

How to Find SRAi LevelUP Courses for Emory Employees

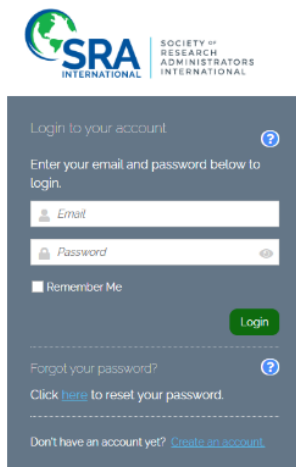
Society of Research Administrator’s International (SRAi) offers online professional development courses. These courses cover a wide range of topics, including research administration, proposal development, research compliance, and clinical research management. Immerse yourself in a unique opportunity 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 locate and enroll in SRAi online courses available to Emory Employees after you have created an SRAi account.

Log Into SRAi

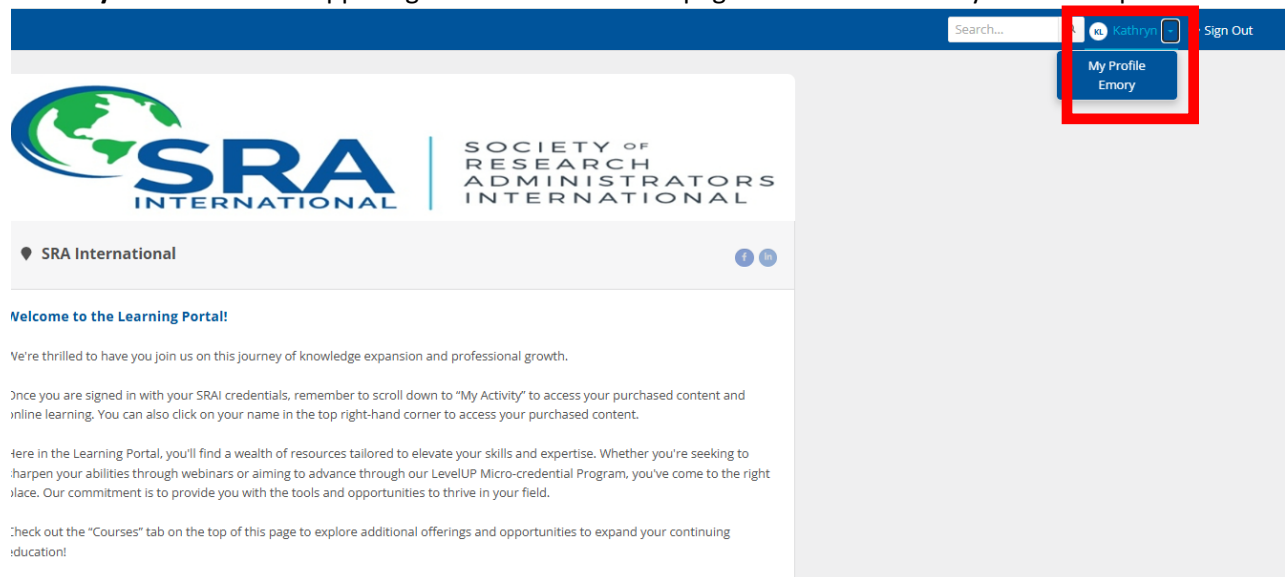
- a. Click [here](#) to login to the SRAi learning portal.

***NOTE** you must have previously requested an SRAi account and followed the steps to set up your account. To request an account, please email Kathryn Leigh at kathryn.mary.leigh@emory.edu.



