Instructions to access and use Epigeum Online Research Integrity training

1. You will receive an email from the Epigeum system as follows

From: **Epigeum** Course System <technical@epigeum.com>
Date: Mon, 3 Dec 2018 at 13:17
Subject: Account Details for Fiona Brennan at Epigeum
To: <research@dcu.ie>

Hello Fiona Brennan,

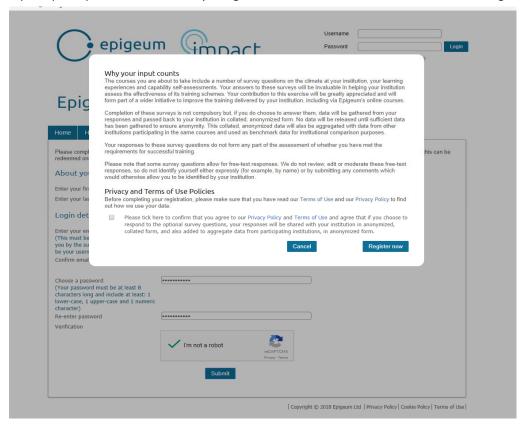You have been registered as a pre-starter at Epigeum. Your account is created and must be activated before you can use it.
To activate the account click on the following link or copy-paste it in your browser:
https://impact.epigeum.com//prestarter/activate?code=876f30574c25e50ae225a3318e1a34d1

After activation you may login to https://impact.epigeum.com/ using the following username and password (which you will have to change to one of your own choosing):

username (please note that your username may slightly differ from your email address) - research@dcu.ie
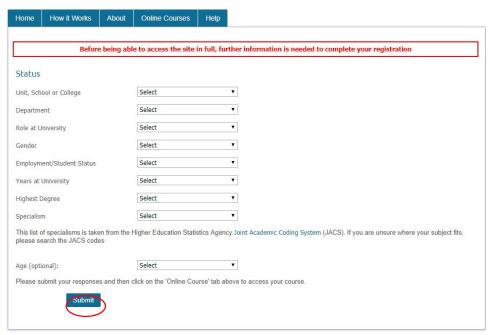password - xxxxxxxxxxxxxxxxxxxxxxxxxxx

Click on the activation link in the email. Note - if you do not receive a mail, check your spam, it will have been sent from technical@epigeum.com or epigeumtechnical@oup.com. Mark as not spam and you can then proceed.

2. If prompted, please confirm that you agree to the terms and conditions and click 'Register now'

3. If prompted, please fill in the form.

4. If your registration is unsuccessful you should contact the Epigeum helpdesk in the first instance at https://www.epigeum.com/epigeum-technical-support. Their IT team will reply directly to you.

5. Once your account is activated, log in and you will be shown the course programmes available via the 'Online Courses' Tab. You need to select from the following two options - **Research Integrity: Concise (IRE Version)** (approx. 45-75 min) and **Research Integrity (INT Version)** (approx. 5 hours).

It is important that you choose the course that is most appropriate for your experience level.

● If you are a PI, or an experienced researcher with prior training, you may complete either course, but only one is necessary. If taking the Concise course, you must at a minimum complete the Core course and the Human Subjects Protections course. You can choose to complete the other optional courses as relevant to your research discipline.

● Early career researchers, research assistants and technicians must complete the full 'Research Integrity (INT Version)' *(Please note that postgraduates also must complete the full course, but this is done through LOOP, not the Epigeum portal).*

6. You may log on and off as needed until you have completed the course, passed successfully and are ready to download your certificate. Please keep your certificate safely, as this may be requested by funding agencies as proof that you have successfully completed the course.

Password reset:
- If you forget your login, you can reset your password.
- After you request a password reset a link will be sent to your email.
- If you do not find the email regarding your password reset immediately, check your SPAM folder.
- The email will contain instructions to reset your password.
- Any queries should be logged with Epigeum Support at:
  https://www.epigeum.com/epigeum-technical-support