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| **Research Compliance Onboarding and Rush Research Portal Training Registration Instructions** |
| **1** | **Log into Rush** using your Rush username and password |
| **2** | Open **Chrome or Edge** and enter **LearningHub.Rush.edu** into the browser address barA picture containing rectangle  Description automatically generated |
| **3** | On the Choose Portal, Rush is preselected. Click **Submit** |
| **4** | After entering the Learning Hub, click **Course Library** |
| **5** | In the **Filter**, type ***Research Compliance*** |
| **6** | Click the “**Research Compliance Onboarding and Rush Research Portal Training**” tileGraphical user interface, text, application, chat or text message  Description automatically generated |
| **7** | Select the Friday, **10-12 noon** session that you want to attend and click **Register**. The course will register you. *See the box in the upper right-hand corner.*Graphical user interface, application  Description automatically generated |
| **8** | Within an hour, you will receive an emailed Outlook Calendar invitation from the Learning Hub. **Accept** the invitation. |
| **9** | **Open the invitation within your calendar**. You will find information on registering for the required CITI Program training and information on registering for the OnCore Required Training.* There is a link “**here**” to the training session to be utilized the day of the Research Compliance Onboarding and Rush Research Portal training.
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| **10** | After the sessions are completed, go back to the Outlook Calendar Invitation and click on “**Sign In Sheet Link**” |
| **11** | Complete the requested information which is needed to create your Rush Research Portal account |
| **12** | **After you complete the training:*** You will receive a Learning Hub Notification on the Monday following your training session.
* There are important documents for you to review embedded within the Notification.
* You will receive an email indicating your Portal account has been established when that process is completed.
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**Questions?**

If you have questions, contact:

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If you have Portal questions, contact:

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