



CALGB Online Training

**Kelly Colligan, Training Coordinator
CALGB Statistical Center**

*CRA Committee: New CRA Session
2010 Summer Group Meeting*

For CALGB Participants Only

Objectives

- Logging into the online training system
- Accessing the training catalog
- Enrolling in and completing a course
- Troubleshooting and help resources

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Username and Password

- Must be an active CALGB Member to access tracked training courses
- Username = CALGB Participant ID
Note: This is the series of numbers you use to access the CALGB Member Web site.
- Password = Web Applications Password
Note: This password is synched with your CALGB Member Web Site Password, but if you do not have an active Web Applications account you will need to contact the CALGB Help Desk.

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How to Access Online Training

- Click a course link on the CALGB Member Site Training Tab
- Click a link in an invitation or email you receive from the CALGB Training team (CALGBTraining@mc.duke.edu)
- Go directly to the Online Training System <https://training.calgb.org/>

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Log into the System

Adobe® Acrobat® Connect™ Pro

Login:

99999

Password:

●●●●●●

[Forgot your password?](#)

Login

[Help](#)

CALGB Participants:

To log in, enter the following information -

Login: *CALGB Participant ID*

Password: *CALGB Web Applications Password*

If you need assistance or have questions, contact the CALGB Help Desk toll-free at 1-877-442-2542 or by email at calgb-support@calgb.duhs.duke.edu.

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Click "Training Catalog"

[My Calendar](#) [My Training](#) [Training Catalog](#) [My Meetings](#) [Resources](#)

GETTING STARTED

The Getting Started page provides links to additional tools, the system connection test, and hints to assist you with common tasks. Tools you find here will help you create meetings, publish Presentations, setup users and groups, and find resources such as a feature tour and documentation

[Open](#)

CONNECT PRO CENTRAL HELP

Open the online help for more information regarding all Connect Pro features.

[Open](#)

CONNECT PRO RESOURCE CENTER

Visit the Connect Pro Resource Center on adobe.com for a wealth of documentation and community information.

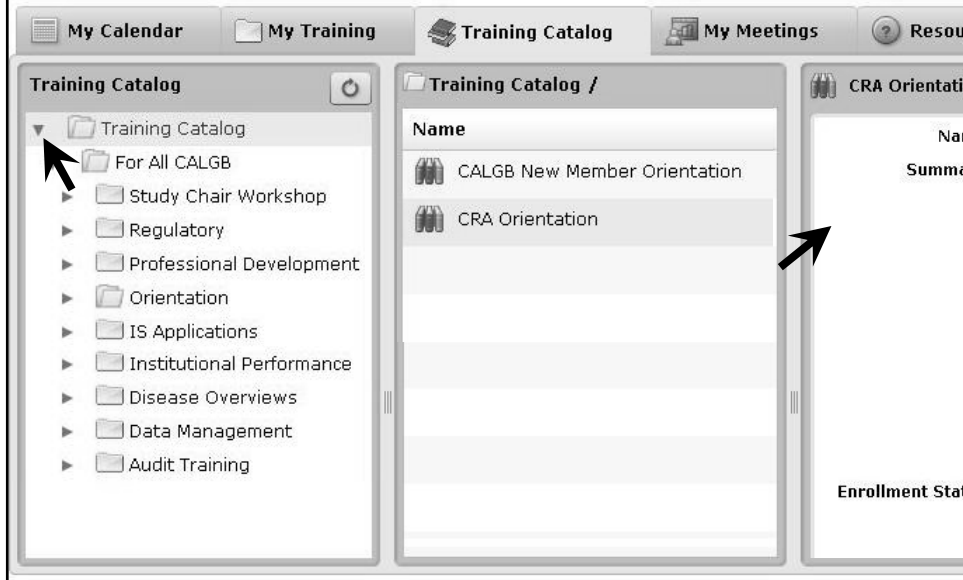
[Open](#)

