



VA Research Annual training requirements for people involved in Human Studies are as follows:

1. VHA Privacy Policy Training

2. Cyber Security Awareness Training

The directions to access this training are the same but they are separate courses.

You may access the training at: <https://www.vcampus.com/vcekpvalo/servlet/ekp/login/>

Your username is: LAST NAME(dot)FIRST INITIAL LAST 4 (social security number) Example: SMITH.J3333

Your last name and first initial will need to be in all capital letters. The first time you log in your password is the same as your username. It will immediately prompt you to change your password.

After you have logged in:

- ▶ Click Catalogs (on the left hand side)
- ▶ Click Catalogs (a pop up window will open)
- ▶ Click Mandatory/Required Training (on the right hand side)
- ▶ Click Course Title (VHA Privacy Policy or Cyber Security Awareness) (left hand side)
- ▶ Click Enroll Now (bottom right hand side – You may have to enlarge this window to see “Enroll Now”)
- ▶ Click Confirm Enrollment (left hand side) Close this window

The original window:

- ▶ Click My Courses (left hand side)
- ▶ Click Current Learning Modules (right hand side)
- ▶ Click Course Title (VHA Privacy Policy or Cyber Security Awareness)

A pop up window will open taking you through the modules. At the end of the training print the certificate.

3. CITI and GCP Training

You may access training at www.citiprogram.org

If this is the first time you have accessed the system:

- ▶ Click: Register Here
- ▶ Click: The Protection of Human Research Subjects
- ▶ Veterans Affairs drop down menu select: BALTIMORE, MD-512
- ▶ Choose your Username and Password (please save this information because you will need it again)
- ▶ Fill in all required information
- ▶ Question 1 – choose the best option for you
- ▶ Question 2 – Other Affiliations

If you completed the CITI training last year:

- ▶ Login (MAKE SURE YOU ARE REGISTERED under the University of Maryland AND the VA)
- ▶ Under the Main Menu Select the GRADE BOOK for the Baltimore Veterans Affairs
- ▶ Click on the first link and it will take you to the start of your training.

**If you are registered under the University of Maryland Affiliate yourself with the VA hospital.*

It will ask you when you last completed the VA’s GCP training. Select the appropriate answer

Click: Affiliate with another institution

Veterans Affairs dropdown menu select: Baltimore, MD-512

Click: Submit

Fill in the required information.

Forward a copy of each of the above certificates to Mary Lupi; Mary.Lupi@va.gov.

Phone: 410-605-7456 Fax: 410-605-7722.

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