

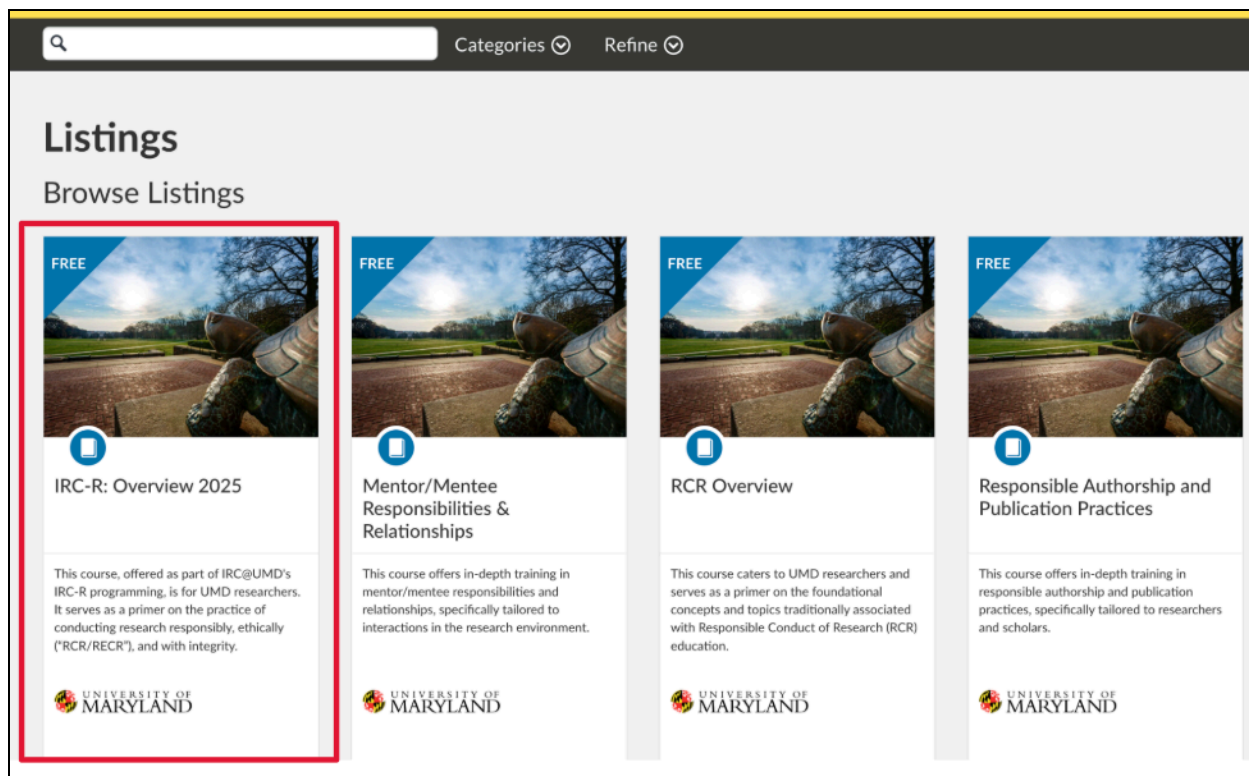
INSTRUCTIONS FOR ENROLLING IN AN “IRC@UMD” COURSE

How to access and enroll in training. All IRC@UMD courses are hosted on UMD’s Open Learning platform as part of the [“Integrity and Responsible Conduct” catalog](#). To access an IRC@UMD course, you can either:

1. Search for the name of the course in the [Open Learning catalog storefront](#);
2. Navigate to the [Integrity and Responsible Conduct catalog](#) and locate your desired course(s) directly within the catalog; and/or
3. Click on the hyperlink for an IRC@UMD course, which can be found on OIRC’s website.

Please note that IRC@UMD courses are for **UMD personnel only**. Faculty, staff, and students with UMD credentials will be permitted to enroll in a given course, and must do so by clearing UMD’s Single-Sign-On (“SSO”) system. You may not access IRC@UMD courses using an affiliate or associate account.

