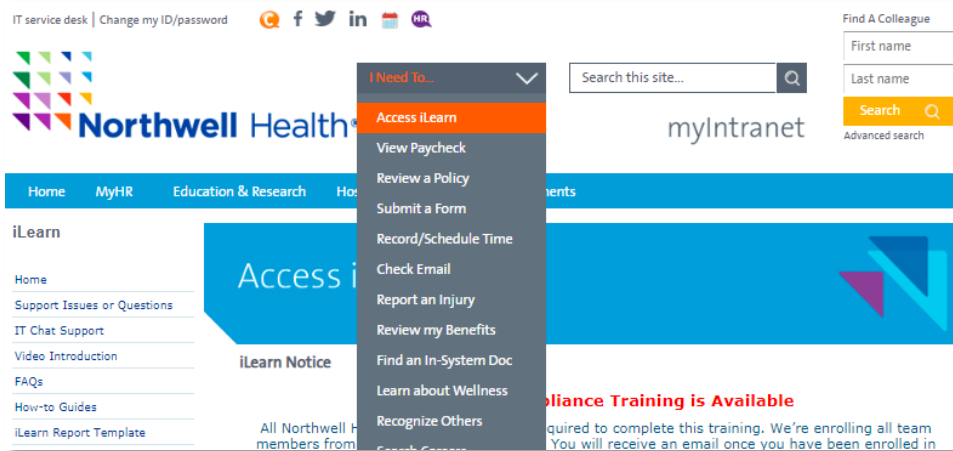


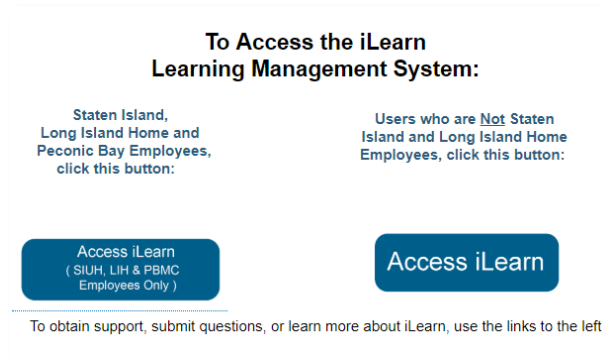
## How to Self-Enroll into Research Onboarding

Research Onboarding consists of 3 online modules that are part of a “certification” in iLearn: *Research Orientation*, *HR Orientation – Research*, and *Feinstein Workforce HIPAA Training*. “Certification” means you can enroll into all 3 modules at the same time. Contact the Office of Research Policy and Training at [RPT@northwell.edu](mailto:RPT@northwell.edu) with questions. Find more information about iLearn at [www.feinsteininstitute.org/iLearn](http://www.feinsteininstitute.org/iLearn).

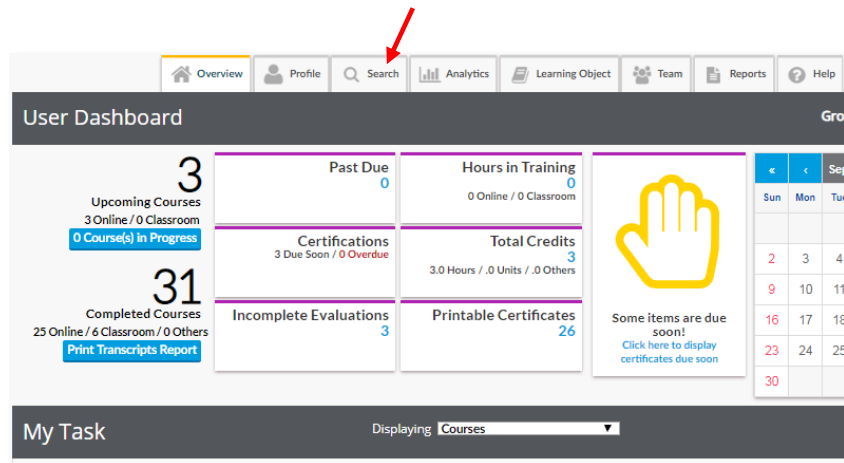
1. Login to iLearn from the [Northwell Intranet](#). Click on the “I Need to” drop down menu and select “Access iLearn”.



