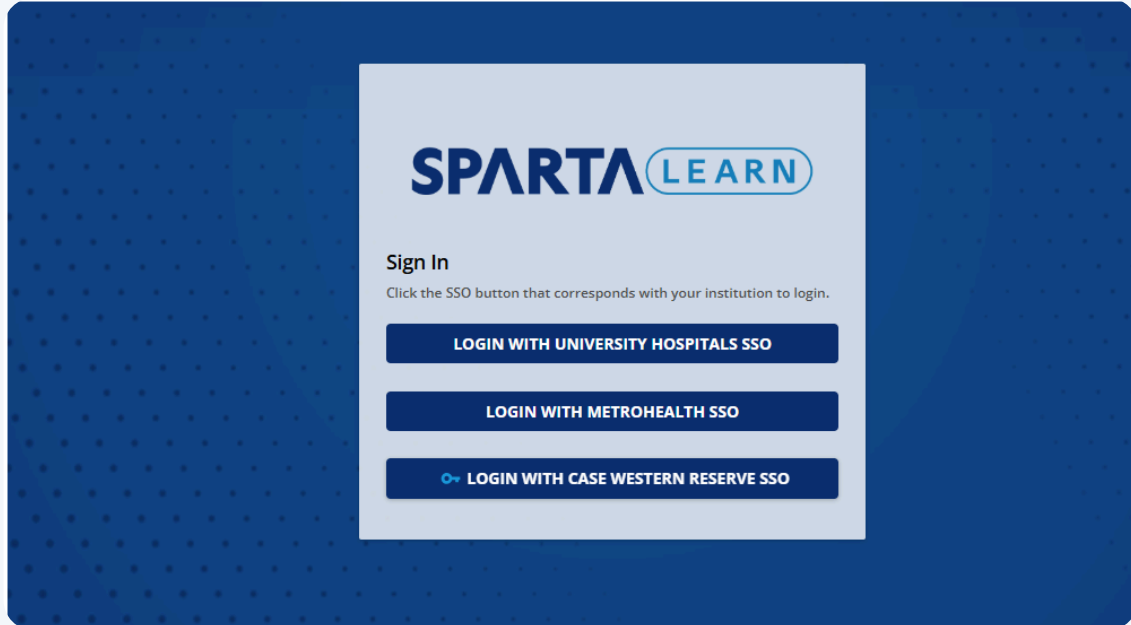


Research Security Training Directions

1

- Navigate to SpartaLearn.case.edu
- Click the SSO button that corresponds with your institution (CWRU, UH, or MetroHealth) and login



2

Update your personal info

Please fill in the mandatory fields below. If you do not fill them in, you will be logged out.

Details

First name (required): Test
Last name (required): User1
Email: testuser@nomail.com

Additional fields

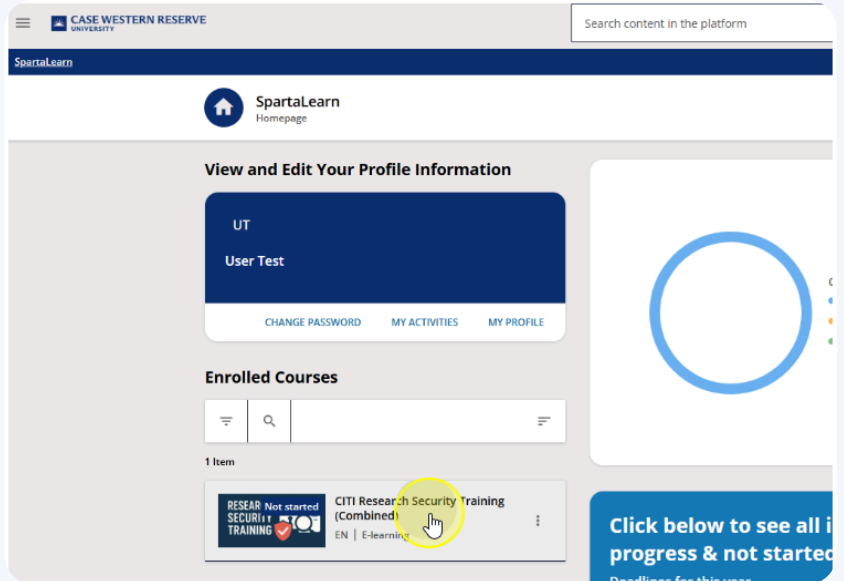
Human Research Protection Certification - Select "... (required): No
Responsible Conduct of Research Certification - Se... (required): No
Research Security Certification - Select "Yes" if you... (required): Yes
Department - If you are a researcher enter the de... (required): ORTM
Do you have institutional credentials for an affiliat... (required): No (4 / 255)
Please enter your affiliate email(s) if you answered "Ye... (0 / 255)

SIGN OUT UPDATE

- Update your personal information.
- The additional fields will automatically enroll you into the training listed. Select "Yes" for Research Security Certification to automatically add the course. If you need to obtain any other certifications you may select "Yes" for those fields as well.
- Affiliate Credentials Field: only select "Yes" if you have credentials separate from those you are logging in with and enter the email in the next field.
- Click "Update" when finished.

