

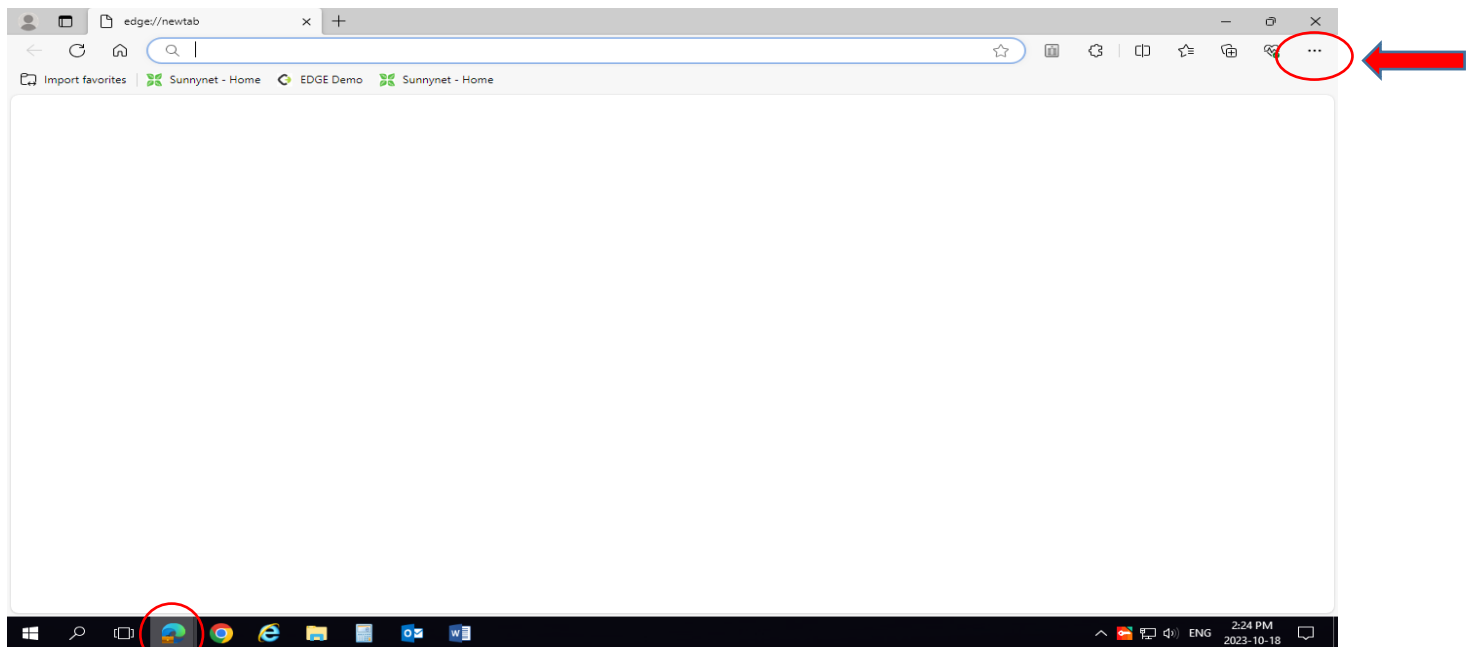
INSTRUCTIONS FOR ACCESSING NETWORK OF NETWORKS (N2) EDUCATION COURSES – DUAL CODE ONLINE

COURSES AVAILABLE:

- **Free under Sunnybrook's N2 membership:**
 - Cultural Competency Skills in Clinical Research
 - Source, CRFs and Good Data Management
- **Free under Sunnybrook's paid purchase:**
 - Foundations of Privacy in Research
- **Learner's paid purchase required:**
 - Medical Devices

