

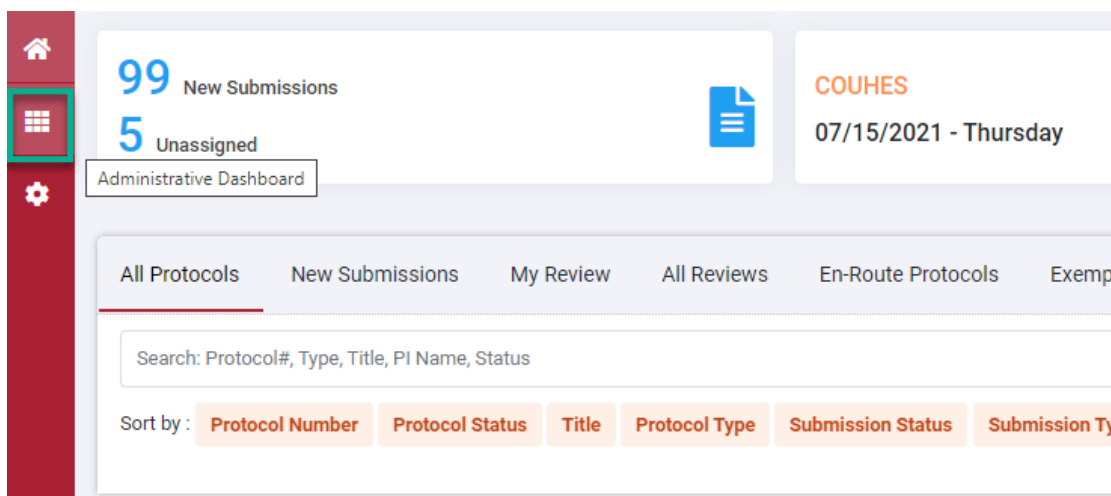
Human Subject Training: View Access

The instructions below are to assist investigators in reviewing and monitoring human subject training for Exempt research. This document is NOT to help investigators complete the required training. Investigator with expired or incomplete training can visit the COUHES website for information on how to complete the human subject training: <http://couhes.mit.edu/training-research-involving-human-subjects>.

COUHES provides the Personnel List for Exempt Research document to assist investigator with managing personnel engaged in the exempt research protocol. See COUHES Forms & Templates: <http://couhes.mit.edu/forms-templates>.

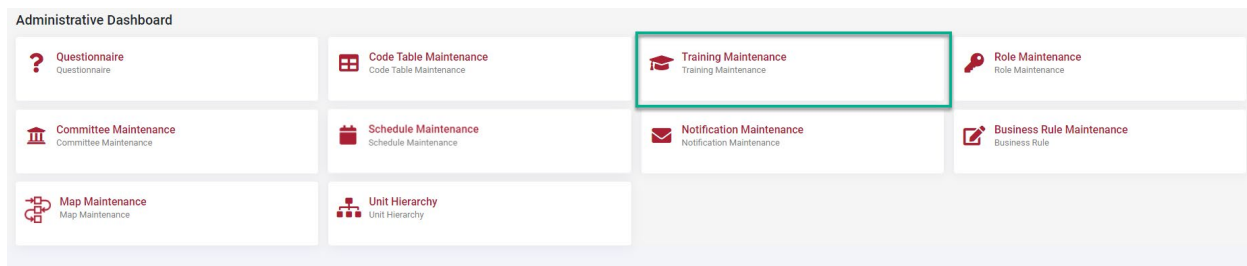
To view your training and other investigators engaged in the research, follow these steps:

1. Log into COUHES Connect: <https://couhes-connect.mit.edu/connect>. You must be logged into your Kerberos account to access Connect.
2. Navigate to the **Administrative Dashboard** on the left-hand navigation bar.



