

How to register for CTSI CRC online training modules through the University of Minnesota's Training Hub

Course Names
• Participant Recruitment and Retention
• Research 101 for Clinical Research Coordinators
• Research Ethics
• University of Minnesota and Fairview Research Policies

- 1) Go to the Training Hub at <https://training.umn.edu/>
- 2) Click on Course Catalog.
- 3) There are 2 options to search for courses:
 - a. Type in course title or keywords in the Keyword box **OR**
 - b. Click on department drop down box and select *Clinical and Translational Science Institute*
- 4) Click on Find Courses.
- 5) Click on the title of the course you would like to complete.
- 6) Click on Enroll in Course. A box will appear asking if you are sure you want to enroll in this course. Click OK.
- 7) Under Current Training, click on View Details for the course you want to complete.
- 8) Click on Launch Canvas Course – this should bring you to the Home page of the Canvas Course.
- 9) Follow the directions on the Canvas Course Home Page on how to complete the course.
- 10) After all requirements are met, the course will be listed as complete on the Training Hub and will be added to your University of Minnesota training record.
- 11) Contact crctrain@umn.edu with any questions.

Registration Instructions 07Aug2018