For the purposes of this demonstration, let’s say you’re a UMD user interested in taking the “IRC-R: Overview (2025)” course, and that you found the course by visiting the [Integrity and Responsible Conduct catalog](#) within Open Learning. *(Please see the accompanying screenshots for a visual demonstration of the enrollment process.)*



Click on the “IRC-R: Overview (2025)” course; you will be taken to the course enrollment page.

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FREE



IRC-R: Overview 2025

Started Oct 1, 2025

This course is open only to UMD learners.
UMD learners, please [log in](#) to enroll.



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The University of Maryland, College Park ("UMD") Office of Integrity and Responsible Conduct ("OIRC") has created an institutional-level Integrity and Responsible Conduct Program ("IRC@UMD") that offers programming, resources, and support to the UMD community. The goals of OIRC's IRC@UMD program are to foster, promote, and ensure integrity and responsible conduct in research ("IRC-R") and professional activities ("IRC-PA") at UMD.


IRC@UMD's IRC-R* programming, including this course and the other courses available to you in the Integrity and Responsible Conduct Open Learning catalog, is intended to:

Select the “log-in” hyperlinked text; this should prompt you to enter your UMD credentials and complete the SSO process.

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Central Authentication Service (CAS)

**DIRECTORY ID**

PASSPHRASE

☐ **DON'T REMEMBER LOGIN**

LOG IN

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

The Division of IT will never ask you to put your passphrase into an email message, but scammers will.

Do not share your passphrase with others!


[Forgot your passphrase?](#) / [Forgot your ID?](#) / [Need help?](#)

Having trouble? Please contact the [IT Service Desk](#) at 301.405.1500

Once you have successfully cleared the SSO process, you will see a message that reads “You are enrolled.” This indicates that you have successfully enrolled in the course.

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INSTRUCTIONS FOR ENROLLING IN AN “IRC@UMD” COURSE



IRC-R: Overview 2025

Started Oct 1, 2025


You are enrolled.



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Find your course by navigating to your “Courses” on ELMS-Canvas.



Account

Dashboard

Courses

Calendar

Courses

IRC-R: Overview (2025)
IRCR Overview 2025
Term: Catalog

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

INSTRUCTIONS FOR ENROLLING IN AN “IRC@UMD” COURSE

The screenshot shows the Canvas LMS interface for the course "IRC-R: Overview (2025)". On the left is a navigation menu with links: Home, Pages, Modules, Discussions, People, Course Reserves, Assignments, Quizzes, Redirect Tool, and BOX. The main content area features a red header with the title "Integrity and Responsible Conduct in Research: An Overview of Related Topics, Best Practices, and Relevant Resources". Below this is a video player showing a turtle in front of a building. A text box contains the "University of Maryland, College Park Statement on Research Integrity", which states that research integrity is the foundation of the university's reputation and that all research must meet the highest standards. At the bottom of the page is a banner for "The Integrity and Responsible Conduct Program at UMD". On the right side, there is a sidebar with "24/7 Canvas Chat Support" contact information, buttons for "View Course Stream", "View Course Calendar", and "View Course Notifications", a "To Do" section showing "Nothing for now", and buttons for "Canvas Guides", "Textbooks", and "Adopt Textbook".

