**For New Hires (especially CRCs/research staff):**

* Useful website: <https://www.hr.upenn.edu/PennHR/learn-grow/orientation-and-onboarding>
* Go to Penn **Onboarding Center** at 3425 Walnut Street: <https://www.solutioncenter.upenn.edu/home/onboard>
* Get a **PennCard** at 3601 Walnut Street, 2nd Floor (<https://cms.business-services.upenn.edu/penncard/>)
* Get a **HUP ID** card (contact Stephanie Johnson for details). ID office is on ground floor of Gates Pavilion:



* If needed, get a **PAH ID** card (contact: Donna Lesner).
* Log in to [Home | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning)and complete the profiler survey.
	+ Then complete the required courses that have now been assigned to you in [Home | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning).
		- Tip: some of the courses contain audio, so you may want to bring earphones.
	+ Make sure to complete "[Protecting Patient Information (HIPAA) | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning/course/9b2946e933d91001b7d62c27b9010000?record=3d81d64db13d10002cf85f97cf380000&type=9882927d138b100019b928e75843018d)” (Course HS.30006.ITEM.HIPAA\_Y19)
	+ Complete “[One HUP Building Orientation/Life Safety eLearning](https://performancemanager4.successfactors.com/sf/learning?destUrl=https%3a%2f%2fupenn%2eplateau%2ecom%2flearning%2fuser%2fdeeplink%5fredirect%2ejsp%3flinkId%3dITEM%5fDETAILS%26componentID%3dHS%2e50025%2eITEM%2eHE1BOLSEL%26componentTypeID%3dCOURSE%26revisionDate%3d1616787900000%26fromSF%3dY&company=71508P)” (Course HS.50025.ITEM.HE1BOLSEL)
	+ If applicable, complete “[Shipping of Hazardous Materials and Dangerous Goods for Laboratory Staff - EHRS –Online](https://upenn.plateau.com/learning/user/common/viewItemDetails.do?componentTypeID=COURSE&componentID=UP.83015.ITEM.SILIPOL&revisionDate=1585944000000&catalogCurrencyCode=USD&returnLink=%2Flearning%2Fuser%2Fcatalogsearch%2FcatalogSearchDispatchAction.do%3FsearchType%3DfilteredSearch%26keywords%3D&backto=%2Flearning%2Fuser%2Fcatalogsearch%2FcatalogSearchDispatchAction.do%3FsearchType%3DfilteredSearch%26keywords%3D)” (Course UP.83015.ITEM.SILIPOL)
* Request access to Oto department’s **shared drive** (and any specific sub-folders you’ll need to use [for example, “OTO RESEARCH” folder]) from Chris Binder.
* Do **CITI** (Collaborative Institutional Training Initiative) training: [citiprogram.org](https://about.citiprogram.org/)
	+ Complete the “Protection of Human Subjects” (biomedical research basics) course
		- I:\OTO RESEARCH\Forms, templates, training\CITI\How to access CITI Training.pdf
		- [I:\OTO RESEARCH\Forms, templates, training\CITI\How to transfer CITI from other institution.pdf](file:///I%3A%5COTO%20RESEARCH%5CForms%2C%20templates%2C%20training%5CCITI%5CHow%20to%20transfer%20CITI%20from%20other%20institution.pdf)
		- [I:\OTO RESEARCH\Forms, templates, training\CITI\Problems with CITI.pdf](file:///I%3A%5COTO%20RESEARCH%5CForms%2C%20templates%2C%20training%5CCITI%5CProblems%20with%20CITI.pdf)
	+ Complete the “Good Clinical Practice” course (recertify once in 3 years) I:\OTO RESEARCH\Forms, templates, training\CITI\Clinical Research Staff\_GCP Instructions.pdf
		- [CITI Good Clinical Practice (GCP) eLearning Module - OCR](https://www.citiprogram.org/index.cfm?pageID=90)
		- [Good Clinical Practice (GCP) Simulation Renewal | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning/course/97e2f12693021001ea87cd4fb6f10000?type=9882927d138b100019b928e75843018d)
	+ Complete the “HIPAA Privacy” course (recertify annually)

[Protecting Patient Information (HIPAA) | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning/course/9b2946e933d91001b7d62c27b9010000?record=3d81d64db13d10002cf85f97cf380000&type=9882927d138b100019b928e75843018d)

