

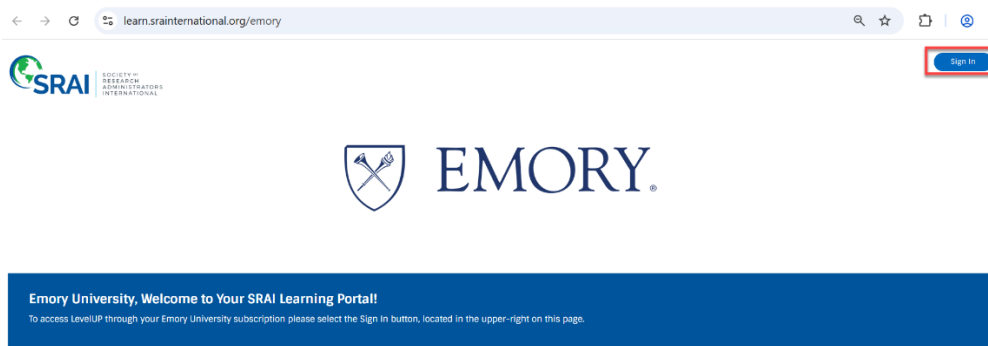
How to Access Your SRAi Account and Locate LevelUP Courses for Emory Employees

Society of Research Administrator's International (SRAi) offers online professional development courses. These courses cover a wide range of topics, including research administration, proposal development, research compliance, and clinical research management. Immerse yourself in a unique opportunity to learn new skills and expand your knowledge base while earning prestigious micro-credentials that you can proudly display on your LinkedIn profile and email signature.

This job aid walks you through how to login, locate and enroll in SRAi online courses available to Emory employees after you have been notified of your access to an SRAi account.

Create Your SRAi Account Password

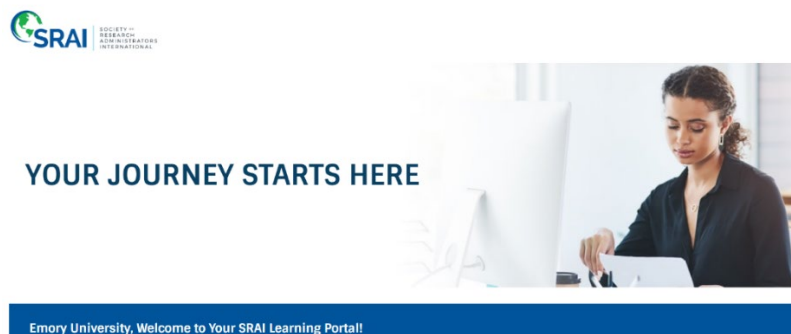
- a. Click [here](#) to open the **Emory SRAi account login page** and select **“login”** in the upper righthand corner.
****NOTE** you must have previously requested an SRAi account and been notified of your account creation. To request an account, please email Kathryn Leigh at kathryn.mary.leigh@emory.edu.*



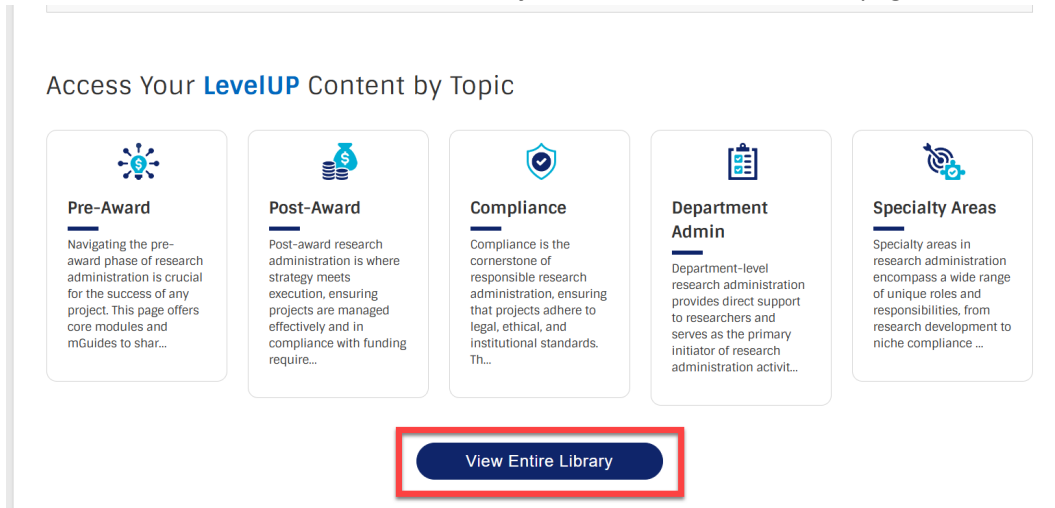
- b. Enter your **Emory network ID and password** associated with your SRAi account and click **“Submit.”** Note you may get an alert to approve the sign-in through DUO.

