LUC Sponsored Research Personnel


2. You should see the Login button. If not, click on the three black lines on the upper left hand side of the page.

3. Click Login in with my Institution.

4. Scroll down the list until you see Loyola University Chicago. Click on the link.
5. You will be taken to the Login to Loyola University SSO. Log in with your UVID and Password.

6. Under Loyola University Courses you should now see a link for Basics of Health Privacy. Click on the link. This is the required annual HIPAA Training for all faculty and staff.
7. If you do not see Basics of Health Privacy listed, you will need to add it manually. Otherwise, skip to Step 12.

8. Expand the Loyola University Chicago Courses by clicking on it.

9. Scroll down until you see My Learner Tools for Loyola University Chicago and click on Add a Course.

10. Scroll down until you see the CITI Course Enrollment Questions and click on the radio button for the appropriate user group.
11. Pick the Human Subject group you belong to and then click Next at the bottom of the page.

Human Subjects Research

Select the group appropriate to your research activities.
Choose all that apply

- Group 1: Select Group 1 if you are conducting research involving human subjects unless you are conducting research that is purely biological/medical in nature.
- Group 2: Only select Group 2 if your study is purely biological/medical in nature.
- Not involved in human subject research and do not need to be certified by the Loyola University IRB.

12. Scroll down until you see Required Modules and Click on Basics of Health Privacy.

13. At the end of the training. Click on Take the quiz for Basics of Health Privacy.
14. Answer all the questions at the end before leaving the training. In order to receive credit for completing the training you must answer at least 80% of the questions correctly.

If you have questions or need additional help, please contact us as hipaa-privacy@luc.edu.