Cayuse Access Instructions

Cayuse Account / Human Ethics Access

https://www.ttuhsc.edu/research/divisions/integrity-office/education/cayuse_access.aspx

The Office of Research Integrity uses the Cayuse electronic platform for the management of our Research Administration.

- **Cayuse** is the electronic system used by the TTUHSC IRB for the management of Human Subject Research.

- **Human Ethics** is the module <u>within Cayuse</u> used for submitting and managing Human Subject Research studies/submissions; **it is NOT training.**

A Cayuse account is required for <u>all</u> Principal Investigators, Co-Investigators, and research study personnel, and must be in place <u>prior to</u> beginning any human subject research-related activities.

If you have questions about working <u>within</u> the Human Ethics module

(or if you need more information about IRB / Human Subjects research)

Contact IRB Staff or visit the HRPP webpage.

LOGGING IN TO CAYUSE

TTUHSC Researchers

- If you are a TTUHSC Faculty, Staff, Resident, or Student, you will be set up with a **'User' account**.

- **Use this link to log in *https://ttuhsc.app.cayuse.com/* and the following credentials:**
  - **USER NAME:** TTUHSC email address
  - **PASSWORD:** eRaider password

- **If you are not able to log in,** then you can *submit a request for a Cayuse account*, or contact *Jennifer Board* for assistance.

Affiliates / Outside Collaborators

- If you are associated with one of our Affiliates (i.e. UMC, BSA, Providence, etc.) OR you do not have any affiliation with TTUHSC (i.e. an Outside Collaborator), you will be set up with a **'Guest User Account'**.

- **Use this link to log in *https://ttuhsc.app.cayuse.com/guest* and the following credentials:**
  - **USER NAME:** Your primary email address
  - **PASSWORD:** The password you set up when you initially logged in

- **If you are not able to log in**, then you can *submit a request for a Cayuse account*, or contact *Jennifer Board* for assistance.

  NOTE: Access to Cayuse/HE is the same as TTUHSC Researchers; the only difference is the link you use to log in.

Cayuse Access Instructions

TTU Researchers

o If you are a TTU Faculty, Staff, or Student, you will most likely log in using a **'Guest User Account'.**

o **Use this link to log in *https://ttuhsc.app.cayuse.com/guest* and the following credentials:**
- **USER NAME:** TTU email address
- **PASSWORD:** The password you set up when you initially logged in

o **If logging in with the Guest User Account doesn't work,** please try logging in through the main Cayuse link *https://ttuhsc.app.cayuse.com/* using the following credentials:
- **USER NAME:** TTU email address
- **PASSWORD:** eRaider password

o **If you are still not able to log in,** then you can *submit a request for a Cayuse account*, or contact *Jennifer Board* for assistance.

IMPORTANT NOTE REGARDING ACCESS TO THE

HUMAN ETHICS MODULE:

If you are logged into Cayuse but are NOT seeing the HE module, chances are that you do not have access to the module due to EXPIRED TRAINING.

If you are unsure which training you need to update, please contact Jennifer Board.

Once you have completed your expired training, access to the HE module can be granted.

FREQUENTLY ASKED QUESTIONS

How do I check to see if I have the right access?

Once you are logged in to Cayuse, click on **'Products'** (upper right-hand corner). This tells you which modules you have access to. You will always see **'*HOME'*.** If you have access to **Human Ethics**, you will see that tab as well.

If you need assistance, please contact *Jennifer Board*.

Why don't I have access to the Human Ethics module?

If you are not seeing the **Human Ethics** module under **'Products'**, it is due to one of these reasons:
- You have not been granted yet
- Your access has been removed due to expired CITI/COIC training
- It was determined that you do not need access.

If you need assistance, please contact *Jennifer Board*.

Cayuse Access Instructions

How do I know if I need access to the Human Ethics module?

If you are involved (or plan to be involved) with Human Subject research (IRB), you will need access to the **Human Ethics** module. If you need assistance, please contact *Jennifer Board*.

REMINDER: In order to be granted access to the **Human Ethics** module in Cayuse, you will need to complete **BOTH** of the TTUHSC HRPP required training - 1) the CITI Biomedical Investigator Course, and 2) the COIC disclosure/training.

TROUBLESHOOTING

Using the wrong link to log in

Remember that there are **TWO** links for logging in to Cayuse - **one for TTUHSC researchers** (User account), and **one for Outside Collaborators and Affiliate researchers (**Guest User Account).

Double check that you are using the correct link (see the *'Logging in to Cayuse'* section above for assistance). If you are still having issues, please contact *Jennifer Board*.

Login error message

If you get an error message when trying to log in, the most likely reasons are that you do not have a Cayuse Account set up, **OR** that you are using the wrong link. Double check the link you are using, then see below if you are still having issues.

If you are an Outside Collaborator / Affiliate researcher -
You need to have a Guest Account set up in order to log in. If you do not have one yet, you can *submit a request for a Cayuse account*, or contact *Jennifer Board*.

If you are a TTU researcher -
There are **TWO** ways that TTU Cayuse accounts are set up - either with a User account **OR** with a Guest User Account. If you are getting an error message logging in one way, try the other option. If you are still having issues after trying both options, please contact *Jennifer Board*.

Forgetting your password

TTUHSC Researchers
Your login credentials will **ALWAYS** be your TTUHSC email address along with your eRaider password. If you are having issues with your password, you will need to visit the *eRaider Account page*.

Outside Collaborators / Affiliate researchers
If you cannot remember your password, or are having issues with the temporary password given by Cayuse, you will need to contact *Cayuse Support*. Make sure that Support knows that you are trying to log in using a Guest User Account.

Cayuse Access Instructions

TTU Researchers

If you are a TTU Faculty, Staff, or Student, and can't remember your password, please see below for the reminders on the two possible ways your Cayuse account was set up.

- o **If you were set up with a Guest User Account -** You will use this link *https://ttuhsc.app.cayuse.com/guest* and the following credentials:
    - **USER NAME:** TTU email address
    - **PASSWORD:** The password you set up when you initially logged in

- o **If you were set up with a TTUHSC User account -** You will use this link *https://ttuhsc.app.cayuse.com/*and the following credentials:
    - **USER NAME:** TTU email address
    - **PASSWORD:** eRaider password

iRIS ACCESS

If you still need access to iRIS for any reason, here are the log in links:
- *TTUHSC Users*
- *Outside Collaborators / Affiliate researchers*

The links can also be found on the side bar of this webpage (Cayuse Access), as well as the *HRPP Education and Training webpage* and the *HRPP webpage*.

You can still request access to iRIS, but approval is on a case by case basis:
- **If you have an eRaider...** Go to *https://ttuhsc.imedris.net/* then go to 'My Profile' (upper right corner) and select *"Request New Account"*.

- **If you do not have an eRaider...** Go to *https://ttuhsc-local.imedris.net* then click on the *"Request New Account"* link underneath the login area.

Just remember that while you still have full access to your studies, you CANNOT submit anything new in iRIS. All IRB studies are submitted through Cayuse now.

Got Questions?

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