

HIPAA Educational Module Instructions

Accessing and Completing the *Protecting Study Volunteers* Exam via Blackboard (Bb) Version 6

Blackboard @ The University of Kentucky NEW USERS Creating an Account in Blackboard 6

If you have never used the new **Version 6** of UK's Blackboard software before, the links below will walk you through the process. More information is also available at the home page <http://www.uky.edu/Blackboard/> or you can view the online tutorials (*audio and video*) for each of the steps at <http://www.uky.edu/Blackboard/ADtutorial.shtml>.

If you have a Blackboard 6 account, *proceed to step # 4* to self-enroll in this course.

1. Obtaining an AD or MC account:

You will need to use university accounts known as "active directory" accounts (AD, or MC for some users in the Medical Center). **If you are not quite sure whether you have an active directory account or what the password might be, please contact the UK Customer Service Center for assistance (859-257-1300, helpdesk@uky.edu).**

Do you have an AD or MC account?

Unsure? Check with the UK Customer Service Center for assistance (859-257-1300, helpdesk@uky.edu) as duplicate accounts can result in additional required steps or inability to log in.

**Yes...
but I don't remember my password.**

If you do not have an AD or MC account or don't remember your password contact the **Customer Service Center at 257-1300, helpdesk@uky.edu**.

**Yes...
but I have never changed my default password –(u\$ + last 6 of digits of social security number).
*Proceed to step #2***

**Yes...
as long as your password is not the "default password", (u\$ + last 6 digits of social security number), you may *proceed to step #3* to log onto **BlackBoard 6** for the first time.**

**No...
To create an active directory account, following either student or faculty/staff directions (two options under each) at <http://www.uky.edu/IT/CustomerService/Accounts/activedirectory.html>**

2. Change default password:

Before using a new AD account, the generic starter password must be changed. For directions on changing your default password, go to

http://www.uky.edu/IT/CustomerService/kb/blackboard_6/account_login.html#passwd

(Note that for security reasons AD passwords will have to be changed every six months.)

3. Logging into Bb6 for the first time:

Please read and follow the instructions at the link below carefully during the first time you login to Blackboard- http://www.uky.edu/IT/CustomerService/kb/blackboard_6/account_login.html#firsttime

The first time you access the Blackboard 6 system, your Active Directory account will be reconciled with the Blackboard system. In most cases, this **reconciliation process will be automatic**, however if a Reconciliation window pops up, then you will need to refer to the instructions to manually reconcile your Active Directory account.

The most common errors when logging into Bb6 are these:

- users forget to include **ad** before their userID
(if the browser does not supply it)
- users put in a **forward slash (/)** instead of a backslash (\) -then the screen will flash continuously, requiring shutdown of the browser, (you can find the backslash (\) just above the Enter key.)

4. Enrolling in this course

On the upper left corner of the screen, the “**My U.K.**” tab is highlighted in white. Click on the “**Courses**” tab right next to it.

This page will list all courses you are enrolled. Notice that there is a **Course Search** box in the upper left corner of this screen. Click your cursor on the **Course Search** box. Type **Protecting Personal Health Information in Research – Understanding the HIPAA Privacy Rule** or search by the course number (**ORI002-NC**) and press the enter key. You may also find **Protecting Personal Health Information in Research – Understanding the HIPAA Privacy Rule** in the *Course Catalog* index under “non-catalog courses”.

Once you have located the course, click the **Enroll** button in the right, lower part of the screen and the click **Submit**. The course will appear with an **Enroll** button at the far right. Click on Enroll. Be sure NOT to click the Preview button or to click on the course title; this gives you guest access only (not student access).

Once you are enrolled in the course and arrive at the welcome page, click the **EXAM** button to begin taking the exam.

5. Taking the Exam

Complete the personnel information questions so that the IRB can properly record your completion of this course in their database. In addition to the personnel questions, the test consist of 25 multiple choice or true and false questions. Complete all of questions and click the **Submit** button. You can enter and leave the exam and with the option of saving what you have completed up to that point.

A passing score is considered **80%** (20 correct out of 25). Upon completion of the exam, you will receive feedback on any incorrect answers that will direct you to the appropriate section of the book to find the correct information. You may make multiple attempts at the exam.

Once you have obtained a passing grade, click the **Tools** button and click on **Check Grade** report and print a copy to retain in your records. The Blackboard software will confidentially maintain test scores. The Office of Research Integrity will obtain a weekly list of all individuals who successfully complete this exam from Blackboard, and will send you an official certificate of completion to the address you provided. Please retain this certificate for your records as documentation of HSP training.

Non-UK personnel, consultants or collaborators on UK research projects:

Individuals not employed by UK will be able get AD accounts to access this training. The primary investigator will need to vouch for them as needing UK access and the chair, business officer or other designated security officer can send email to accounts@lsv.uky.edu to request single account, or a batch of accounts for a set of users.

Contact Information

Blackboard

If you have any difficulty with blackboard, access the [UK IT Customer Support Center](http://www.uky.edu/IT/CustomerService/) at <http://www.uky.edu/IT/CustomerService/> or helpdesk@uky.edu or (859) 257-1300.

Human Subject Protection Training

For questions regarding Human Subject Protection training requirements and further options, contact the Office of Research Integrity website at www.research.uky.edu/ori or call 257-9428.

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