

Getting Started Guide NUCATS Online

**Northwestern University Clinical and Translational
Sciences (NUCATS) Institute**

Getting Started

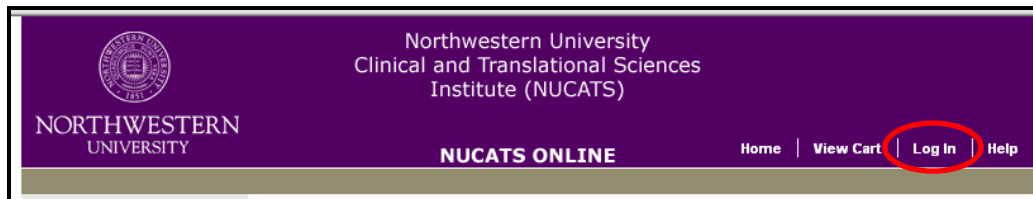
1. Register for NUCATS Online

a. Visit

https://northwestern.prosperitylms.com/req/northwestern_student/index.cfm

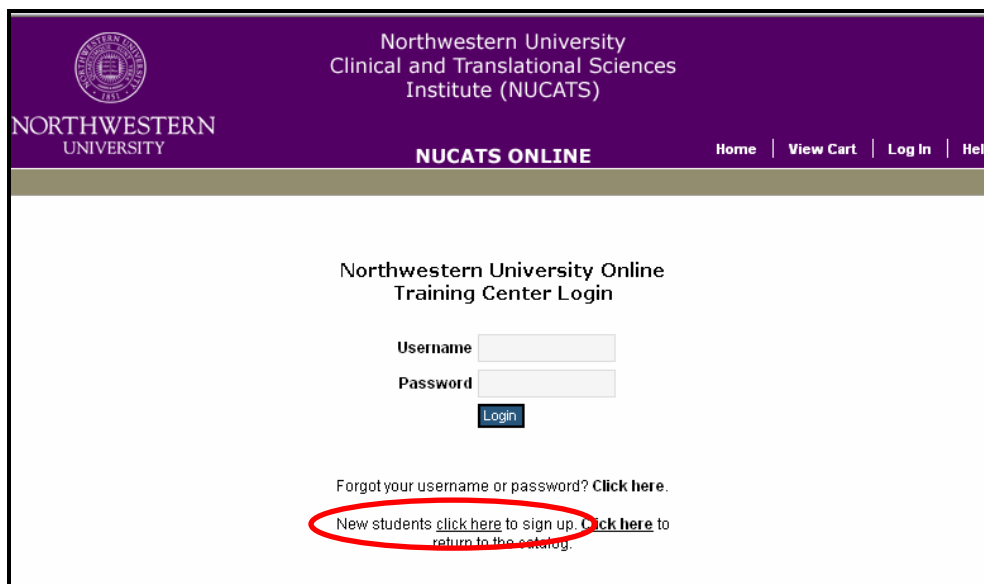
b. Use Internet Explorer 6.0 or higher to access NUCATS Online for best results

c. In the upper right hand corner of the Welcome Page, click "Log In"



d. If you have already registered, put in your username (usually your email address) and the password you created for NUCATS Online. Existing students, please proceed to section 2, Register for Courses.

e. If you have not registered before with NUCATS Online, click the link below that says **New students click here to sign up.**



- f. New students – complete the registration form and all required information and click **Continue** at the bottom of the page.

New Student Registration Form

Please enter your personal contact information. Fields with a red asterisk (*) are required.

Login Information

* Email Address Your email address will be your username. Please double check that your email address is correct so that you can receive confirmation of course completion.

* Password The password you select should be a combination of letters and/or numbers, and must be at least 8 characters long.

* Retype Password

Contact Information

* First Name

Middle Name

* Last Name

* Company

Position/Title

* Phone

* Email Address

Address Information

* Address

Suite or Floor

* City

* State

* Postal Code

Country

- g. New students will be asked to confirm their signup information. If you agree, click **Confirm** in the lower right hand corner of the screen.

Student Signup Confirmation

Please check the following information and make sure it is correct. If everything is correct, press the "Confirm" button. If not, press the "Back" button and edit the incorrect information. If you go back, you will need to re-enter your password.

Contact Information

First Name: Jane
Middle Name:
Last Name: Smith
Company: The Hospital
Position/Title:
Phone: 555-555-5555
Email Address: JaneSmith@company.com

Address Information

Address: 1000 Research Road
Suite or Floor:
City: Springfield
State: IL
Postal Code: 62071
Country: United States

Student Information

Username: JaneSmith@company.com

- h. You will receive a “Signup Confirmation” Screen after you confirm. Please click on the button at the bottom **Go to Student Record**

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Signup Confirmation

Dear Jane Smith,

We are delighted you have signed up.

