

Health Services Research Data Center

HSRDC New User Form

User Information

Full Name:

Last

First

University of Pittsburgh User Name:

This is your University (my.pitt.edu) Login

University of Pittsburgh Status: Faculty/Staff Student No Pitt Appointment

Role in Group (select the best choice):

- Principal Investigator Co-Investigator
 Analyst Data Manager

Directly Supervised by PI: Yes or No

UPMC Owned Computer: Yes or No

Desktop Information

Desktop Group(s):

List the Desktop Group(s) for which you are requesting access

Microsoft Campus License Agreement (MCLA) – *University Faculty and Staff are required to have annual Microsoft Office Licenses. This section is not applicable to University students or users not employed by the University. If you are not sure if you need a MCLA, contact your home department administrator to verify.*

- Yes, I have a Microsoft License No, this license does not apply to my status

Phone Operating System – *What mobile device will you use to install the required multi-factor app?*

- iOS Android Windows

What applications/software will you need on the desktop? – *Desktop is equipped with Excel. Please list the software that you need in below and only request the software that you need in order to decrease desktop sign-in time. You can request additional packages at any time as the selections are specific to each user.*

Click or tap here to enter text.

Required Training

Access to the HSRDC virtual environment requires both online and personal training in order to understand the type of data housed and how to ensure compliance. As a HIPAA-secure environment, all users are also required to complete HIPAA Privacy training. Once all online trainings are complete, users will participate in a personal training session either on campus or via Skype for Business.

The HSRDC online trainings are available by clicking on the link below. When prompted to login, your login information for these modules is the same as your login information for www.hsconnect.pitt.edu. If you don't already have an account for HSConnect, you will need to create one.

Once you have completed each necessary training, mark as complete.

- [HSRDC Training Module](#) – *Required for ALL Users of the HSRDC*
- [HSRDC Investigator Module](#) – *Required if you supervise staff and/or approve HSRDC invoices*
- HIPAA Researchers Privacy and Security Training** – *Required for ALL Users of the HSRDC****

***For University of Pittsburgh and UPMC Staff, we accept the retired ISER module HIPAA Research Privacy Requirements (Formerly RPF Module 6) until December 31, 2017 or the CITI Program Privacy & Information Security Training. Visit www.citi.pitt.edu to access the CITI trainings and complete the course (username and password is the same as HSConnect). If your current employment is outside of the University, the HSRDC often accepts your home institution's HIPAA certificate. Return your certificate with this form to verify transferability of your document.

Please return this completed form to the HSRDC Administrator via email (jmw279@pitt.edu) to schedule your personal training session.

Thank you and welcome to the HSRDC!