3

- Active courses can be found on the left side below your profile name.
- Click on the Research Security Training to begin the training.
- If you need to add additional required training from the login page click "My Profile" to edit your profile.



4

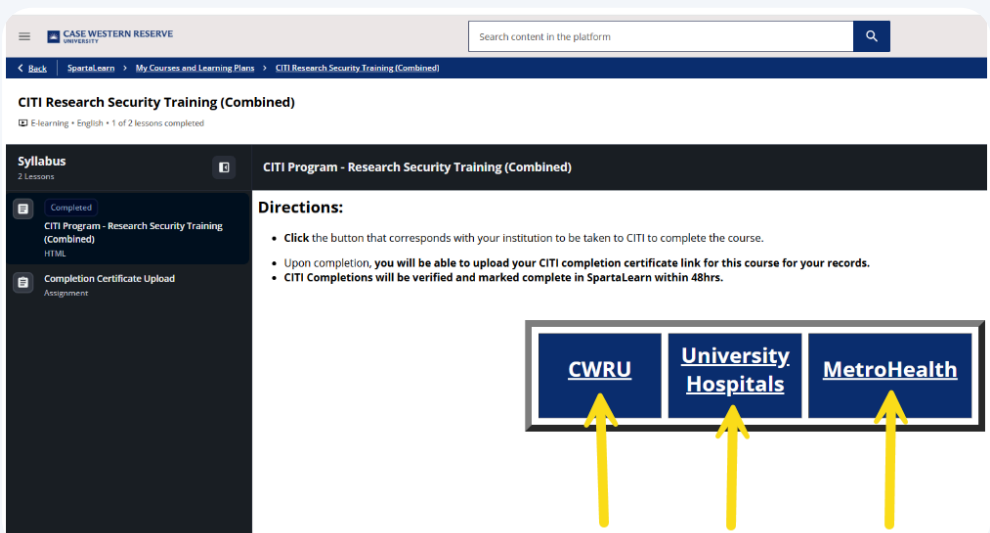
Start learning from CITI Program - Research Security Training (Combined)

Start learning now

- After selecting the Research Security Training course, click "Start learning now" to begin.

5

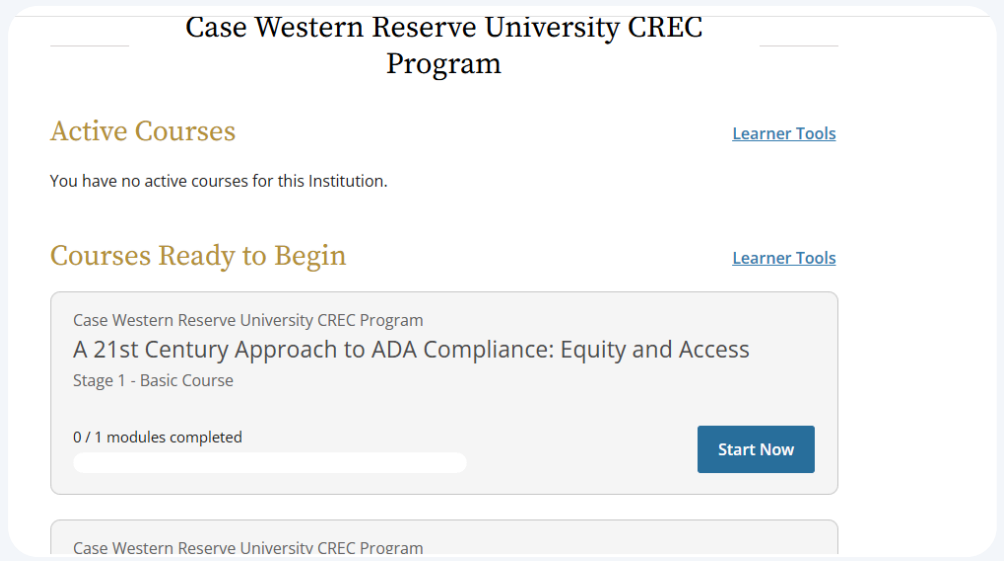
- The Research Security course will directly integrate with CITI Program.
- Make sure that you select the same SSO you used to login to SpartaLearn.
- If you do not have a CITI account one will be created for you.



