

## Instructions for 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 & pre-majors may take 99P/99.
- c) Students must have a qualifying UCSB GPA of 3.0 or above in the last three **quarter** GPAs.
- d) Transfers & freshmen may use two quarter GPAs to qualify by their third quarter at UCSB.

### **Bring these four items to an Undergraduate Advisor (Psy East 1814) 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 FACULTY sponsor (not the TA/Grad/Post Doc).
2. A copy of Unofficial Transcripts printed from GOLD.
3. Printed screen shot of quiz score as proof of completion of the UCSB Safety, Rights, Responsibilities & Resources Web Orientation.
4. Proof of completion of the Human Subjects Training Module.\*

### **Human Subjects Training Module Instructions:**

**\*If you do not work with human subjects, please skip to UCSB Safety Rights Training.**

(Faculty that do not work with human subjects: Ettenberg, Kippin, Reese, Szumlinski)

**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 3:** Enter [www.subpool@psych.ucsb.edu](mailto: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 4:** Print out the email confirming completion of training and bring it to Psy East 1814.

**Step 5:** Save this email for research participation in future quarters.

### **UCSB Safety Rights, Responsibilities & Resources Web Orientation 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 4:** A notification with instructions on how to access the UC Learning Center will be sent to the student and Sponsor/PI/Lab Manager.

**Step 5:** Research Assistants: After receiving UC Learning instructions via email, log on to the **NON-EMPLOYEE LOGIN** with account information received.

**Step 6:** Search "TR29" and complete the training titled: "*Non-supervisors-Safety Rights & Responsibilities*"

**Step 7:** Print out a screenshot of certificate of completion/screen shot quiz score and bring to Psy East 1814 (with signed 99P/199P or 99/199 form and a copy of Unofficial Transcript printed from GOLD).

**Step 8:** Save an electronic copy of the certificate of completion for future quarters.