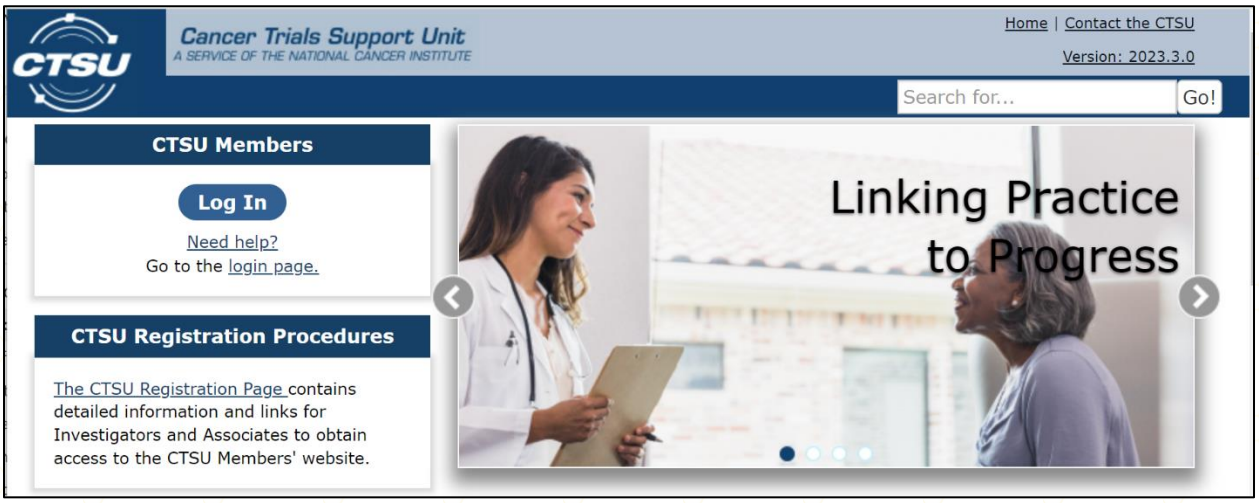
NRG: How to access and use CLASS

CLASS stands for **C**ompliance, **L**earning, **A**nd **S**OP **S**olutions. CLASS is NRG's Learning Management System, often called an LMS. CLASS contains training for you that is role, application, and protocol specific. To access and use CLASS, follow the steps below.

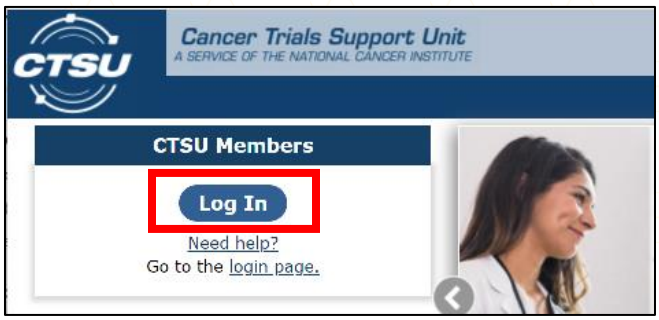
Part 1 – Accessing CLASS

From your browser:

