



IU Health Mandatory Training Modules | Guidance and FAQs

Introduction

This document is intended for any personnel classified as *Research Non-Worker*. Select Oracle Learn e-training modules are required for all Research Non-Workers, a job code that describes personnel involved in research activities who have IU Health access but are not employed by IU Health. Examples of roles that may apply include, but are not limited to, research assistants or coordinators of Indiana University, or research monitors from various sponsors.

The following modules in the table below may be listed in Oracle Learn through your IU Health access. While these modules may not all show up in your Oracle Learn listings today, they may in the future as systems update and issues are addressed. Since current requirements are in flux, please check your available listings periodically to verify if new ones have been added.

Accessing Oracle Learn securely will require access to authentication, which utilizes an IU Health e-mail. Please also be aware that not all Research Non-Workers are issued an IU Health e-mail. Instead, you may need to use your IU Health/Cerner login credentials in a “pseudo-email” format by adding @iuhealth.org to the end of the username. This means the username will look like an e-mail, but it is not. The password for login will remain the same, but it must be your IU Health password that accompanies your Cerner username.

Below is an example of the “pseudo-email” format:

If your Cerner username is “johndoe123”, then your pseudo-email format would be johndoe123@iuhealth.org.

NOTE: You may need to open an Incognito browser window to avoid the IU login from defaulting. This should allow you to input your IU Health Cerner information.

Oracle Learn e-Training Modules		
#	Learning Module Title	Approximate Duration
1	2023 Information Security HIPAA	12 – 14 minutes
2	2023 Infection Prevention	7 – 10 minutes
3	2023 HIPAA	8 – 10 minutes
4	2023 Environment of Care	15 – 20 minutes
5	Harassment and Bullying (Team Members)	27 minutes
6	Cultural Humility for Team Members	35 minutes
7	Mitigating Cognitive Bias	20 minutes
8	Respectful Workplace 1 of 2: A Civil and Respectful Workplace	Self-paced
9	Respectful Workplace 2 of 2: Team Member Discussion Guide	Self-paced

* *Research Monitors will only need to complete items 1 and 3.*

Helpful Resources for Completing the Oracle Learn e-Training Modules

Please consult the following resource links to navigate completing the Oracle Learn modules. Should you have any trouble after following these resources, please contact the IU Health Help Desk at either 317.962.2828 or by emailing helpdesk@iuhealth.org.

1. The Office of Clinical Research's webpage has all the following resources available for access via the link below. Links from this page have been copied into this document for quicker access and to keep resources together.
 - a. [OCR IU Health Access](#)
2. If you are in need of research access, please review the content of this resource first:
 - a. [Research-related Systems Access Overview \(READ FIRST\)](#)
3. Should you need help logging in, please read and review the following Job Aids:
 - a. [Job Aid – New Researcher Cerner Access Instructions](#)
 - b. [Job Aid – Research Monitor Cerner Access Instructions](#)
4. If you need additional help with accessing the IU Health systems remotely, please read and review the following documents:
 - a. [IU Health Workspace Overview](#)
 - b. [Access IU Health Workspace Remotely](#)
 - c. The link below is a quicker way to navigate to the IU Health Workspace without having to download the VMWare application. We suggest this link as an alternative method to reduce any extra steps.
 - i. [Link to the IU Health Workspace Landing Page](#)

Microsoft Authenticator

To use any of the IU Health systems and services, you will need to have installed, registered, and set up a Microsoft Authenticator account to ensure data safety and security. You must complete this before you are able to access the Oracle Learn modules as login to the system requires two-factor authentication.

Authenticator Registration:

1. Please follow the link below to the instructions for steps to registering your Microsoft Authenticator Account:
 1. [Job Aid – Microsoft Authenticator Registration](#)

Once you have your Microsoft Authenticator account registered, you may proceed to the Authenticator Set-up.

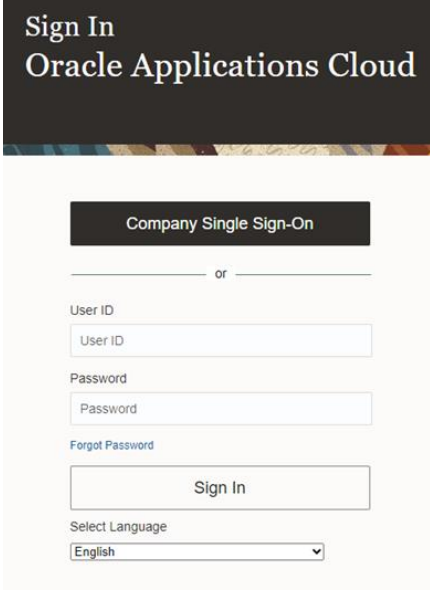
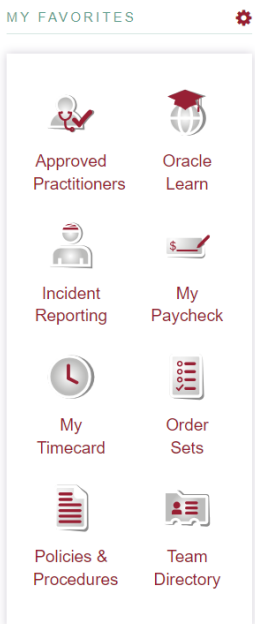
Authenticator Set-up:

