People Administration dropdown - REPORTS

Direct users wanting to check their own records to check their In-Progress portal for any assigned/incomplete training and/or to look in their My Training tab > Completed Courses page (or Certifications page).

**Check a User/Investigator’s COURSE records**

1. Click the Reports tab.
2. Click Search to bring up report options.

3. Choose a Report. **AD HOC COURSES** report
   - Leave Course field open and enter person fields to get full transcript of that person (all their courses)
   - Enter a Course name to get list of all people who have taken that course.

4. Hover with your mouse over the Actions (far right column) and click Email if you want to send it to someone or otherwise click Execute.

5. Enter in fields you want to search by.
   - Narrow your search by entering more details. Leaving “course” field black results in All courses being found for a person.
REPORTS Continued

3. Choose a Report. AD HOC CERTIFICATION Compliance Status report
   - Allows you to see all people with a certain certification (or all certifications held by a certain person)
   - Certification “Status” can be either Assigned, In-Progress, **Acquired**, Overdue, or Expired. Acquired means that all requirements are complete and current.

   If you enter a specific certification **without any Person identifier, you will get a list of everyone** holding that certification including those who are only Assigned, as well as those who are currently in Acquired status (compliant).

   If you enter a person’s name or one of their identifiers (NetID, APID...) and **leave the Certification field blank, you will get a list of all their certifications.**

   The system has some limitations, so if you get error, try to narrow your search further or check the spelling or ID number for accuracy.

   Contact the Helpdesk at train@ora.msu.edu if you would like a special report turned on or created for your needs.
People Admin dropdown – Assign/remove Certification Requirement

Add the HRPP JOB ROLE

You will already be on the Internal Search for People page.

1. **Search.** Choose a field/s to search by. The more detail, the fewer results you will get. For example, if you only enter last name = smith, then you will get all users with the last name smith. Narrow your search by adding a first initial or first name.

2. **Click FULL PROFILE**

3. Scroll down to Job Information > Required Roles. Click to **Add Required Role.**

4. **Find Human Researcher (HRPP/IRB), check box and hit Add These Roles button.**

Enter search terms and click “Search”. Clicking “Search” without entering search terms will display all roles.
People Administration dropdown – PROXY View

From People Administration, click the Proxy Settings menu item.

Choose “Add Proxy”

Add yourself as the Proxy. Search for who you will be viewing using the Picker.

Proxy Settings: Add New Proxy

Select Proxy*

Select One or More Individuals to Proxy*

Appointment Start Date*

Click/check the left hand box for your selection. Click “Add Selected.”

Immediately, you will see them listed (you can add more people if desired).

Once all have been selected, click the Select button.

Return to complete the other fields. Include Home and Save.

To access Proxy Mode, you may need to click to your Home page. Some browsers require logging out and back in before the Proxy Mode is available.
HRPP Training Program

HRPP/IRB Legacy Certification
Only those with current (< 2 years old) training from FM system (on a project) Will be notified when that expires. Must register and complete the New Training

Human Research Protection (HRPP/IRB) Certification
Path 1: New MSU Researchers or Non-MSU Researchers Who Do Not Have Alternate Training
Course: Overview of Human Research Protection Requirements
  • new researchers
  • most common
  • course with 3 assignments (2 required or option to email request for waiver)

Path 2 Non-MSU Researchers with Existing Human Subject Training
Course: Human Research Protection Alternate Training
  • They get a manual waiver of the MSU training (overview)

Path 3: Researchers Who Previously Completed MSU IRB Training Requirements
Course: MSU Human Research Protection Requirements
  • There is a pre-requisite course (the “Legacy” IRB tutorial or CITI training)