Training and IRBNet

Important Notes:

- CITI Training Modules are **NOT** linked electronically to IRBNet.
- Each IRBNet user is responsible for the upload of training to his/her own IRBNet profile.
- When using the Link Training/Credentials tool, the training available to Link will only display for those personnel which have been granted SHARED access to the project.
- Linking Training to Projects is a two part process, requiring action from both users and PIs. The PI is responsible for his/her part for EVERY PROJECT under committee oversight.

USER REPONSIBILITY:

1. Save training documentation in a digital format: html, jpg, doc, pdf, etc.
2. Log-in to IRBNet.
3. Click the "User Profile" link at the top right of the page.
4. Scroll-down the page, and click "Add New Record".
5. If adding completely New Record, select "none of these" and click "Continue". If updating, select the appropriate record, then click "Continue".
6. Select the Document Type from the drop-down menu.
7. Input the "Effective Date".
8. Click "Browse" and navigate to where you have stored the digital records. Choose appropriate record.
9. Then click "Attach".
10. Now on the User Profile page again, scroll-down to the table of Training and Credentials. At the end of the row with the new training record, click the "Submit" link.
11. Search for "South Alabama", click "Continue".
12. Enter a message if you desire, then click "Submit".

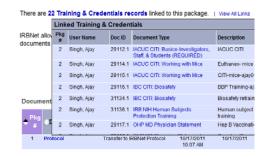This will be repeated for each training record. Multiple records must be individually uploaded.

PI REPONSIBILITY:

1. Select a Project by clicking the title.
2. Click the "Share this Project" option from the left-hand navigation bar.
3. Select "Share" as the type.
4. USA should be preselected, click "Select Organization".
5. Search for your "additional personnel" by name: first, last, or partials.
6. Once the personnel are displayed, grant them at least READ access to the project.

This will be repeated for each additional personnel before the next steps.

7. Return to the Designer by clicking "Designer" in the left-hand navigation bar.
8. Scroll-down the page to line which reads "There are ## (or no) Training records linked to this project. Click "Link/Unlink".
9. Now all of the Shared users Training/Credentials are listed. Select all records which apply to the project (not necessarily all). *Including your own!*

NOTE: Package must be UNLOCKED to Link Training/Credentials.

For more information please see the IRBNet Guides which can be found [here] or contact ORCA staff via the contact information on the web-page.