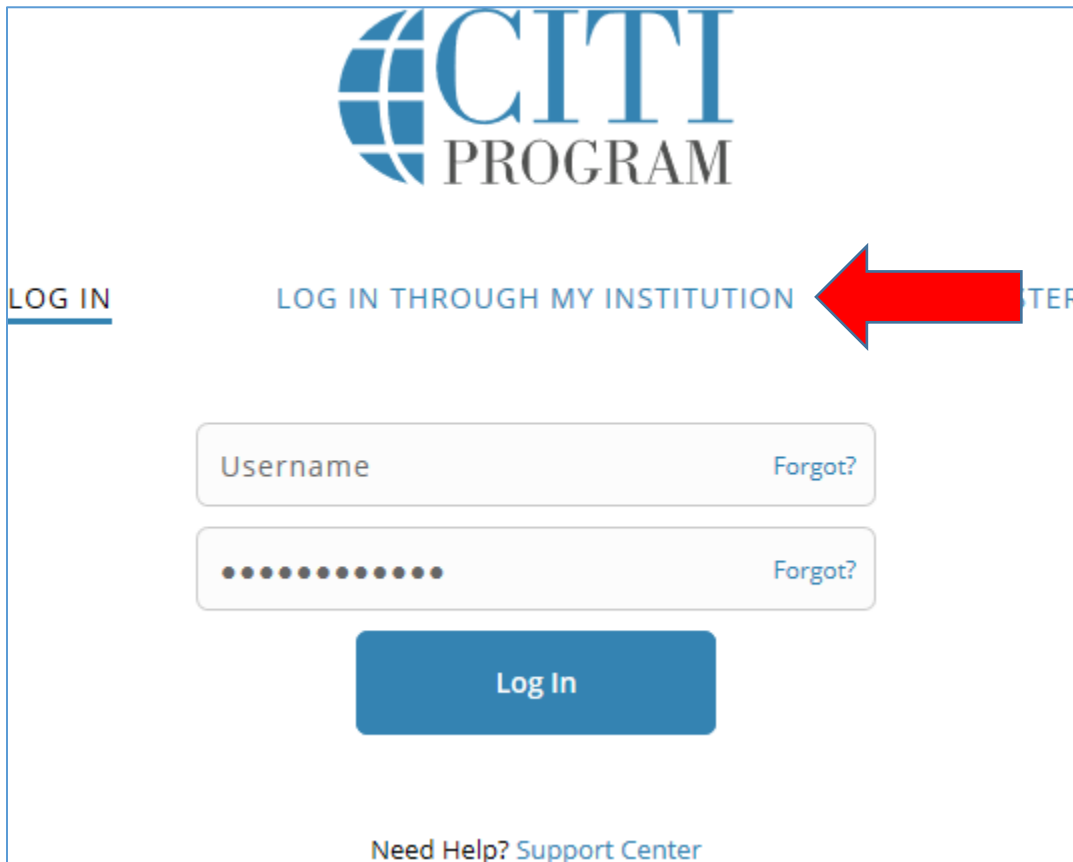


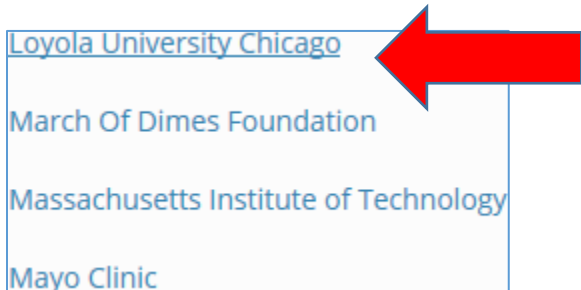


LUC Sponsored Research Personnel

1. Go to <https://about.citiprogram.org/en/homepage/>.
2. You should see the Login button. If not, click on the three black lines on the upper left hand side of the page.
3. Click Login in with my Institution.



4. Scroll; down the list until you see Loyola University Chicago. Click on the link.






5. You will be taken to the Login to Loyola University SSO. Log in with your UVID and Password.

Login to Loyola University SSO

Username (UVID)

Password

LOGIN 

[Forgot your password?](#)


About Loyola's Single Sign-on (SSO)

Loyola uses SSO: a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

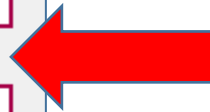
To Log Out: Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don't logout then subsequent users of the computer may be able to access applications as you.

Login instructions:

Use your Loyola UVID and password to connect. If you experience any problems, please clear your browser cache and try again.