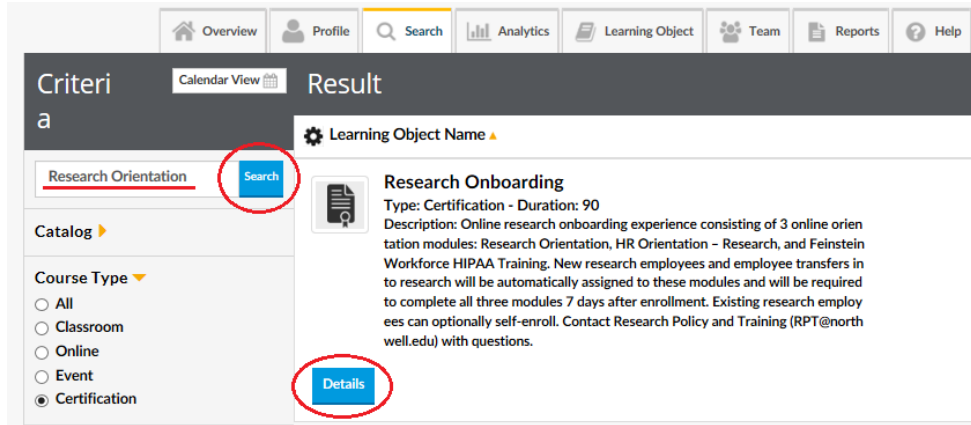
2. Click on the button that applies to you to log-in.



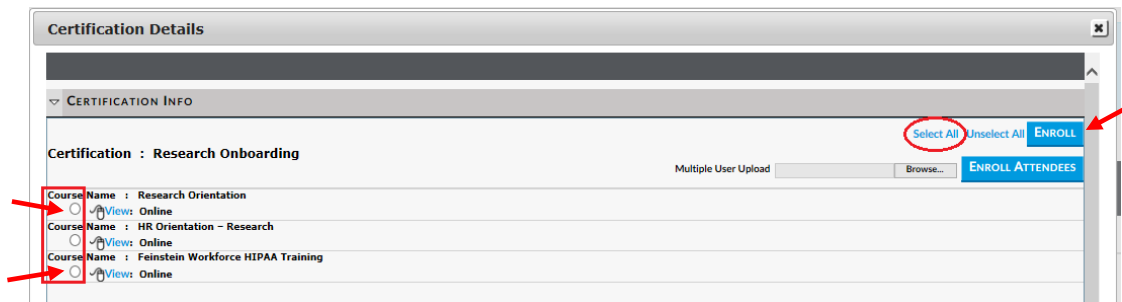
3. Click the “Search” tab.



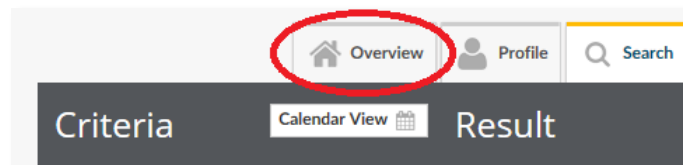
- The “Criteria/Result” screen will appear. Enter the term “Research Onboarding” into the text field then select the option “Certification”. Click “Search” to search for the Research Onboarding program. Once the search result shows Research Onboarding, click the “Details” button.



- The “Certification Details” page appears containing all 3 modules. **For Visiting Scientists/Scholars, choose only the 2 modules you are required to complete - *Research Orientation and Feinstein Workforce HIPAA Training***. Employees can click on “Select All” in the upper right portion of the window and click the “Enroll” button to enroll into all 3 modules.



- To access and complete the modules, close the “Certification Details” window by clicking the “X” in the upper right corner then click the “Overview” tab.



- Scroll down to the “My Tasks” section of the iLearn dashboard. Click “Launch” to start each module. **You must complete all the modules you enrolled in (3 modules for employees, 2 modules for visiting scientists/scholars) prior to getting a certificate of completion for each module.** Click “Attachment” to view and save the associated handout.