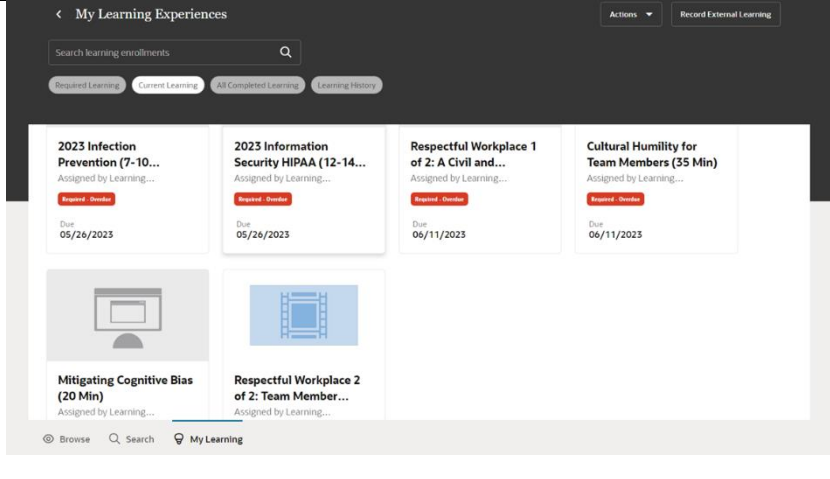
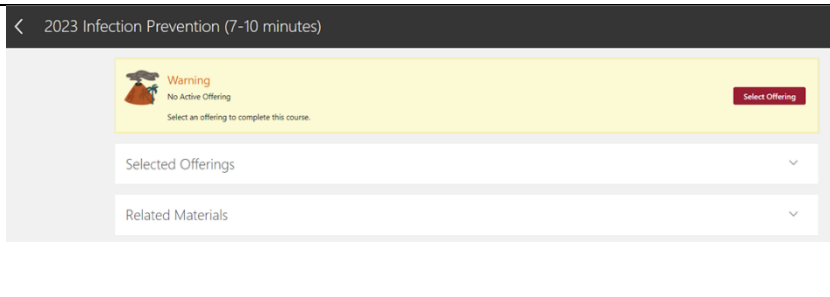
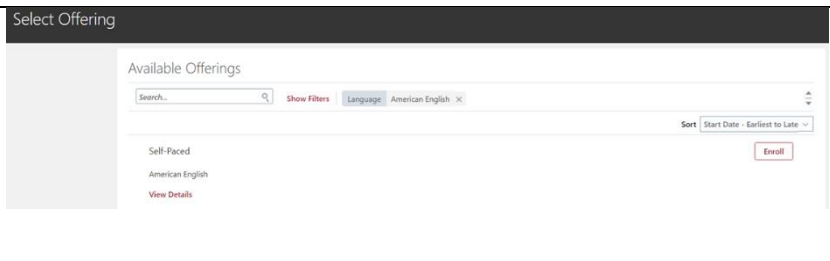
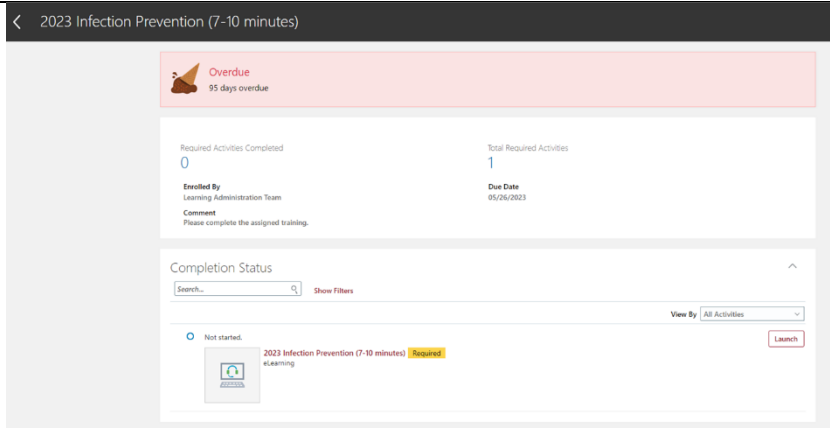
To access IU Health applications, you will need Microsoft Authenticator. If you already have Microsoft Authenticator, you may skip to the next section, "Accessing Oracle Learn e-Training Modules".

