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

1.) Virtual Desktop Group(s): _____

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

2.) What applications/software will you need on the desktop? *– Desktop is already equipped with Excel, Word, and PowerPoint. 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.*

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 complete an online video session with option of virtual in person training.

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. Please ensure you are logged into my.pitt.edu before accessing the online trainings. 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*
- ☐   **CITI Program Information Privacy & Security, Privacy & Information Security Training** *– Required for ALL Users of the HSRDC*

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***For University of Pittsburgh and UPMC Staff, we accept 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 (hsrdc@pitt.edu) before receiving your final HSRDC Training video for virtual desktop access

Thank you and welcome to the HSRDC!