A screenshot of the login form on the Emory SRAi Learning Portal. The form is set against a dark blue background with the Emory University and Emory Healthcare logos at the top. It includes a 'Network ID' field with a placeholder 'NetID', a 'Password' field with a placeholder 'Password', and a 'Login' button. A link for 'Forgot Password?' is located below the password field.

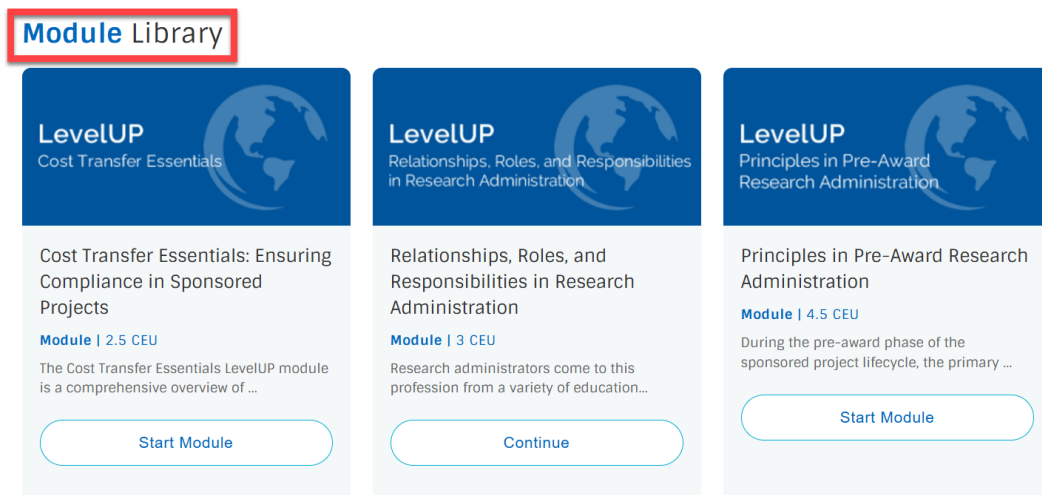
- c. The **SRAi Homepage** will display after you login.



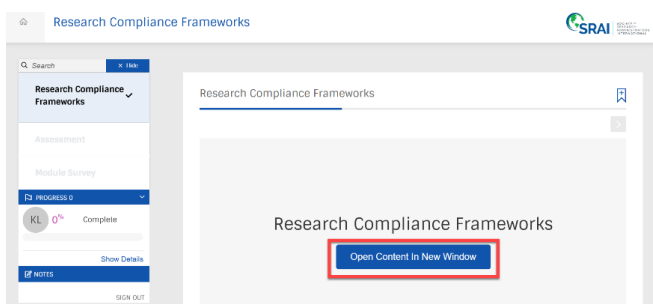
- d. Scroll down and select “View Entire Library” in the middle of the homepage.



- e. “Explore the LevelUP Library” Page will display. Scroll down the page to view all the courses and mGuides available to Emory employees. All these courses are **free of charge** for Emory employees. Click on a course you would like to begin.



- f. **Select a course.** Doing so will open a course page like the one shown below will display. **The only option available when starting a new course is the course content (title of course).** You must **FIRST** complete the course content for the Assessment to unlock. The certificate will unlock once you have passed the assessment. Select “Open Content in New Window” to begin the training.



g. **Important Notes:**

1. Course Content:

- Must be completed first.
- There is no time limit. You may log in and out as you wish. Your progress will be saved.
- The course content includes knowledge checks and quizzes.

2. Assessment:

- Available to take after the Course Content has been completed.
- Assessments are **OPEN BOOK** – You can open the course content in one screen to refer to as you take the final assessment.
- There are 50 questions in each assessment. Plan to get through all the questions in a set aside block of time.
- Assessments will restart with a new set of questions if you time out.
- Each assessment must be PASSED (75%) for a course to be considered complete.
- If you do not pass, you will have 3 additional attempts to pass a new set of questions.
- If after 3 attempts, contact kathryn.mary.leigh@emory.edu to reset the course.
- Take a screenshot of your final score in case the assessment doesn't load properly. If this happens, email the screenshot to kathryn.mary.leigh@emory.edu.

3. Certificate of Completion

- A Certificate of Completion is provided after the course and assessment are completed.
- You will earn a micro-credential for every course completed. Your micro-credential will be emailed to you. Check your JUNK folder for email from badges@srainternational.org.

h. **Contact with Questions:** kathryn.mary.leigh@emory.edu.