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: <u>http://couhes.mit.edu/training-research-involving-human-subjects</u>.

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:

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

* == *	99 New Submissions 5 Unassigned Administrative Dashboard						COUHES 07/15/2021 - Thursday			sday
	All Proto	All Protocols New Submissions		missions	My Review		All Reviews	En-Route Protocols E		Exemp
	Search: Protocol#, Type, Title, PI Name, Status									
	Sort by :	Protoc	ol Number	Protocol St	atus	Title	Protocol Type	Submission Statu	us Sub	mission Ty

3. Select Training Maintenance within the Administrative Dashboard selections.

Administrative Dashboard			
? Questionnaire Questionnaire	Code Table Maintenance Code Table Maintenance	Training Maintenance Training Maintenance	Role Maintenance
Committee Maintenance Committee Maintenance	Schedule Maintenance Schedule Maintenance	Notification Maintenance Notification Maintenance	Business Rule Maintenance Business Rule
Map Maintenance Map Maintenance	Unit Hierarchy Unit Hierarchy		

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

Keohane, Micha	el	×
Michael	I	Í
Michael,	1	
Keohane	I	

Training details will display once the search is complete.

🕒 Employee 🚨 Non Employee		
Person Name	Training	Expiration Date
O Keohane, Michael J	CITI REFRESHER-Biomedical Research Investigators	07/18/2020
O Keohane, Michael J	CITI-Biomedical Research Investigators	01/09/2017
9 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 Kerberos ID number.