Thank you very much for your interest in our programs and thank you for allowing us to serve your continuing education needs.

Please click on the "Go to Student Record" button below.

Sincerely,

[Go To Student Record](#)

- i. You will be taken to the page below (2a) so you can register for courses.

2. Register for Courses

- a. Once you login in to your profile in NUCATS Online, you will see your first name and last name in the upper right hand corner of the screen. In this case it is for student **Jane Smith**.

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Welcome Jane Smith

Welcome to our Online Training Center

For help throughout this website, click the Help link found in the top right corner of this page. Here is a brief overview of the key features available in our Online Training Center:

My Profile
Visit My Profile to update any contact information or change your login Username or Password.

My Courses
Visit this page to take any course you have already registered for and not yet completed.

My Programs
The My Programs section will show you your current status within any of your programs.

Register for Courses
Learn more about what any course has to offer and then register for the course that best suits your needs. Account registration is a simple one-time process and online payment can be done with any major credit card.

My Transcript
For any course you purchase, view the beginning and end dates, course status, credits and grades of completed courses.

Message Board
Communicate and share ideas with other students and instructors.

- b. To go to the Course Catalog and register for courses click the **Register for Courses** link in the top navigation bar or click the **Register for Courses** button on the main screen.

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- c. Scroll down in the Course Catalog until you reach the course you would like to register for. In this example, we will register for the **Introduction to Online Learning**. This course is a required prerequisite for **CRC Basic Training Online** and is free of charge.
- d. Click on the pencil icon on the right to **Register**

Introduction to Online Learning

Orientation Course

Introduction to Online Learning - Course PREPAID

CRC001: Introduction to Online Learning is a free class is offered through NUCATS Online, the Northwestern University Clinical and Translational Sciences Institute Online Education program. At the conclusion of this activity, participants will be able to: (1) Register to take the CRC Basic Training Online program through NUCATS Online (2) Discuss basic concepts of clinical research such as: the definition of clinical research, who participates in clinical research, and some of the responsibilities of a clinical research coordinator and (3) Apply the tools and techniques needed for successful, interactive online learning.

Register

Credit: 0 | Completion Period: 1 year | Access to Materials: 1 year

[About this course](#)

- e. When you click on the pencil icon the screen below will appear.
- f. Use your mouse and click the radio button next to the date you want to attend the course.
- g. The date you have selected will have a green dot in the radio button.
- h. **NOTE: If you are taking the March CRC Basic Training Course, you will want to register for the Introduction to Online Learning Course on 3/4/08.**

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COURSE REGISTRATION
Classes marked with an * will require approval.

Select a class:

Start Date	End Date	Schedule	Price
<input checked="" type="radio"/> 03/04/08	03/04/08	Tuesday: March PRECOURSE, 2:00 PM - 2:45 PM;	\$0.00
<input type="radio"/> 03/12/08	03/12/08	Wednesday: PRECOURSE, 11:00 AM - 11:45 AM;	\$0.00
<input type="radio"/> 03/25/08	03/25/08	Tuesday: PRECOURSE, 12:00 PM - 12:45 PM;	\$0.00

- i. When you have selected your preferred course date, scroll down to the bottom of the page and click on the **Apply** button.

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<input type="radio"/> 03/25/08	03/25/08	Tuesday: PRECOURSE, 12:00 PM - 12:45 PM;	\$0.00

Apply Cancel

The **My Courses** page will appear and you will see the March 4, 2008 **Introduction to Online Learning** course is listed as a scheduled course.

Your Course Status	Course Name	Course Date & Location	Course Access	Course Materials	Course Follow Up	Print Certificate
Not Registered	Safety of Biologic Therapies: Making Sense of the Data		 Register Me			
Not Registered	Beyond Cytokines: Evolving Use of Biologic Therapy		 Register Me			
Not Registered	Developing New Targets: Pathophysiology and Biologics		 Register Me			
 Registered	Immunologic Lessons: The Growing Role of Biologic Therapies in Stem Cell Transplantation	February 05, 08 Online	 Online	 Open	 Take Exam	
 Completed	CRC Basic Training Online	February 07, 08 Online	 Classroom	 Open		
 Registered	Introduction to Online Learning	March 04, 08 Online	 Classroom	 Open		

3. Confirmation of your Registration

- a. You will receive an email confirming your registration, additional instructions to login to NUCATS Online, and to login to your online classroom.

Thank you

Thank you for including NUCATS ONLINE in your training plans. We believe this course will be an asset to your career in clinical research.

NUCATS Online provides education and training opportunities for clinical research professionals at all stages of career development and we look forward to helping you stay current in clinical research practice.

If you have questions or need more information, contact us at 312-503-7952 or Nucats-ed@northwestern.edu.