Advarra University: User Instructions

Thank you for your interest in Advarra University!

Advarra University is the centralized portal for eLearning and classes for all Advarra products. As a Learner (user) in Advarra University, you will have access to *all* the training resources for the products licensed at your organization, which will include one or more of the following:

- **OnCore** (enterprise CTMS)
- **Allegro** (cloud-based CTMS for sites)
- Advarra **EDC** (electronic case report form data)
- Advarra **eReg** (regulatory document management)
- Advarra **EVAL** (grant management)
- Advarra **Payments** (participant stipends and reimbursements)

## Contents

Sign up for Advarra University

There are three ways to join Advarra University:

1. Register yourself
2. Purchase a course in the Store.
3. Accept an invitation

Option 1: Register yourself

To sign up for Advarra University to gain access to the eLearning resources available to your organization, follow the steps below:

1. Click the link in the sidebar to the left to create an account or, in the top right corner, click **Sign In** and then click **Don't have an account?.**
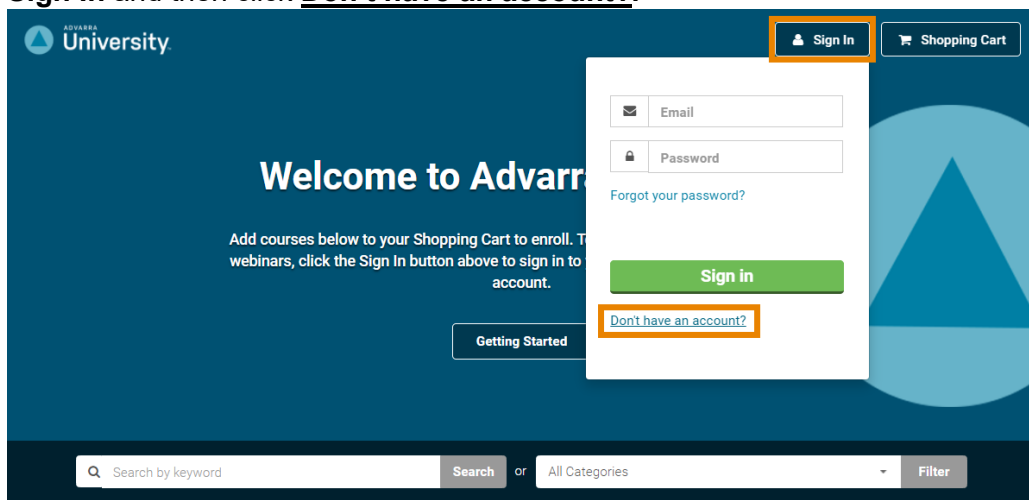
2. Enter your **email address**, then choose a new **password** that meets the following criteria:
- Minimum of 8 characters
- One uppercase character
- One lowercase character
- One number

NOTE: You must use your **official** organization-assigned email address in order to join Advarra University. If you provide a Gmail, Hotmail, AOL or other generic email address, you will not be granted access to any training materials.

3. Click **Sign up**.

4. You will receive an email at the address provided in step #4 – **click the link** in that email to confirm your new account.

NOTE: The confirmation email will come from Advarra University (notifications@learnupon.com). Please be sure to only click links in emails from known senders.

If you don't see this email within a few hours, check your spam folder.

5. Upon confirmation of your account, you will be asked to **complete your profile**. Enter the following required information:

- First Name
- Last Name
- Organization (select one)
- Job Role (free text)
- Phone number for training support (optional)

6. Click **Save**.

You will see your Advarra University dashboard. From here you can navigate to the Store to see a listing of both free training resources and classroom training available for purchase.

You can log in to Advarra University anytime at http://university.advarra.com.

Option 2: Purchase a course

When you purchase a course in the Advarra University Store, you will be enrolled in Advarra University and can then browse the Store for additional resources.

1. Open any internet browser and navigate to http://university.advarra.com

2. Browse the list of upcoming courses, then **Add** the desired courses to your cart.

3. Confirm the course(s) in your shopping cart, then click **Next Step: Checkout.**

4. Enter your payment information and then click **Next Step: Confirmation.**

Option 3: Accept an invitation

You might receive an email invitation from a Manager at your organization or the Advarra Training team. Managers have additional privileges in Advarra University, such as the ability to:

- Create new users in the LMS that belong to your group
- Enroll users (Learners) into appropriate courses or e-learning modules
- Run reports to track Learners' completion of their assigned courses

1. **Click the link** in the invitation email to confirm your new account.