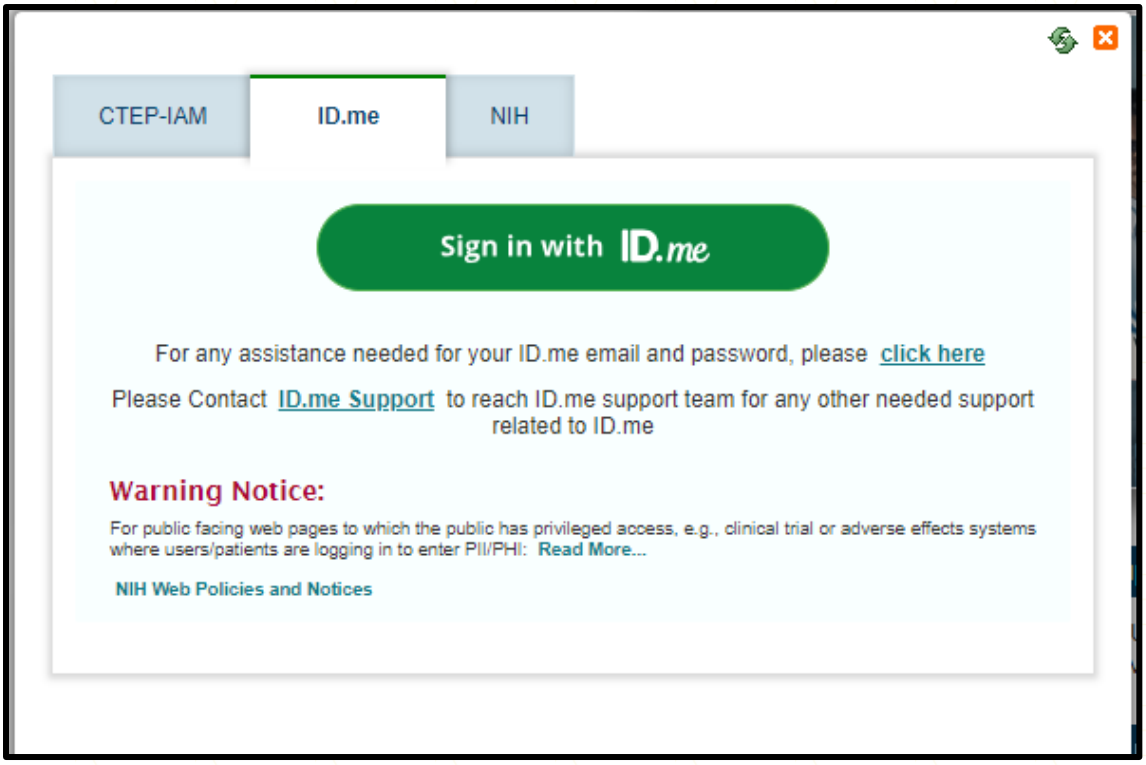
1. **Navigate** to: ctsu.org



2. **Click** Log In.



3. A pop-up window with 3 tabs will appear. **Click** on the ID.me tab. **Enter** your username and password. **Click** Sign In.