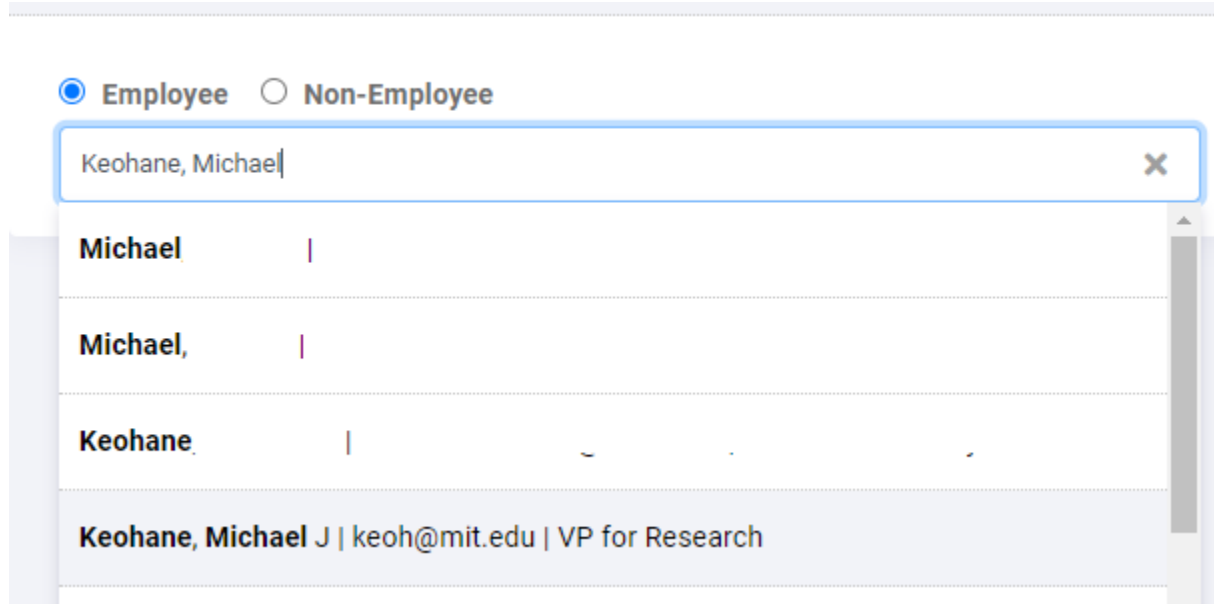
The screenshot shows the COUHES Connect Administrative Dashboard. On the left is a red navigation bar with icons for Home, Dashboard, and Settings. The main content area displays '99 New Submissions' and '5 Unassigned' in large blue numbers. A blue document icon is also present. The top right shows 'COUHES' and the date '07/15/2021 - Thursday'. Below this is a horizontal menu with tabs: 'All Protocols', 'New Submissions', 'My Review', 'All Reviews', 'En-Route Protocols', and 'Exemp'. A search bar is located below the menu, with the text 'Search: Protocol#, Type, Title, PI Name, Status'. At the bottom, there are several 'Sort by' buttons: 'Protocol Number', 'Protocol Status', 'Title', 'Protocol Type', 'Submission Status', and 'Submission Ty'.

3. Select **Training Maintenance** within the **Administrative Dashboard** selections.



The screenshot shows the 'Administrative Dashboard' menu. It is a grid of nine tiles, each with an icon and text. The tiles are: 'Questionnaire' (Questionnaire), 'Code Table Maintenance' (Code Table Maintenance), 'Training Maintenance' (Training Maintenance), 'Role Maintenance' (Role Maintenance), 'Committee Maintenance' (Committee Maintenance), 'Schedule Maintenance' (Schedule Maintenance), 'Notification Maintenance' (Notification Maintenance), 'Business Rule Maintenance' (Business Rule), and 'Map Maintenance' (Map Maintenance). The 'Training Maintenance' tile is highlighted with a green border.

4. Lastly, enter in the personnel details, select the personnel and *Search*. For best search results, see guidance below.



Training details will display once the search is complete.

Person Name	Training	Expiration Date
Keohane, Michael J	CITI REFRESHER-Biomedical Research Investigators	07/18/2020
Keohane, Michael J	CITI-Biomedical Research Investigators	01/09/2017
Keohane, Michael J	CITI REFRESHER-Biomedical Research Investigators	11/16/2016

When searching for personnel within the Training Maintenance screen, follow these best practices:

1. Search by Last name, First name.
2. Search by email and include the suffix (@mit.edu, @media.mit.edu, etc.).
3. Search by Kerbero's ID number.