CONNECT PRO DOCUMENTATION

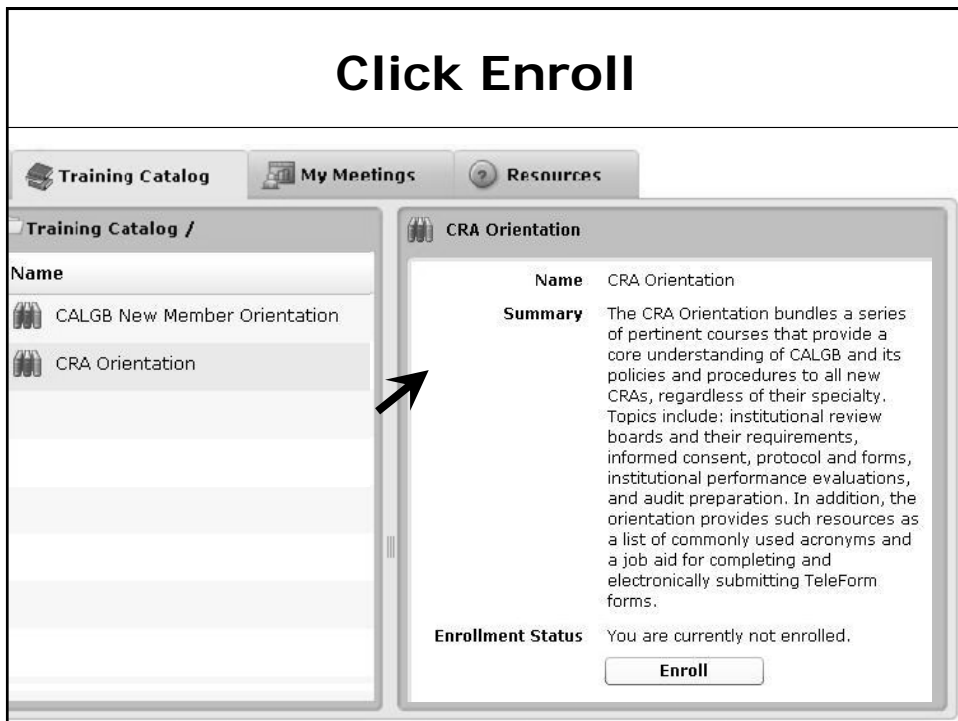
Visit adobe.com for Acrobat PDF versions of Connect Pro documentation files.

[Open](#)

Expand Folders and Select Course



Click Enroll



Click OK

Adobe Acrobat Connect 7 Professional



Enrollment Approved

Your request for enrollment has been approved. You can view the item from this site or from your Home Page.

OK

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Click View to Open Course

The screenshot shows a web interface with three tabs: "Training Catalog", "My Meetings", and "Resources". The "Training Catalog" tab is active, displaying a list of courses. The "CRA Orientation" course is selected and highlighted. To the right, a detailed view of the "CRA Orientation" course is shown, including its name, summary, and enrollment status. A "View" button is located at the bottom of the course details, with an arrow pointing to it.

Training Catalog | **My Meetings** | **Resources**

Training Catalog /

Name
CALGB New Member Orientation
CRA Orientation

CRA Orientation

Name CRA Orientation

Summary The CRA Orientation bundles a series of pertinent courses that provide a core understanding of CALGB and its policies and procedures to all new CRAs, regardless of their specialty. Topics include: institutional review boards and their requirements, informed consent, protocol and forms, institutional performance evaluations, and audit preparation. In addition, the orientation provides such resources as a list of commonly used acronyms and a job aid for completing and electronically submitting TeleForm forms.

Enrollment Status You are enrolled in this item.

[View](#)

Troubleshooting

- Courses open in new windows
 - You may need to temporarily turn off pop-up blockers
 - Contact the help desk at your institution for assistance
- Some courses require you to pass a quiz or submit an evaluation before it is “complete”
- Quizzes lock-up if you race through them; take it slow.

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Resources

- Password or web applications account help
 - CALGB Help Desk
 - CALGB-Support@calgb.duhs.duke.edu
 - 877-442-2542
- All other training issues (including feedback)
 - Kelly Colligan, CALGB Training Coordinator
 - CALGBTraining@mc.duke.edu
 - 919-668-9343

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