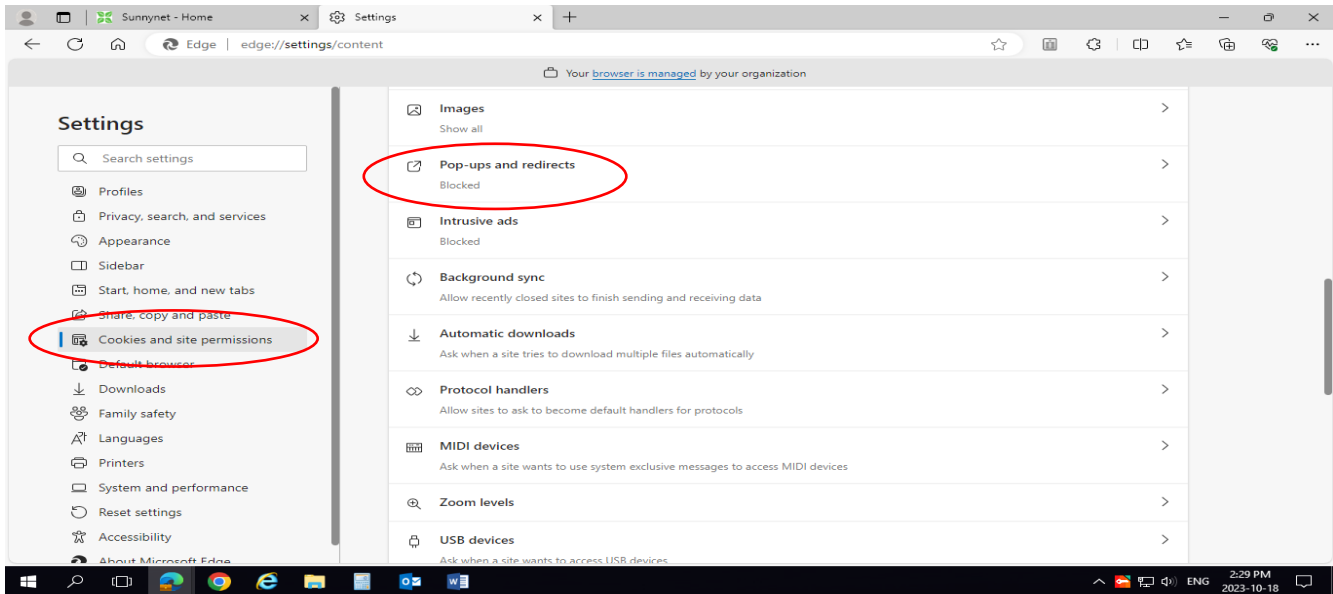
EDGE BROWSER:

1. Use EDGE browser to access N2's courses in Dual Code
2. Instructions for allowing pop-ups on EDGE browser:
 - a. Open EDGE browser
 - b. Click the three-dot menu icon in the top right corner of the browser:



EDGE browser

c. Navigate to Settings > Cookies and Site Permissions > Pop-ups and Redirects:



d. Navigate to the 'Allow' section and click on 'Add'

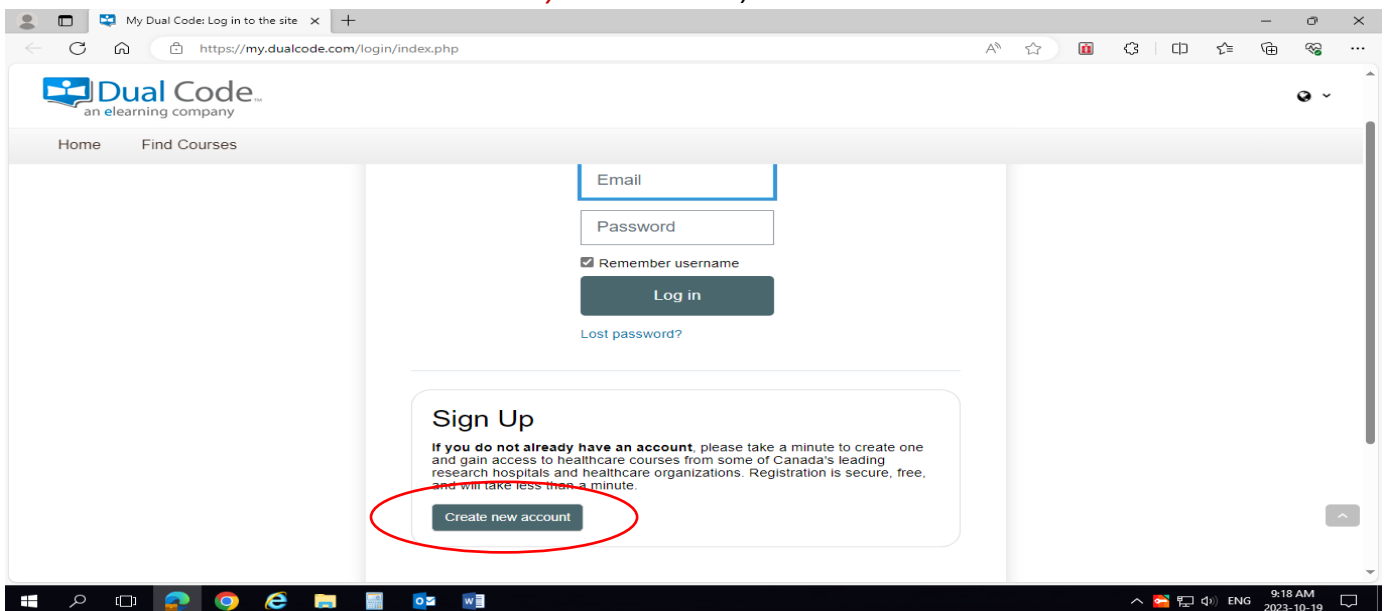
e. Within the 'Add a site' box, enter 'my.dualcode.com' and click on 'Add'