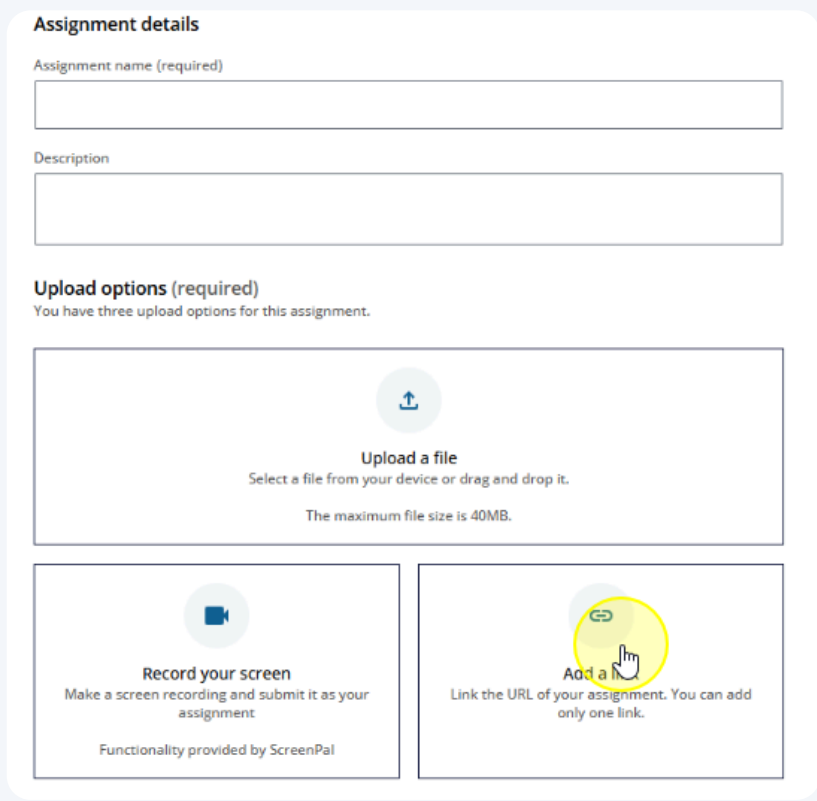
Research Security Training Directions

6

- After clicking the SSO button in SpartaLearn you will automatically route to CITI Program
- Select the Research Security Training (Combined) from the courses ready to begin and click “Start Now”
- Complete the training in CITI Program



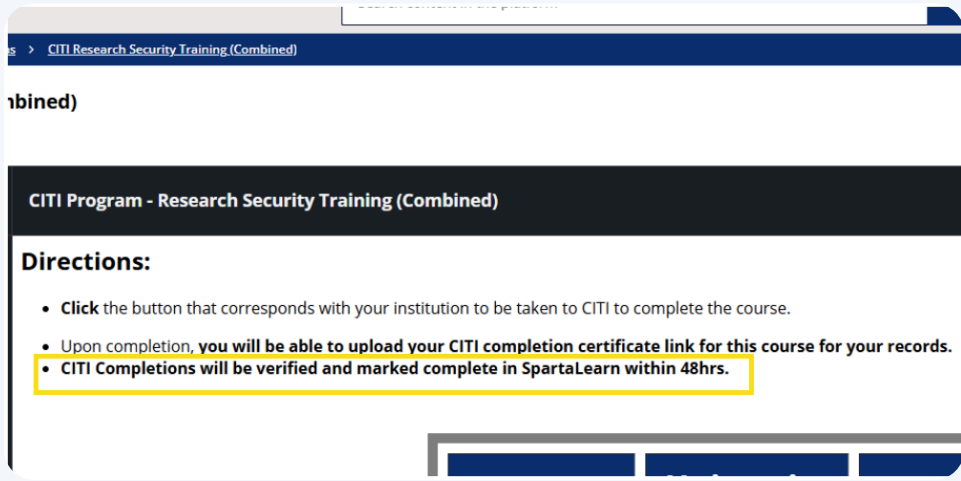
7



- Upon completion of the course you will have the option to copy the certificate link in CITI Program.
- You may (not required) copy the link and attach it to the Research Security course in SpartaLearn for your records

