

B. Access to OnCore

Access to the WashU OnCore application requires:

1. **Completion of role-based OnCore training. Roles include:**
 - a. **Clinical Team:** Users who will need to register/manage individual patients in OnCore.
 - b. **Financial Coordinator:** Users who need access to the financial console and will enter pre/post award data.
 - c. **Regulatory Role:** Users create new protocols, submit to PRMC, track IRB records, and keep protocol statuses up to date.
 - d. **View Role:** Users can view protocols and consents, print documents, and do effort tracking.
 - e. **External Coordinator:** Non-WashU coordinators only. Manage individual subjects and track visits.
 - f. **Billing Grid Approver:** Users who will need to do the Budget Team Signoff for calendars, but do not have or need the Financial Coordinator role.
2. **Verification of HIPAA training from the user's home organization.**
 - a. Please note that documentation must demonstrate that the user completed a HIPAA workforce training course at their home institution. Covered entities are required to demonstrate their workforce has been trained on the HIPAA Privacy, Security, and Breach Notification Rules, and typically provide a certificate of completion for verification that can be used for this purpose (see [example](#)).
 - b. HIPAA training content nested within Human Subjects in Research (HSR) training courses (e.g., CITI or NIH HSR trainings) does not qualify as documentation for this level of HIPAA training, as it is not as in-depth and does not cover institution-specific requirements for breach-reporting and other related policies. All users must provide documentation of HIPAA certification prior to obtaining access to OnCore.
 - c. The OnCore Support Team (OST) at oncore@wustl.edu or 314-747-0347 can confirm HIPAA certification for WUSTL and BJC employees within our eLearning systems. External users should provide documentation to the OST per the [instructions](#) below.

Instructions for Access Requests:

- 1 [WashU Employees](#)
- 2 [BJC Employees](#)
- 3 [External Users](#)

WashU Employees

1. Email oncore@wustl.edu to request training. Include:
 - a. You email subject line should include: "OnCore Training Request" or "OnCore Account Request"
 - b. What type of access/role you need or if you need to mirror a coworker's access
 - c. Your WUSTL Key (username only, NOT password)
 - d. Your supervisor's name
 - e. Your Department (HR designation)
 - f. Your Management Group (small working team within department - for any clarifications, consult with direct supervisor or other team members with OnCore access)
2. Enroll in training through Learn@Work (OST will advise which course(s) to enroll in).
 - a. [OnCore Training Info](#)
 - b. [OnCore Events/Training Calendar](#)
3. Online training: email oncore@wustl.edu once you have completed training
 - a. OST creates your account; an activation email will be automatically sent from OnCore.
 - b. Follow the link and instructions to confirm your account.
4. OnCore can then be accessed at <https://wustl-oncore.forteresearchapps.com>
5. Questions/problems logging in? Email oncore@wustl.edu

BJC Employees

1. Email oncore@wustl.edu to request training. Include:
 - a. Your email subject line should include: "OnCore Training Request" or "OnCore Account Request"
 - b. What type of access/role you need or if you need to mirror a coworker's access
 - c. Your supervisor's name
 - d. Your Department (HR designation)
 - e. Your Management Group (small working team within department - for any clarifications, consult with direct supervisor or other team members with OnCore access)
2. OST will request a temporary WashU non-employee ID for you and notify you once it's been granted.
3. You will use your temporary ID to create a non-employee WUSTL Key. This will provide access to the WashU Learn@Work training system, the OnCore user manual in Confluence, and the OnCore system.
4. Enroll in training through Learn@Work (OST will advise which course(s) to enroll in).
 - a. [OnCore Training Info](#)
 - b. [OnCore Events/Training Calendar](#)
5. Online training: email oncore@wustl.edu once you have completed training and passed the quiz. Include the WUSTL Key you created (username only, NOT password).
 - a. OST creates your account; an activation email will be automatically sent from OnCore.
 - b. Follow the link and instructions to confirm your account.
6. OnCore can then be accessed at <https://wustl-oncore.forteresearchapps.com>
7. Questions/problems logging in? Email oncore@wustl.edu.

External Users

1. Email oncore@wustl.edu to request training. Include:
 - a. Certificate of HIPAA training, as described in access requirements [above](#).
 - b. [New External Site Staff request form](#).
Please complete ALL fields.
2. OST will request a temporary non-employee ID for you and notify you once it's been granted.
3. You will use your temporary ID to create a non-employee WUSTL Key. This will gain you access to the WashU Learn@Work training system, the OnCore user manual in Confluence, and the OnCore system.
4. Enroll in online training: [OST - OnCore Online Training: External Coordinator](#).
5. Email oncore@wustl.edu once you have completed training and passed the quiz. Include the WUSTL Key you created (username only, NOT password).
 - a. OST creates your account; an activation email will be automatically sent from OnCore.
 - b. Follow the link and instructions to confirm your account.
6. OnCore can then be accessed at <https://wustl-oncore.forteresearchapps.com>
7. Questions/problems logging in? Email oncore@wustl.edu.