i. 'my.dualcode.com' will now be listed within the 'Allow' section

DUAL CODE ACCOUNT:

If you are a first-time user of Dual Code and need to create a new account, use EDGE browser and go to the Dual Code login webpage: [My Dual Code: Log in to the site](https://my.dualcode.com/login/index.php)

1. Click on 'Create a new account' to create your user account (**NOTE: you must use your Sunnybrook/SRI email address in order to access Sunnybrook's courses**):



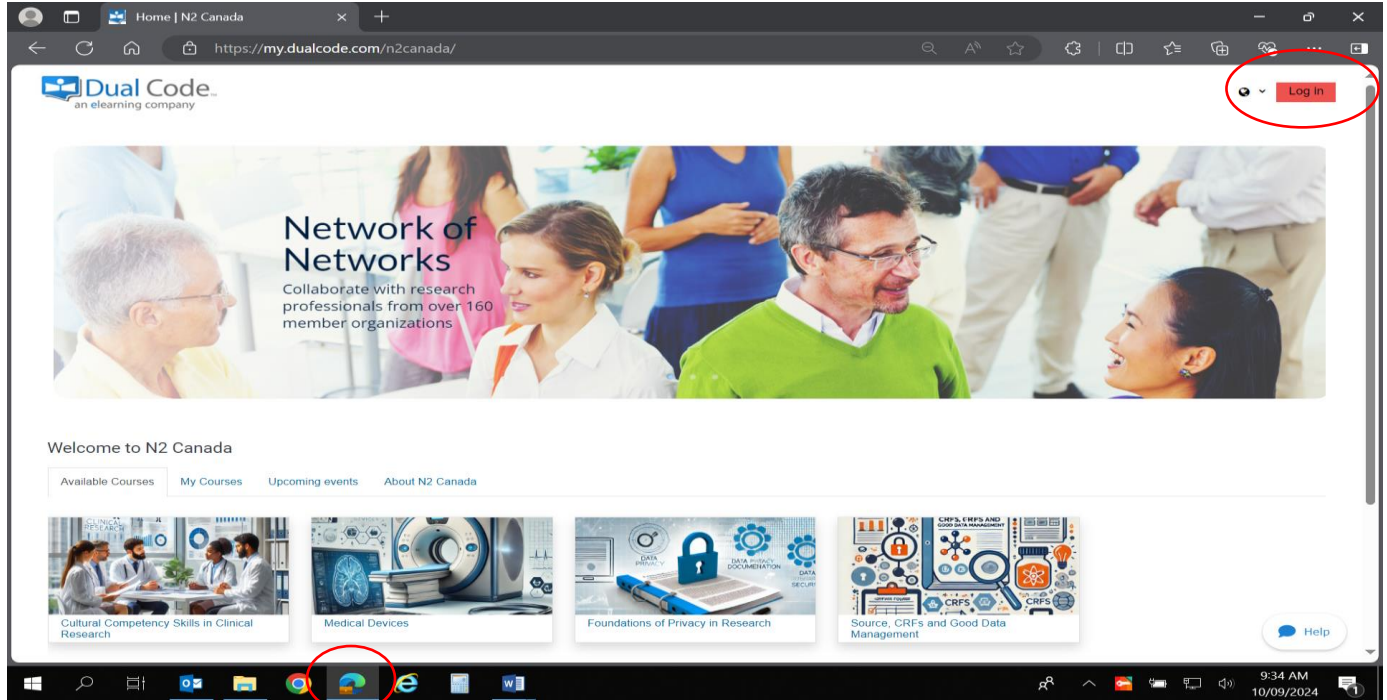
Once your account has been created, exit out of Dual Code.