    NOTE: The confirmation email will come from Advarra University (notifications@learnupon.com). Please be sure to only click links in emails from known senders.

    If your Manager says you should have received the email but you don't see it, check your spam folder.

2. Upon confirmation of your account, you might be asked to **complete your profile** if your Manager did not already enter the following required information:

    - First Name
    - Last Name
    - Organization (select one)
    - Job Role (free text)
    - Phone number for training support (optional)

3. Click **Save**.

    You will see your Advarra University dashboard. From here you can navigate to the Store to see a listing of both free training resources and classroom training available for purchase.

Navigate Advarra University

From your Advarra University dashboard, you can see your Enrolled Courses and Completed Courses, and you can start or resume any course that you are enrolled in:
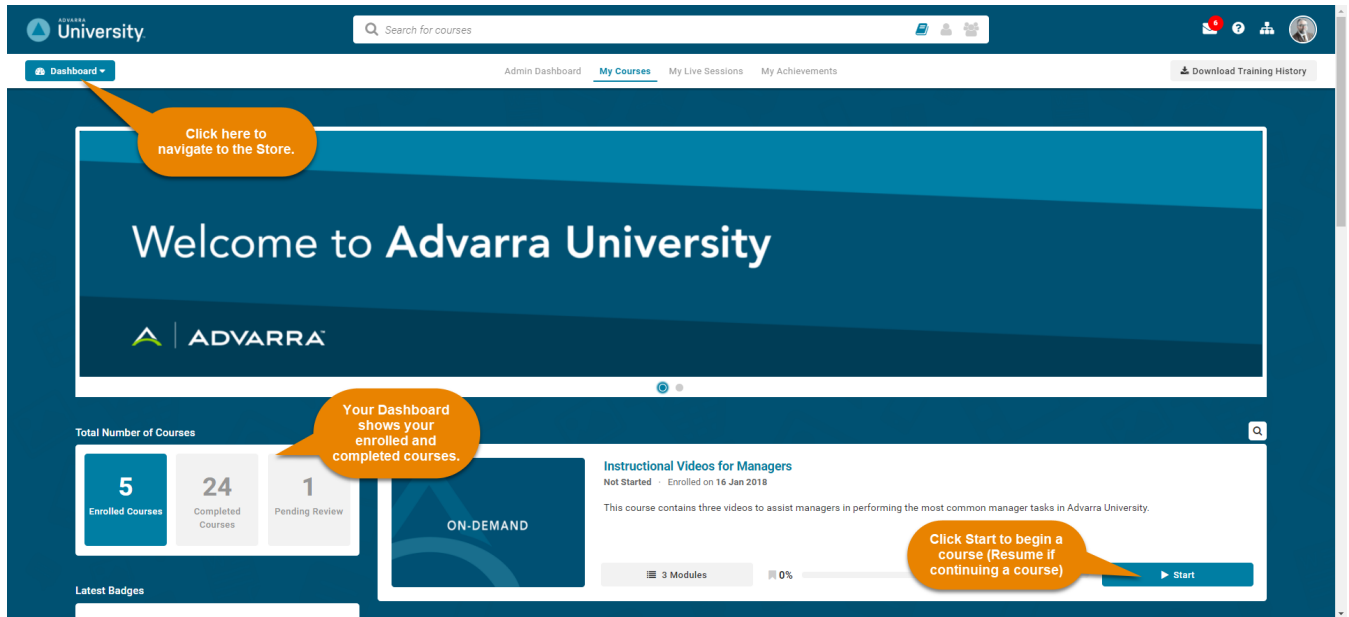
Browse the Store

You can browse the Store for additional eLearning courses available to you.

1. Under your Dashboard button, click **Store**.

2. Use the category filters to find training that interests you, then click **Add**.

   TIP: Filter the Store to "Only Bundles" to find sets of related courses for one-click enrollments.

3. After you have added all courses that you would like to enroll in, click the **Shopping Cart** button in the upper-right corner and then click **Proceed to Cart.**

4. Click Next Step: Checkout.

   For courses with no charge, your enrollment is complete. Click **Go to dashboard** to view and/or start the modules.

   If you are registering for a course that has a cost associated, complete your payment to finalize your enrollment.

If you have any questions about Advarra University, please email technologytraining@advarra.com.