



Research Monitor's Access

All Research Monitors must complete “HIPAA Training for Research Monitors”.

Departments must take the following steps for requesting training for a Research Monitor. Please keep in mind that there is a 2-3 day system processing time for this process.

1. The Department requester must have access to RAS/Compliance Management in AIS in order to create an NID (**Department Approval Required**). If you need assistance, please contact the AIS Helpdesk at 314-935-5707.
2. The Department must create the NID. The instructions can be found on the Learn@Work website under General Information – Creating and Managing NID's for Non-WU Collaborators. The website is: <https://learnatwork.wustl.edu/training-resources/>. Please deactivate the NID once the research monitor has completed their assignment.
3. The Department must communicate the NID/password and training information to the Research Monitor. There is a sample email of the instructions below.
4. Research Monitors are required to complete their training before access to the system. This one time training can take 10-15 minutes to complete the module.
5. Departments will need access to Learn@Work reporting to verify HIPAA completion.
6. The EPIC Research Team has been instructed to grant access for monitors only if the training has been completed.

Sample Email Instructions for Research Monitor Training

HIPAA Training for Research Monitors

Here is what you need to complete the Washington University HIPAA Training for Research Monitors.

1. Create a WUSTL Key. Go to: <https://connect.wustl.edu/selfservice/>

The following URL provides instructions for creating a WUSTL

Key: <http://connecthelp.wustl.edu/HOWTOS/Pages/creatingwustlkey.aspx>

All first time users who log in to the system with their Non-Employee ID (NID) and password will be prompted to choose a WUSTL Key and create a new password. There is a 24 hour turnaround time in the system when a NID is created until you can setup your WUSTLKey. **Reminder - each workforce member must set up his or her own WUSTL key.**

Here is the NID and password that was created for you.

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You will use the NID and Password to create your WUSTL Key. The WUSTL Key is used to access HIPAA training.

If you experience any problems setting your WUSTL Key, please contact AIS Helpdesk at 935-5707

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2. You should receive a system email with the link for HIPAA Training for Research Monitors. This is the link in case you don't receive the email: https://wustl.sabacloud.com/Saba/Web_spf/SPCTNT456Site/commmon/ledetail/course0000000000002061.
 3. Research Monitors will need to select their training "HIPAA Training for Research Monitors" in Learn@Work. The training will take 10-15 minutes to complete the module. The course must be completed prior to your site visit.