* + Forward completion reports and/or certificates to Prannda Sharma.
* Do **Penn CR** (clinical research) Onboarding[Program: Penn Clinical Research (CR) Onboarding - OCR | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning/program/af66c2a85dee100151e3e6ea01ac0000?page=1&type=2d29754fdb8e100008b50ff6bc94003b)
	+ To request access to the training: <https://redcap.med.upenn.edu/surveys/?s=AWXR9H8AHK>
	+ Complete the training (For help or problems accessing the CR training, contact Marisa Cinousis.)
	+ Then sign up for [CRSPR](https://www.med.upenn.edu/apps/ocr/crspr/) (Clinical Research Staff Registry & Portal)
* Request **PennChart** (Epic EMR) access via [Home | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning)
	+ Complete "[PennChart Clinical View Only](https://upenn.plateau.com/learning/user/common/viewItemDetails.do?componentTypeID=COURSE&componentID=HS.20001.ITEM.ISEPCVIEWONLY&revisionDate=1614256200000&catalogCurrencyCode=USD&returnLink=%2Flearning%2Fuser%2Fcatalogsearch%2FcatalogSearchDispatchAction.do%3FsearchType%3DfilteredSearch%26keywords%3D&backto=%2Flearning%2Fuser%2Fcatalogsearch%2FcatalogSearchDispatchAction.do%3FsearchType%3DfilteredSearch%26keywords%3D)" tutorial (COURSE HS.20001.ITEM.ISEPCVIEWONLY)
	+ Register for in-person trainings:
		- "[PennChart Training for Research Coordinators | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning/offering/af66c2a85dee10015fc9fd57299e0000?record=3d81d64db13d1000792576d743780000&type=7c48590b5257100009485b7a25ae0068)" class (COURSE UP.40009.ITEM.HSRWS148) and
		- “[PennChart Training for Research Billers | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning/offering/af66c2a85dee10015fca096089380000?record=3d81d64db13d100079281682b9ba0000&type=7c48590b5257100009485b7a25ae0068)” class (COURSE UP.40009.ITEM.HSRWS171)
	+ Once training is complete, request addition to relevant protocols in PennChart (email Katie Linder with CRC name, protocol #, and RBN)
* Register for **PennCTMS** (Clinical Trial Management System; formerly called Velos) training:
	+ [Home | Learning (myworkday.com)](https://www.myworkday.com/upenn/learning): “PennCTMS Fundamentals Hands-On Training” (COURSE UP.40009.ITEM.HSRWS147)
	+ Feel free to list Prannda Sharma as your “Supervisor/Penn Sponsor” on the access request form.
* Request **access** to HUP OR, PCAM OR, HUP East/Pavilion, and/or PCAM 3S ENT Clinic (if needed).
	+ For CRCs, faculty, staff: Stephanie Johnson
	+ For residents/fellows: Bonnie Rosen
* Request access to **REDCap** (if needed): https://somapps.med.upenn.edu/forms/somis/view.php?id=15207
* Attend a [Penn New Staff **Orientation** session](https://www.hr.upenn.edu/PennHR/learn-grow/orientation-and-onboarding) (optional, but recommended)
	+ To register, email mkuhnel@upenn.edu
* Penn Human Resources: <https://www.hr.upenn.edu/PennHR>
* Your benefits, pay stubs, time off, etc.: <https://www.myworkday.com/upenn/d/home.htmld>
* Useful research-related resources:
	+ Penn Manual for Clinical Research: [Study Start-Finish guide](https://www.med.upenn.edu/ocr/study-guide.html)
	+ Penn’s Office of Clinical Research: <https://www.med.upenn.edu/ocr/>
	+ Penn’s Institutional Review Board (IRB): <https://irb.upenn.edu/>
	+ Penn’s Cancer Center Research Board: <http://www.ctsrmc.org/>
	+ U.S. Food and Drug Administration (FDA): <https://www.fda.gov/home>
	+ [ClinicalTrials.gov](https://clinicaltrials.gov/)
		- ClinicalTrials.gov’s Protocol Registration and Results System: <https://register.clinicaltrials.gov/prs/app/template/Home.vm?ts=4&cx=-cnls5z>
		- (For questions/help regarding clinicaltrials.gov, contact Tyrone Quarterman)
	+ REDCap: <https://redcap.med.upenn.edu/>
		- For REDCap help: <https://somapps.med.upenn.edu/forms/somis/view.php?id=15207>
		- Non-password related questions: redcap@mail.med.upenn.edu