Instructions for PBS Research Assistant Trainings
(Needed to Enroll in PSY 99P/99/199P/199)

Rules:
  a) Every student must take 99P/199P before taking 99/199 units for a letter grade.
  b) Only full major, JR/SR standing can take 199P/199. Non- and pre-majors may take 99P/99.
  c) Students must have a qualifying UCSB overall GPA of 3.0 or above in the last three quarters.
  d) Transfers & freshmen may use two quarter GPAs to qualify by their third quarter at UCSB.

Bring these four items to PBS Advising (PSY East, 1814) or email to advising@psych.ucsb.edu to receive an add code:

1. The PSY 99P/99/199P/199 Form completely filled out:
    a. IRB # (should be obtained from lab manager or supervisor)
    b. Proposal of job duties
    c. Signature of the student's lab sponsor in PBS (faculty or supervisor)
2. A copy of Unofficial Transcripts printed from GOLD.
3. Screenshot of quiz score as proof of completion of the UCSB Safety Orientation (2018).
4. Proof of completion of the Human Subjects Training Module. *

Human Subjects Training Module Instructions:
*If you do not work with human subjects (confirm with lab), please skip to UCSB Safety Orientation Training.

Step 1: Go to http://hstraining.orda.ucsb.edu.
Step 2: Click on "Start Training Module."
Step 3: Login with the Key Code (Faculty ID) number: **PSYC** - _____ __-___ - __ _____ (Include dashes).
Step 4: Enter www.subpool@psych.ucsb.edu in "other notification" box. This is not optional. (This puts students on a list so they do not have to repeat training each quarter.)
Step 5: Print out the email confirming completion of training and bring it to PSY East, 1814 or email to us (with all other required forms).
Step 6: Save this email for research participation in future quarters.

UCSB Safety Orientation (2018) Module Instructions:

Step 1: Go to http://learningcenter.ucsb.edu.
Step 2: Your **Sponsor/PI/Lab Manager** must submit a UCSB IT Services request form: UCLC Create Non-Employee Accounts Request. Enter all fields denoted with a *.
Step 3: A notification with instructions on how to access the UC Learning Center will be sent to the student and Sponsor/PI/Lab Manager.
Step 4: Research Assistants: After receiving UC Learning instructions via email, log on to the **NON-EMPLOYEE LOGIN** with account information received.
Step 5: Search "**TR29**" and complete the training titled: "*Safety Orientation.*"
Step 6: Print out a screenshot of certificate of completion/screen shot quiz score and bring to PSY East, 1814 or email to us (with all other required forms).
Step 7: Save an electronic copy of the certificate of completion for future quarters.