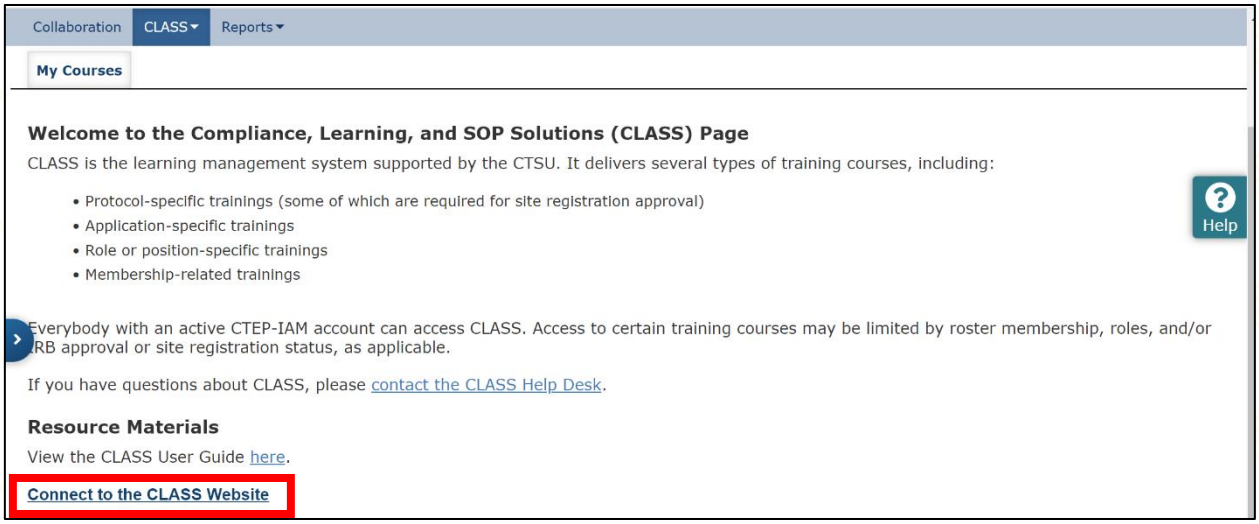


1) New users will need to create an ID.me account. Follow the prompts on the screen accordingly. For assistance and to learn more, contact ID.me Support.
2) NIH account integration has been disabled.
3) CTEP-IAM will not be supported after September 2024.

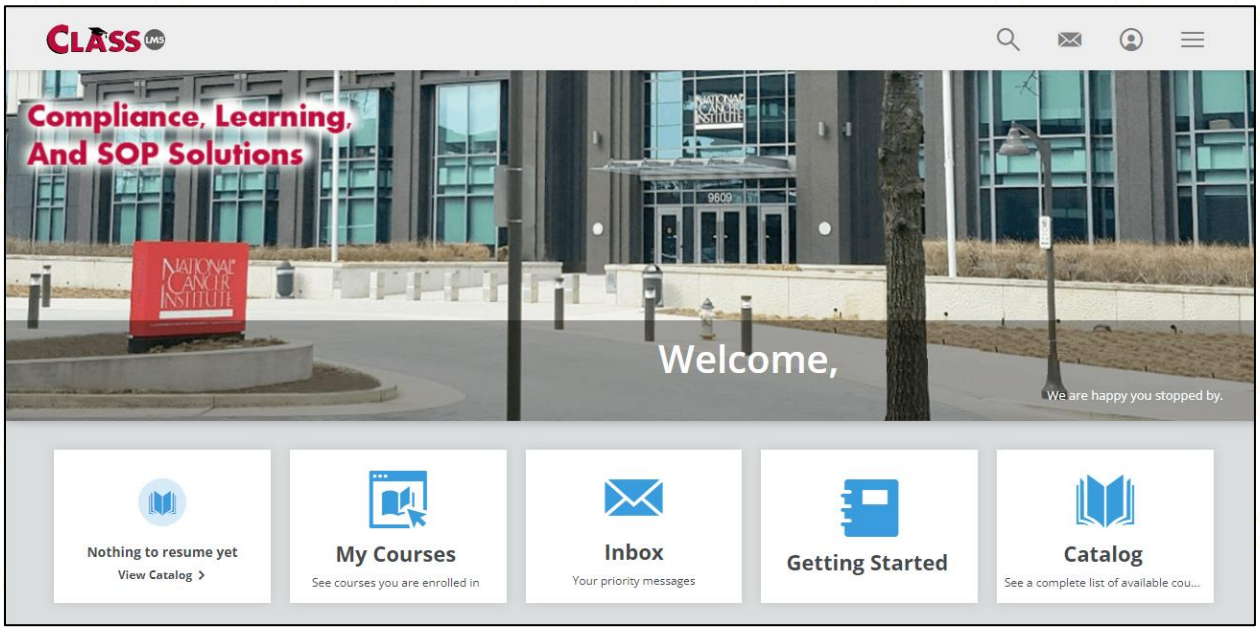
4. Once logged in, Users will see the CTSU dashboard. **Click** the CLASS tab.

5. Users will see the CLASS Information page. The page contains:
    - a brief introduction
    - a link to the CLASS Help Desk
    - a link to the User Guide,

    Click Connect to the CLASS Website.