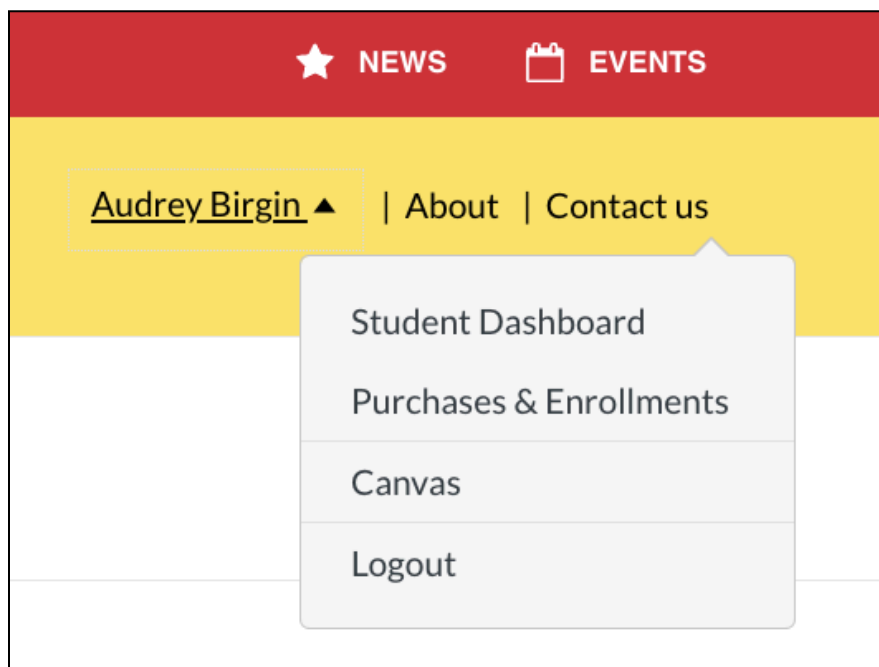
Once a course has been added to your ELMS-Canvas account, follow the directions specified in the ELMS-Canvas course pages to advance through and complete the training.

Verifying completion. Completion of an IRC@UMD course will automatically generate a certificate of completion for the course. You can access this certificate in two ways:

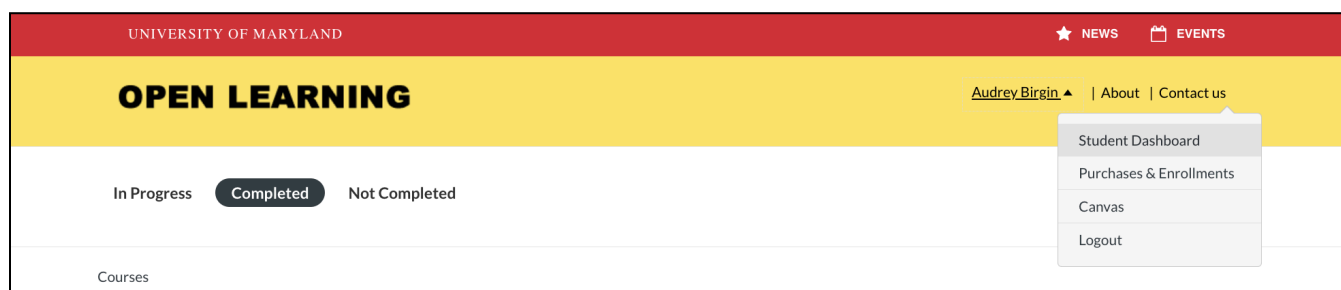
- (1) the certificate will be emailed to the address associated with your ELMS-Canvas account (note: please allow up to 12 hours for your certificate to enter your inbox, as certificates are sent from Open Learning on a fixed time-schedule); or

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- (2) you may access your certificate directly through the Open Learning platform. To do so, log into Open Learning and navigate to your “Student Dashboard.”



You will then see tabs for “In Progress” courses, “Completed” courses, and “Not Completed” courses.



Select “Completed” and scroll through your list of completed courses until you find the one you’re looking for (“IRC-R: Overview (2025),” in this case). In fine print, you will see options to “View” and “Download,” both of which are referring to your certificate of course completion.

INSTRUCTIONS FOR ENROLLING IN AN “IRC@UMD” COURSE

Student Dashboard

Q Search...

Q

PDF Transcript

In Progress (0)

Completed (1)

Not Completed (0)

Courses

IRC-R: Overview 2025

Started Oct 1, 2025 - Completed October 7, 2025

This course, offered as part of IRC@UMD's IRC-R programming, is for UMD researchers. It serves as a primer on the practice of conducting research responsibly, ethically ("RCR/RECR"), and with integrity.

IRC-R: Overview (2025) | [View](#) | [Download](#)

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Review Course

Note: Any individual who is required to complete this training should maintain a copy of their certificate so that they are able to provide it upon request.

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