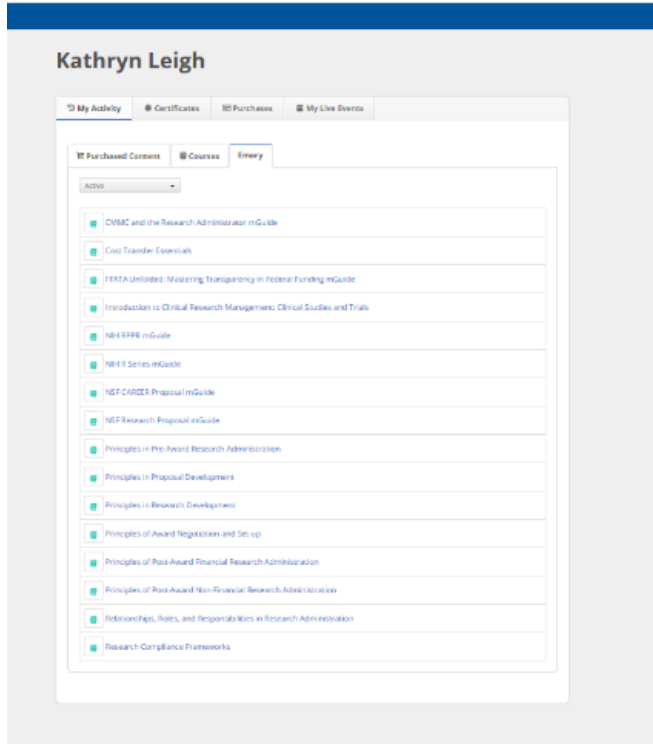
The screenshot shows the SRAi login page. At the top left is the SRAi logo, which includes a globe icon and the text 'SRA INTERNATIONAL' and 'SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL'. Below the logo is a 'Login to your account' section with a help icon. It prompts the user to 'Enter your email and password below to login.' There are two input fields: 'Email' and 'Password'. Below the password field is a 'Remember Me' checkbox and a green 'Login' button. At the bottom, there is a 'Forgot your password?' link with a help icon, a 'Click here to reset your password.' link, and a 'Don't have an account yet? Create an account.' link.

- b. Locate your name in the upper right corner of the homepage and click on “Emory” in the dropdown.

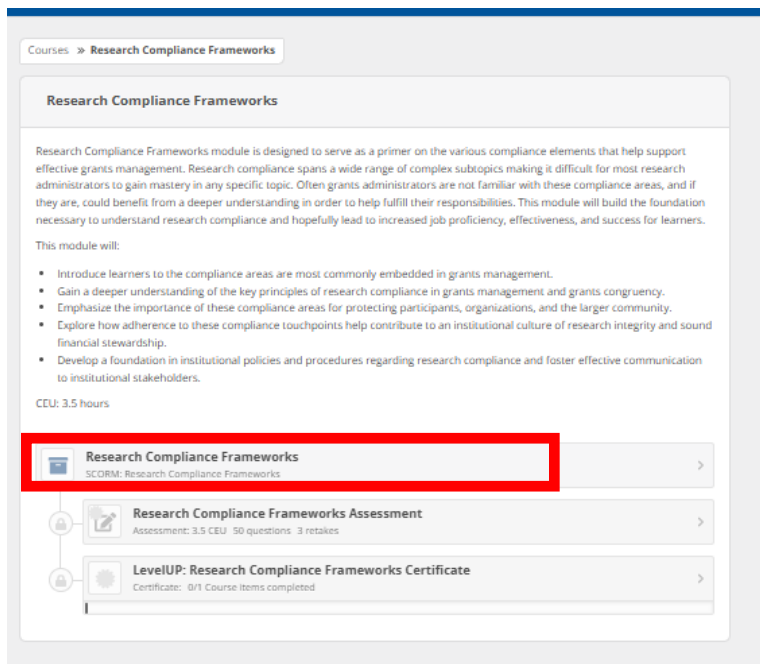


The screenshot shows the SRAi homepage. At the top right, there is a search bar and a user profile dropdown menu. The dropdown menu is open, showing the user's name 'Kathryn' and a profile icon. Below the name is a blue button labeled 'My Profile' and 'Emory'. To the right of the dropdown is a 'Sign Out' link. The main content area of the page features the SRAi logo and the text 'SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL'. Below the logo is a section titled 'Welcome to the Learning Portal!' with a sub-header 'SRA International'. The text below the sub-header reads: 'We're thrilled to have you join us on this journey of knowledge expansion and professional growth. Once you are signed in with your SRAi credentials, remember to scroll down to "My Activity" to access your purchased content and online learning. You can also click on your name in the top right-hand corner to access your purchased content. Here in the Learning Portal, you'll find a wealth of resources tailored to elevate your skills and expertise. Whether you're seeking to sharpen your abilities through webinars or aiming to advance through our LevelUP Micro-credential Program, you've come to the right place. Our commitment is to provide you with the tools and opportunities to thrive in your field. Check out the "Courses" tab on the top of this page to explore additional offerings and opportunities to expand your continuing education!

- c. The **Emory Course Page** will display. All these courses are **free of charge** for Emory employees. Click on a course you would like to begin.



- d. **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 to select is the SCORM file (course content).** You must **FIRST** complete the course content/SCORM file for the Assessment to unlock. The certificate will unlock once you have passed the assessment.



e. **Important Notes:**

1. **Course Content/SCORM File:**

- 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/SCORM File 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.
- Your micro-credential will be emailed to you. Check your JUNK folder for email from the BlueSky learning management system.

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