1. *Set up Microsoft Authenticator on your mobile device which provides multi-factor authentication (MFA), a higher-level of security when accessing services or applications.*
 1. *Download and install the Microsoft Authenticator app from the respective mobile device app store*
 2. *From a separate device:*
 1. *Open <https://myaccount.microsoft.com/> site and log in with your IU Health username and password if prompted*
 2. *Select the "Security info" link and select "Add sign-in method"*
 3. *Select "Authenticator app" as the method*
 4. *Select "Next" to begin adding your mobile device - you will be prompted to scan a QR code on your mobile device*
 3. *Using the Microsoft Authenticator app mobile device*
 1. *Tap the "+" (plus sign) to add a new account*
 2. *Tap "Work or school account"*
 3. *You may be prompted to allow camera access*
 4. *Scan the QR code using your mobile device camera*
 4. *From the device above*
 1. *Select "Next" and a push notification will be sent to your mobile device with a unique numeric code*
 5. *From the Microsoft Authenticator app in your mobile device*
 1. *Enter the numeric code and tap "Yes"*

You have now successfully set up the Microsoft Authenticator app. See the [Microsoft Authenticator Setup Instructions](#) for additional instructions or questions.

Accessing Oracle Learn e-Training Modules

#	Step to Follow	Image of Screen
1 a	<p>Login using the Single Sign-On (SSO) by clicking the following link: https://ekcm.fa.us6.oraclecloud.com/hcmUI/hcm/vp/learn?tab=myLearnExperience</p> <p>If you are not able to sign in, enter your IU Health Cerner username as a pseudo-email format and password. An example is below.</p> <p>For example: If your IU Health Cerner username is "johndoe123", then your pseudo-email format would be johndoe123@iuhealth.org.</p>	
1 b	<p>If you are logging in through VMWare/Works Web, you will need to open the browser, go to the IU Health team portal page, and navigate to the Oracle Learn application under "My Favorites" on the right-hand side of the page.</p> <p>If you do not see it, you may need to add it by clicking the gear icon and finding the application.</p>	

<p>2 Once signed in, you should see all the training modules, each in their own tile.</p> <p>Click the red button in each tile to open the module.</p>	 <p>The screenshot shows a dashboard titled "My Learning Experiences" with a search bar and filters for "Required Learning", "Current Learning", "All Completed Learning", and "Learning History". Below are several module tiles, each with a red "Enroll" button and a due date. The tiles include: "2023 Infection Prevention (7-10...)", "2023 Information Security HIPAA (12-14...)", "Respectful Workplace 1 of 2: A Civil and...", "Cultural Humility for Team Members (35 Min)", "Mitigating Cognitive Bias (20 Min)", and "Respectful Workplace 2 of 2: Team Member...".</p>
<p>3 Click the "Select Offering" button to open the enrollment page.</p>	 <p>The screenshot shows the enrollment page for "2023 Infection Prevention (7-10 minutes)". It features a yellow warning banner that says "Warning No Active Offering" with a "Select Offering" button. Below the banner are sections for "Selected Offerings" and "Related Materials", both with dropdown arrows.</p>
<p>4 Click "Enroll" to self-enroll into the module.</p>	 <p>The screenshot shows the "Select Offering" page. It has a search bar and filters for "Language" (American English) and "Sort" (Start Date - Earliest to Late). Under "Available Offerings", there is a "Self-Paced" option with an "Enroll" button.</p>
<p>5 Click the "Launch" button to open the module and begin the training.</p> <p>Be sure to save before you exit any module!</p>	 <p>The screenshot shows the completion status page for "2023 Infection Prevention (7-10 minutes)". It has a red "Overdue" banner indicating "95 days overdue". A progress bar shows "Required Activities Completed" as 0 and "Total Required Activities" as 1. The "Enrolled By" is "Learning Administration Team" and the "Due Date" is "05/26/2023". Below, the "Completion Status" section shows a "Not started" radio button selected and a "Launch" button.</p>

Frequently Asked Questions (FAQs)

I can't log in to Oracle; what should I do?

If you cannot log in to Oracle and receive a login error, please confirm that you are using your Cerner ID login, this will need to have @iuhealth.org added to the end of the username. Cerner ID login information is separate from an IU Health email address, although they will look the same. A common error is attempting to use your IU account not an IU Health account.

If this does not work, please call the Help Desk to determine whether or not your account is active. After 3 months, your account will deactivate if it is not used.

Do training modules need to be completed on an IU Health computer?

You do not need to have an IU Health device to access or complete these trainings. However, to complete the one-time registration of Microsoft Authenticator, you will need to use either an IU Health device or Virtual Desktop (VM Ware/Works Web).

I only have badge access; what should I do?

For people with Badge Only Access (primarily Biobank team members), you have been assigned training, but those modules will eventually be removed by the Oracle Learn team. *You do not need to complete the training modules.*

What should I do if I do not have all the training modules assigned to me?

Some research coordinators have not been assigned all the trainings. There is an issue with some of the auto provisioning in Oracle. Please complete the trainings that you find in the "My Learning" section. Do not attempt to add the other trainings at this time. We will provide more updates when available.

How often are these trainings due?

The training modules will be required annually, the same as they currently are. If there are updates to this requirement, Team Members will be notified.

How will I know if I have outstanding modules?

IU Health Oracle Line Managers will receive an email weekly for each research non-worker or monitor under their supervision who has outstanding training modules. Research non-workers may also receive emails about which modules are incomplete. *If you have not received any emails, you should proactively access your Oracle Learning page and complete any training assigned to you.*