LOYOLA
UNIVERSITY CHICAGO

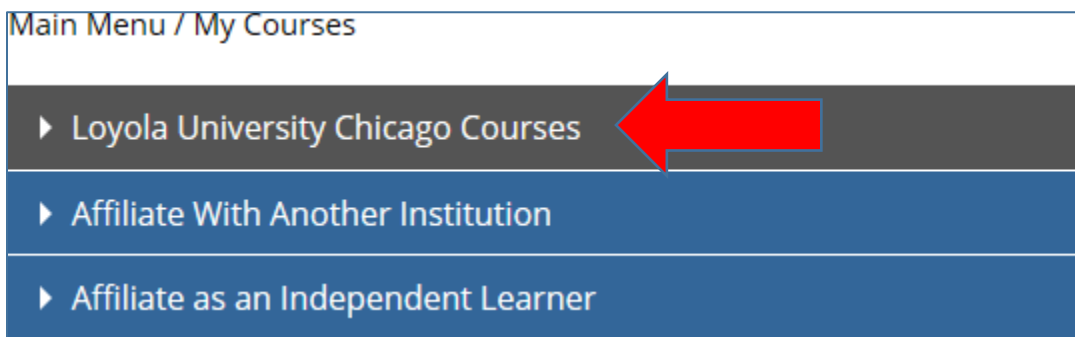


6. Under Loyola University Courses you should now see a link for *Basics of Health Privacy*. Click on the link. This is the required annual HPAA Training for all faculty and staff.

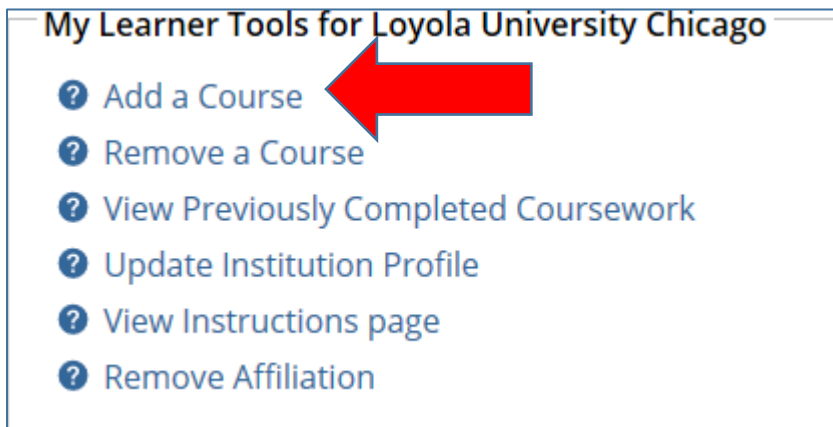


▼ Loyola University Chicago Courses			
Course ?	Status ?	Completion Record ?	Survey ?
Basics of Health Privacy	Passed 06-Aug-2018	View-Print-Share	Post-course evaluation
Basics of Health Privacy for Clinicians	Not Started	Not Earned	
Basics of Information Security	Not Started	Not Earned	

- If you do not see Basics of Health Privacy listed, you will need to add it manually. Otherwise, skip to Step 12.
- Expand the Loyola University Chicago Courses by clicking on it.



- Scroll down until you see My Learner Tools for Loyola University Chicago and click on Add a Course.



- Scroll down until you see the CITI Course Enrollment Questions and click on the radio button for the appropriate user group.



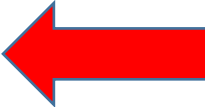
CITI Course Enrollment Questions

[View instructions page](#)

* Select the appropriate user group for the reason you are here today:
Choose one answer

LUC Faculty & Staff Not Currently Involved in Research

LUC Health Sciences Division Faculty/Personnel

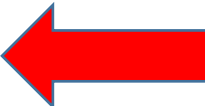
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[Next](#)

11. Pick the Human Subject group you belong to and then click Next at the bottom of the page.

Human Subjects Research

Select the group appropriate to your research activities.
Choose all that apply


Group 1: Select Group 1 if you are conducting research involving human subjects unless you are conducting research that is purely biological/medical in nature. 

Group 2: Only select Group 2 if your study is purely biological/medical in nature.

Not involved in human subject research and do not need to be certified by the Loyola University IRB.

12. Scroll down until you see Required Modules and Click on *Basics of Health Privacy*.

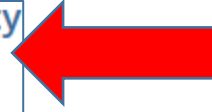
Required Modules

[Basics of Health Privacy \(ID: 1417\)](#) 

13. At the end of the training. Click on Take the quiz for Basics of Health Privacy.



Take the quiz for Basics of Health Privacy
View Post-Course Completion Options



14. Answer all the questions at the end before leaving the training, In order to receive credit for completing the training you must answer at least 80% of the questions correctly.

If you have questions or need additional help, please contact us as hipaa-privacy@luc.edu.