

Accessing the Research Ethics and Research Integrity Courses

To ensure that you access the correct research ethics and integrity courses, it is important that you follow the steps outlined below.

Step 1.

Visit the Epigeum website at: <u>https://courses.epigeum.com/</u> and sign in or register.

Once logged in, click on the user menu (the 'person' icon in top right hand corner of the screen):

... and then on "My courses": My Courses

Details on registering and accessing the course for the first time can be found in the steps below:

Step 2. (FOLLOWING STEPS ONLY FOR FIRST-TIME USERS WHO NEED TO REGISTER)

Click on the user menu (the 'person' icon in top right hand corner of the screen): ... and then on "Register": Register

Step 3.

Complete the registration form using your University email address

Step 4.

Please also enter the following token in the relevant field of the registration form: 9736a8e2

(Please ensure there are no spaces when entering the token number)

Token (optional):

This may have been given to you by the subscribing institution

Step 5.

You will be sent an account activation email to your University email account.

Please click on the link in the activation email to complete registration and activate your account.

Step 6.

Once you have activated your account, you can then log in using your university email address and chosen password combination. You will be shown the Epigeum courses on the first screen you see when you log in.

Step 7.

Click on a programme to see a list of available courses, and on a specific course to launch it. Once a course has been successfully completed (by achieving 80% or higher in the end of course quiz) you will be able to download your unique certificate of completion.

Troubleshooting

I have registered with my personal email address... is this okay?

Please do not register with any personal email addresses; your University email address must be used.

If you have registered with a personal address, please go back to step 1 and re-register using your University email address.

I did not receive my activation email...

If you do not receive the email in your inbox, please check your SPAM/junk mail.

You can also resend the activation email via this link:

https://courses.epigeum.com/register/revalidate

I can't see any courses when I log in... I think I forgot to enter the token number

If you did not enter the token during registration, it can be entered at any time afterwards via the

'Enter Token' button in the user menu by pressing:

followed by Enter Token

and

The courses are showing as requiring payment – do I have to pay to access the courses?

Sometimes the courses show as requiring a fee if the token has not been entered (see box above).

If the token has been entered correctly, then check that you are accessing the course correctly by

clicking on the user menu (the 'person' icon in top right hand corner of the screen):

then on 'My Courses': My Courses

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I need specific technical help

If you require further assistance, please see the Epigeum help page by clicking:



by: Help 🕐

Or contact the Epigeum customer support team via the following web form:

https://www.epigeum.com/epigeum-technical-support/