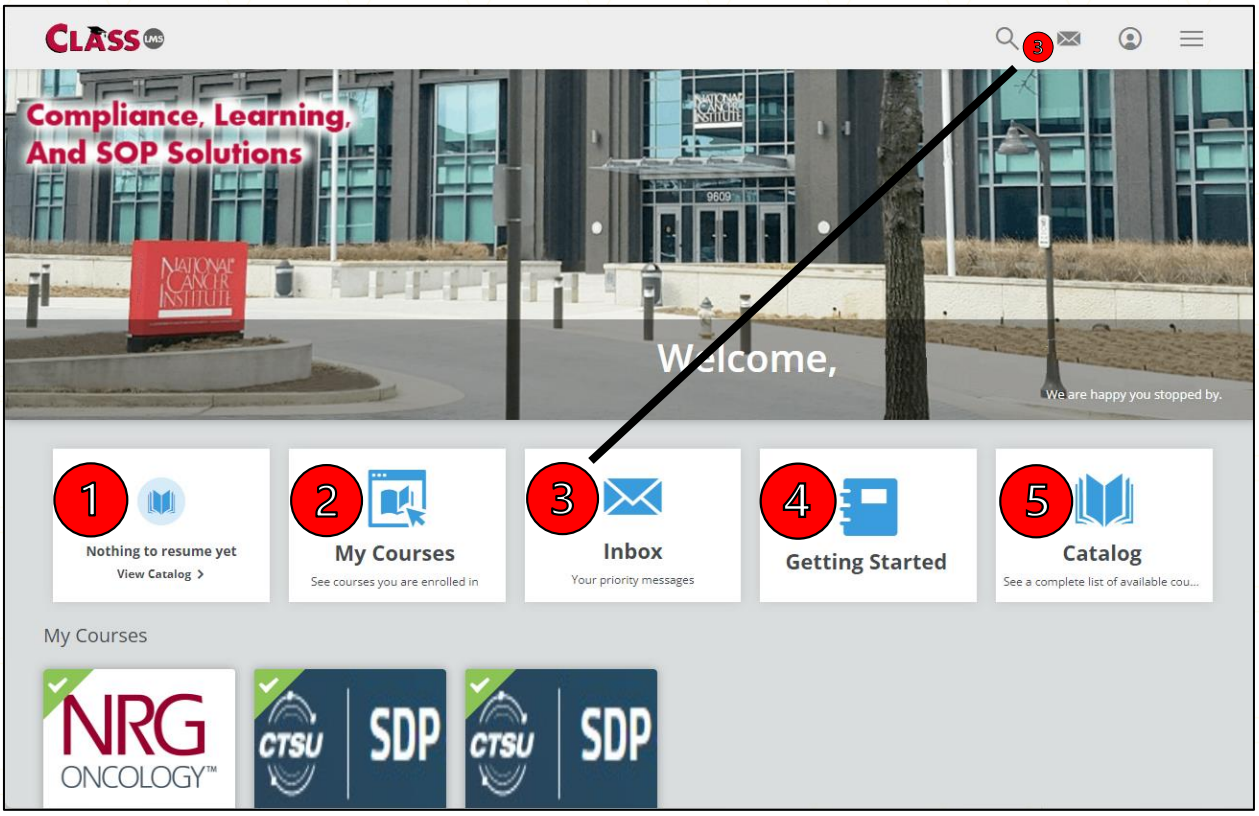


6. The CLASS Home page will display.



Part 2 – Using CLASS

1. CLASS is organized in the following manner:



1. **Resume** – displays any training courses which have been started but are not completed. CLASS saves your progress and will continue the course from where you left off.

2. **My Courses** – displays courses you are enrolled in and courses you have completed. Completion certificates can also be accessed via My Courses. These steps are explained in Part 3.

