Cayuse Access Instructions

Cayuse 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. The Cayuse module, Human Ethics, is used for submitting and managing human subject research.

In order to be granted access to Human Ethics, you must first have an active Cayuse account, as well as complete **BOTH** of the TTUHSC IRB required training – 1) CITI Biomedical Investigator Course, and 2) the COIC disclosure/training.

If you are logged in to Cayuse, but do not see the Human Ethics module (under 'Products'), one or both of your required training have expired and your access to the module has been removed.

If you are not sure whether you already have a Cayuse account set up yet or not, **please try to log in first** (see the *'Logging in to Cayuse'* section below). If you are not able to log in, then you can **submit a request for a Cayuse account**.

iRIS ACCESS

If you still need access to iRIS for any reason, the links are the side bar of this webpage and the IRB Education and Training home page, as well as the main HRPP webpage. While we continue to transfer studies from iRIS to Cayuse, you still have full access to your studies, but CANNOT submit anything new. Once the transition phase is complete, we will switch to read-only access for iRIS.

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.

IMPORTANT NOTE REGARDING ACCESS TO THE HUMAN ETHICS (HE) MODULE:

If you are logged into Cayuse but are NOT seeing the HE module, chances are you that do not have access to the module due to EXPIRED TRAINING. Please contact the IRB Education Coordinator if you are unsure which training you need to update. Once you have completed your expired training, access to the HE module will be granted.

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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 are not seeing the module listed that you need, please contact the *Jennifer Board, Research COI & CMP Chief Analyst* OR your *IRB Administrator*.

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 the *Jennifer Board, Research COI & CMP Chief Analyst* OR your *IRB Administrator*.

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) and/or you previously had an iRIS account, you need access to the Human Ethics module. For more information on IRB Human Subjects research, please visit the *HRPP webpage*.

NOTE: In order to be granted access to the Human Ethics module in Cayuse, you will need to have BOTH of your TTUHSC IRB required training current - 1) the CITI Biomedical Investigator Course, and 2) the COIC disclosure/training. For more information, please visit the *IRB Education and Training webpage*.

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LOGGING IN TO CAYUSE

TTUHSC Researchers

If you are a TTUHSC Faculty, Staff, Resident, or Student, you will log in to Cayuse by going to *https://ttuhsc.app.cayuse.com/* and use the following credentials:

- **USER NAME:** TTUHSC email address
- **PASSWORD:** eRaider password

Outside Collaborators

If you are an Outside Collaborator, you will be logging in using a Guest Account, so you will go to *https://ttuhsc.app.cayuse.com/guest* and use the following credentials:

- **USER NAME:** Your primary email address
- **PASSWORD:** The password you set up when you initially logged in.

TTU Researchers

If you are a TTU Faculty, Staff, or Student, it's most likely that you will log in using a Guest Account, so you will go to *https://ttuhsc.app.cayuse.com/guest* and use the following credentials:

- **USER NAME:** TTU email address
- **PASSWORD:** The password you set up when you initially logged in.

If logging in as a Guest Account User doesn't work, please try logging in through the main Cayuse link **https://ttuhsc.app.cayuse.com/** and use the following credentials:

- **USER NAME:** TTU email address
- **PASSWORD:** eRaider password

If you are still having issues, please contact the *Jennifer Board, Research COI & CMP Chief Analyst*.

Cayuse Access Instructions

TROUBLESHOOTING

Using the wrong link to log in

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

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 the *Jennifer Board, Research COI & CMP Chief Analyst*.

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 -
You need to have a Guest Account set up in order to log in. If you do not have one yet, please *CLICK HERE*, or contact the *Jennifer Board, Research COI & CMP Chief Analyst*

If you are a TTU researcher -
There are **TWO** ways that TTU Cayuse accounts are set up - either through HR Connect **OR** as Guest Accounts. 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 the *Jennifer Board, Research COI & CMP Chief Analyst*.

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

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 Account.

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.

- **You were set up with a Guest 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.

- **Your account was set up through HR Connect -** You will use the main Cayuse link *https://ttuhsc.app.cayuse.com/* and the following credentials:
    - **USER NAME:** TTU email address
    - **PASSWORD:** eRaider password

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