UNIVERSITY

[Search for Courses](#) | [Calendar](#) | [Shopping Cart](#) | [Login](#)

Shopping Cart
You can continue to add courses into your cart or select 'Go To Checkout'

Add Course **Start Date**

[Research Conflict of Interest s - Investigator Responsibilities](#) Monday, December 31, 2012

Go To Checkout **Update Shopping Cart**

Search for Courses

Click Checkout button

3. Create your account

[Loma Linda University](#) | [Loma Linda University Medical Center](#)



LOMA LINDA UNIVERSITY

[Search for Courses](#) | [Calendar](#) | [Shopping Cart](#) | [Login](#)

Registration

Choose an option

Create a new account

I already have an account

Email Address

Password

[Forgot password](#)

Submit

1. Accept this "default" (unless you've previously set-up an LLU continuing education account)

2. Click the Submit button

4. Fill in the requested information to create your "User Profile"

[Search for Courses](#) | [Calendar](#) | [Shopping Cart](#) | [Login](#)

New User

Please provide your most current information. (* = Required)

For Non-Licensed Personnel, please denote your profession as "Other", license as "None".

Title (Mr., Mrs., Ms., etc)	Ms.
First Name*	Joy
Last Name*	Imadoc
Organization	
Address Line 1*	
City*	Kenosha
State*	Wi
Postcode*	12345
Country*	USA
Work Phone	
Home Phone	
Email Address*	jerase.me@fakemail.com
Profession 1*	Physician
Profession 2	

Please use the **same email** address that you previously provided to Loma Linda University. (If this is the first time you've given us your email address, please use this from now on.)
Otherwise, your credit for taking this training will be significantly delayed.

(4. Continued)

Please Note the special instructions if your job does *not* require a professional license. (If it does, use the dropdown and fields supplied to provide the information about your license).

If your job does not require a Professional License:

The screenshot shows a form section with the following fields and annotations:

- Profession 1***: A dropdown menu with an arrow pointing to it and the text "Select 'OTHER' from the dropdown".
- Profession 2**: A dropdown menu.
- Profession 3**: A dropdown menu.
- License No. 1***: A text input field containing the word "None" in red. An arrow points to it with the text "Type in the word 'NONE' as shown".
- License Expiration 1**: Three small dropdown menus for month, day, and year.
- License No. 2**: A text input field.
- License Expiration 2**: Three small dropdown menus for month, day, and year.
- License 3**: A text input field.
- License Expiration 3**: Three small dropdown menus for month, day, and year.

On the bottom of the form:

The screenshot shows the bottom of a form with the following elements:

- Degree 3**: A text input field.
- Password**: A text input field.
- New Password ***: A text input field.
- Reconfirm Password ***: A text input field.
- A red box highlights the "New Password" and "Reconfirm Password" fields, with an arrow pointing to a "Save Details" button below them.
- Text below the fields: "* = Required".
- Text to the right of the "Save Details" button: "On the bottom of the form, create a new password, confirm, then Save all your entries."

WARNING: PASSWORDS are CASE-SENSITIVE and can be at most TEN (10) characters in length. (If you go over ten characters by accident, the system will chop your input down to exactly 10, and will only accept that shortened password later for accessing the training.) Please, write down and memorize your username and password, because you will need these to access the course itself.

5. **One time only, please** click the “Complete Registration” button.

(Please be patient... it may take a while to process.)

The screenshot shows a registration completion page with the following sections:

- Summary**

Course	Start Date
Research Conflict of Interests - Investigator Responsibilities	Monday, December 31, 2012
- Payment Options**

Please be patient. Clicking the 'Complete Registration' button more in duplicate charges.

Contact LLUMC Staff Development if you need further assistance

No payment required. Click on the continue button to register.
- Check the box.** (Annotation pointing to a checkbox)
- I agree to terms and conditions.**

[Please go here for our terms and conditions.](#)
- Click Registration Button** (Annotation pointing to the 'Complete Registration' button)
- Complete Registration** (Red button)

6. **When registration is complete,** the screen will provide the link to the training, as shown in the image below by the orange arrow:

The screenshot shows the 'Thank You' page from Loma Linda University. It includes a navigation menu, a 'Thank You' message, and a course link highlighted by an orange arrow.

LOMA LINDA UNIVERSITY

Home | [Search for Courses](#) | [Calendar](#) | [Update Details](#) | [Change Password](#) | [Current Schedule](#) | [View History](#) | [CE Credits](#) | [Logout](#)

Thank You

Thank You for registering

Course

Research Conflict of Interests - Investigator Responsibilities

You have been enrolled in one of our online courses, *Research*.

Please go to <http://ceonline.llu.edu/moodlece/course/view.php?id=...> to take the course. You will be asked to login. Your username is jerase.me@fakemail.com . You password is the same password you used for the CEPortal.

Finally!
Here is the link to the course.

(You can also click the link at the end of these instructions to access the training, once your registration is complete.)

7. You are now entering the system where the training is actually hosted. You will be **asked to provide the same username and password** that you just created (above in Step 4) in order to register:

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](#))

8. Find the **Conflict of Interests** course on 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](#)

If you have any other questions or problems whatsoever with Registration or with taking the course, please contact:

JR Krausz, JD — *Research Education*

LOMA LINDA UNIVERSITY | Office of the Vice President of Research Affairs | Research Integrity

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