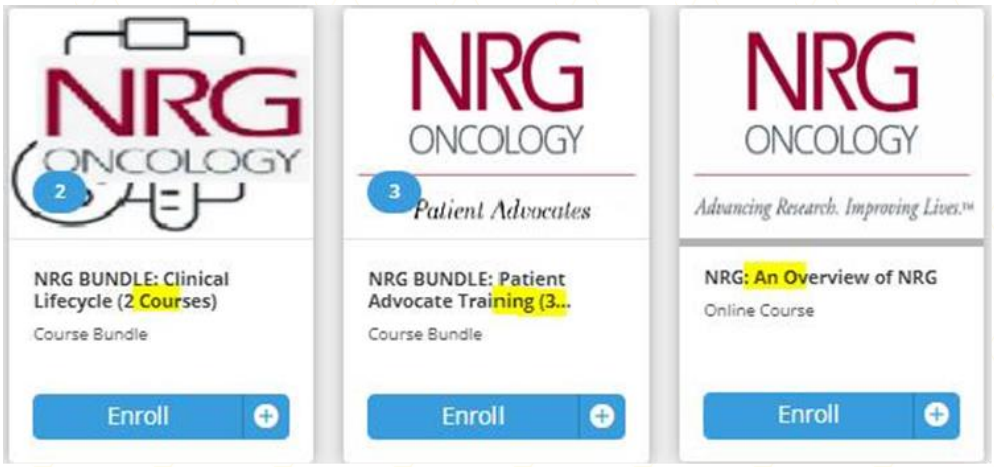
3. **Inbox** – displays messages sent to you. The inbox in the upper right is a quick view version of your messages.

4. **Getting Started** – displays resources, including the CLASS site user guide.

5. **Catalog** – displays a catalog of courses you can search and enroll in.

> The courses viewable in Catalog will differ between users based on role and study assignment.

2. **Click** on Course Catalog > General Site Training folder at the bottom. Click on the **Enroll** button to add the course to *My Courses* tab. If you are unable to finish a course, your progress will be saved and you can finish the course at a later time. In addition, if you enroll in a course and do not finish it a reminder will be sent via email. You can access by selecting My Courses (see part 3 below).