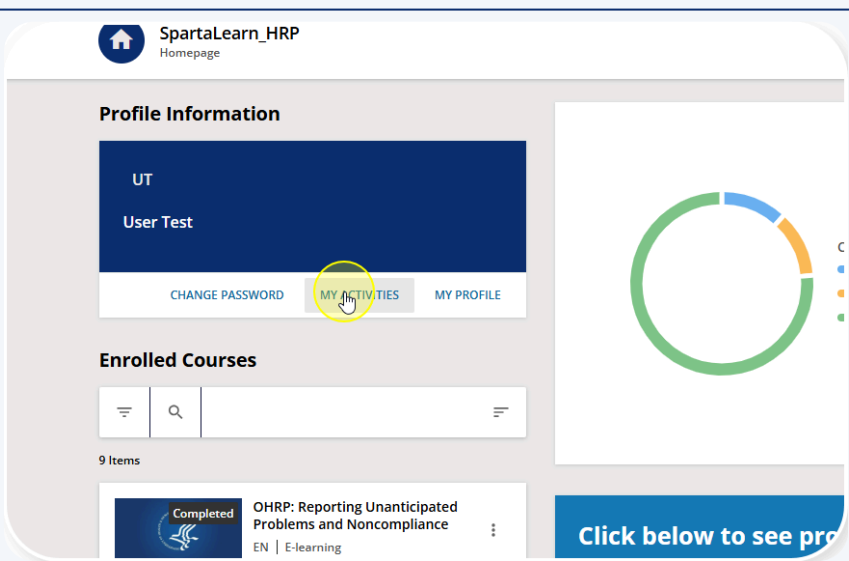
8

- Note: CITI Course completions will be verified during an overnight confirmation process.
- CITI Course completions should reflect in your account **WITHIN 48HRS** of completion.
- Email: SpartaLearn@case.edu if you do not see your completion in that timeframe.



9

- You can check the status of your Research Security Training here: Click the “My Activities” button on the homepage to view your records and certificates



10

TITLE	CODE	DESCRIPTION	ISSUED ON	EXPIRATION	TO RENEW IN
Research Product of Research	RCR	Please complete the RCR learning plan to update your certification every 3 years.	8/21/2024	Every 3 years Next exp: 8/21/2027	675 days RENEW NOW
This is not a certification- it allows you to take the same course again for certifications.					
Human Research Protections Re-Certification	HRP_CERT	This is not a certification- it allows you to take the same course again for certifications.	9/8/2025	Never	-
This is not a certification- it allows you to take the same course again for certifications.					
Human Research Protections Re-Certification	HRP_CERT	This is not a certification- it allows you to take the same course again for certifications.	8/31/2025	Every 3 years Next exp: 8/31/2028	1051 days RENEW NOW

- The “Certification” tab will show all of your certificates and their corresponding expiration dates.
- Upon verification of the Research Security Training in CITI Program, you will see your active certificate noted for 1 year from the completion date.

SpartaLearn Homepage

Access training pages, catalogs, and your transcript

Search for courses here

Update profile information

Profile Information

User Test

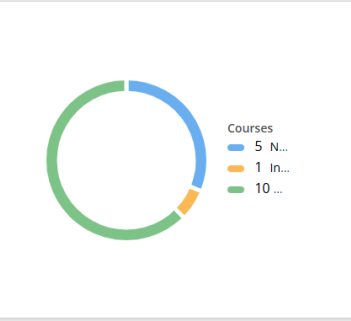
CHANGE PASSWORD MY ACTIVITIES MY PROFILE

Enrolled Courses

8 Items

- Completed CITI Advanced Topics in Vulnerable Populations EN | E-learning
- Completed Human Research Protections Certification Learning plan
- What is RDM? Course is under maintenance EN | E-learning
- Leading the Data Management Charge for Your Research Group Course is under maintenance EN | E-learning
- Completed CITI Advanced Topics in Informed Consent EN | E-learning
- Completed Responsible Conduct of Research Learning plan

VIEW ALL



Click below to see progress in HRP Certification Program

Click below

CLICK HERE

You can find course progress and courses ready to begin here. *Please note in this instance it is specific to the HRP Certification

Channels

Continue to watch and... Continue your learning activity

Human Research Protections R... 5 courses

New invitation and... This is all the new learning... 1/3

My learning activity... All your past and completed... 1/6

Load more

Channels contain multiple courses pertaining to training/certifications you are enrolled in

Certification to renew

Responsible Conduct of Research Renew in: 677 days Expiration: 08/21/2027 03:53 pm Issued: 08/21/2024 03:53 pm	Renew
Human Research Protections Re-Certification Renew in: 1053 days Expiration: 08/31/2028 08:00 pm Issued: 08/31/2025 08:00 pm	Renew

View all

Manage and view your certifications at a quick glance

-You can renew expiring certifications here. *PLEASE NOTE THAT THE HRP RE-CERTIFICATION REQUIRES MULTIPLE COURSES TO RENEW. CLICKING RENEW WILL CLEAR ANY PROGRESS YOU MAY HAVE TOWARDS RECERTIFICATION. TO CHECK THE PROGRESS AND RENEW YOUR HRP CERTIFICATION USE THE BLUE BOX ABOVE

Calendar view for October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Live upcoming training you have enrolled in will appear on this calendar and can be merged with your work/school calendar.