3. Enroll in the modules that you would like to complete.

4. You can start the course from there or go back to "My Courses" to view your enrolled selections.

Part 3 – Accessing Completion Certificates

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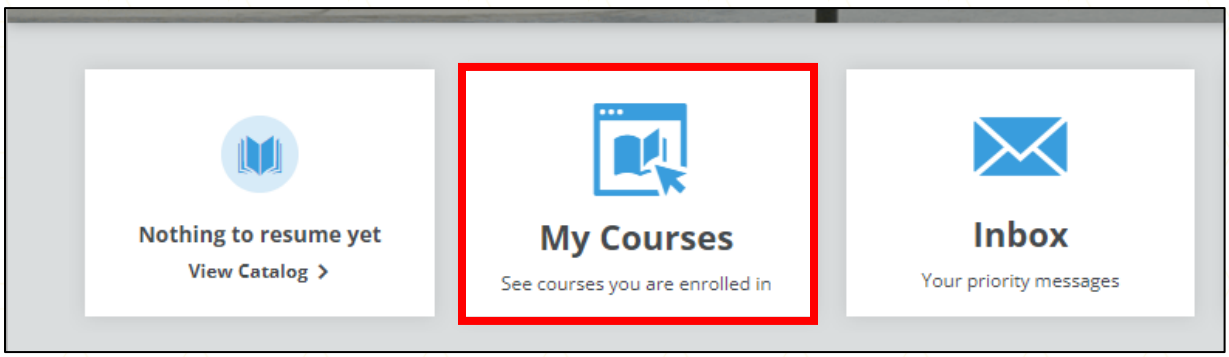
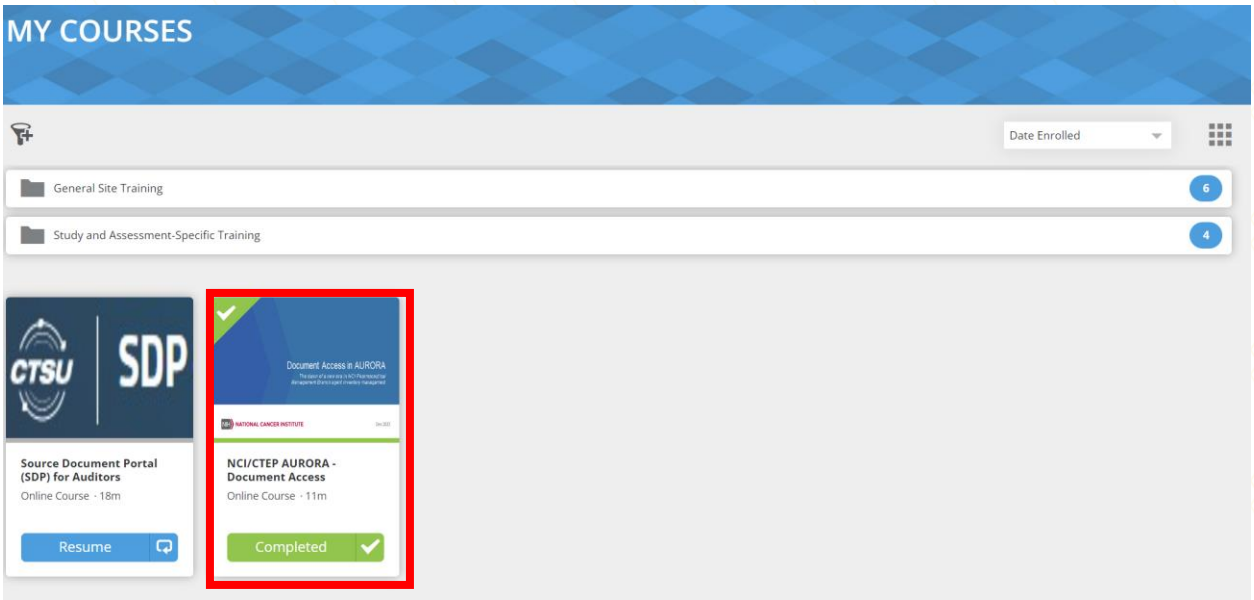
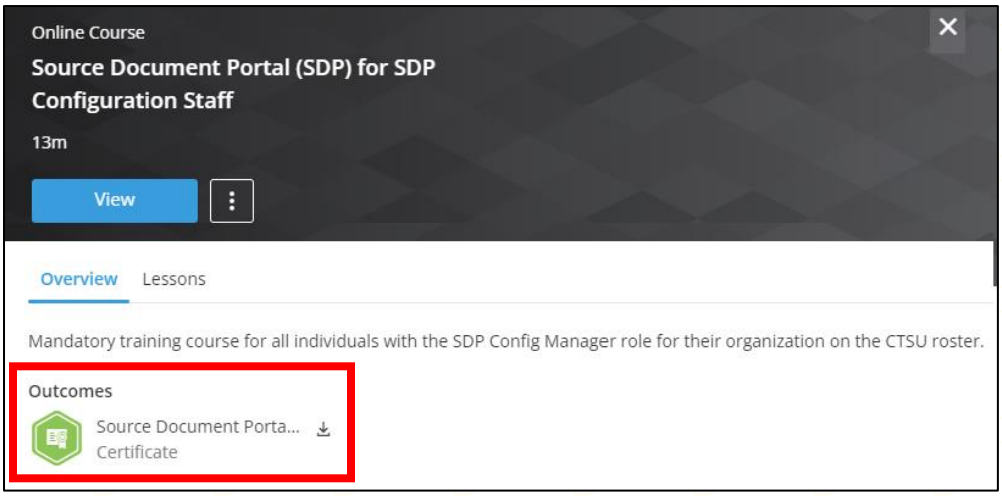
1. From the CLASS Home Page, **Click** on My Courses.



2. Your completed courses display. **Click** on the completed course.



3. On the pop-up window, **Click** the Certificate.



4. The completion certificate is displayed on a separate window. It can be saved and printed.