N2 COURSES IN DUAL CODE:

Click on the following link to access N2's courses: [Home | N2 Canada \(dualcode.com\)](https://my.dualcode.com/n2canada/)

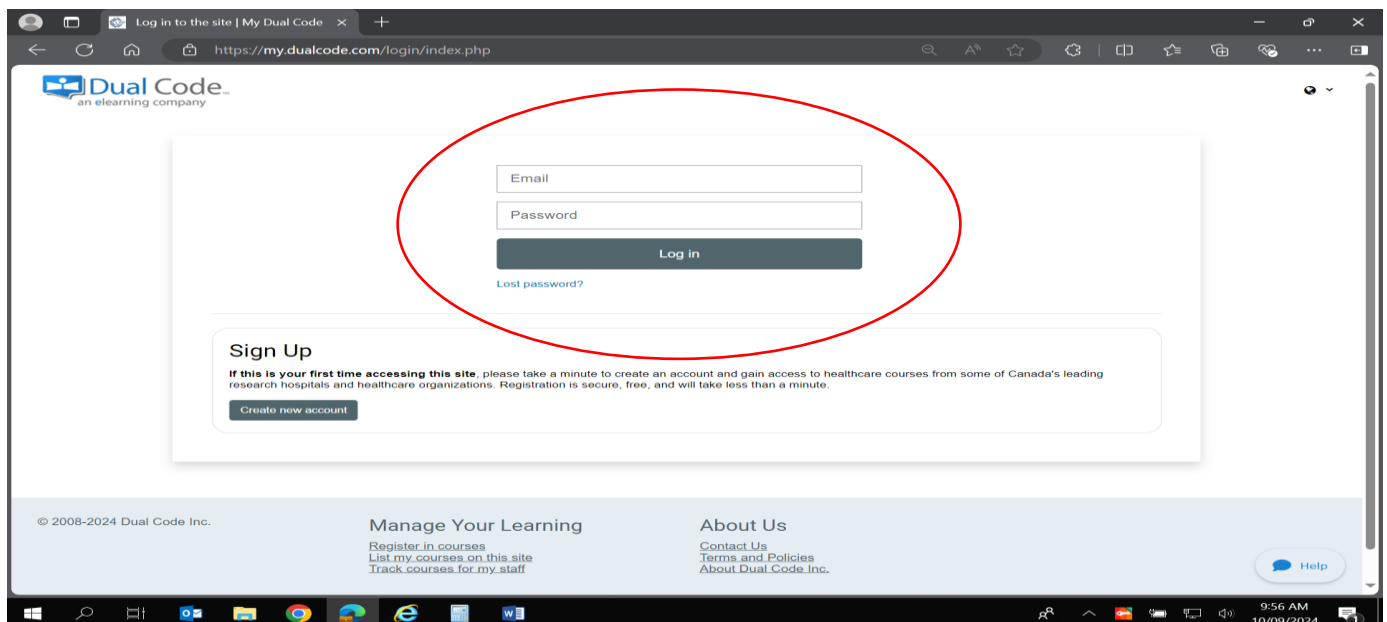
Ensure that the Dual Code page opens in EDGE browser. If EDGE is not your default browser, copy and paste the course link into EDGE browser:

1. Click the 'Log in' button:

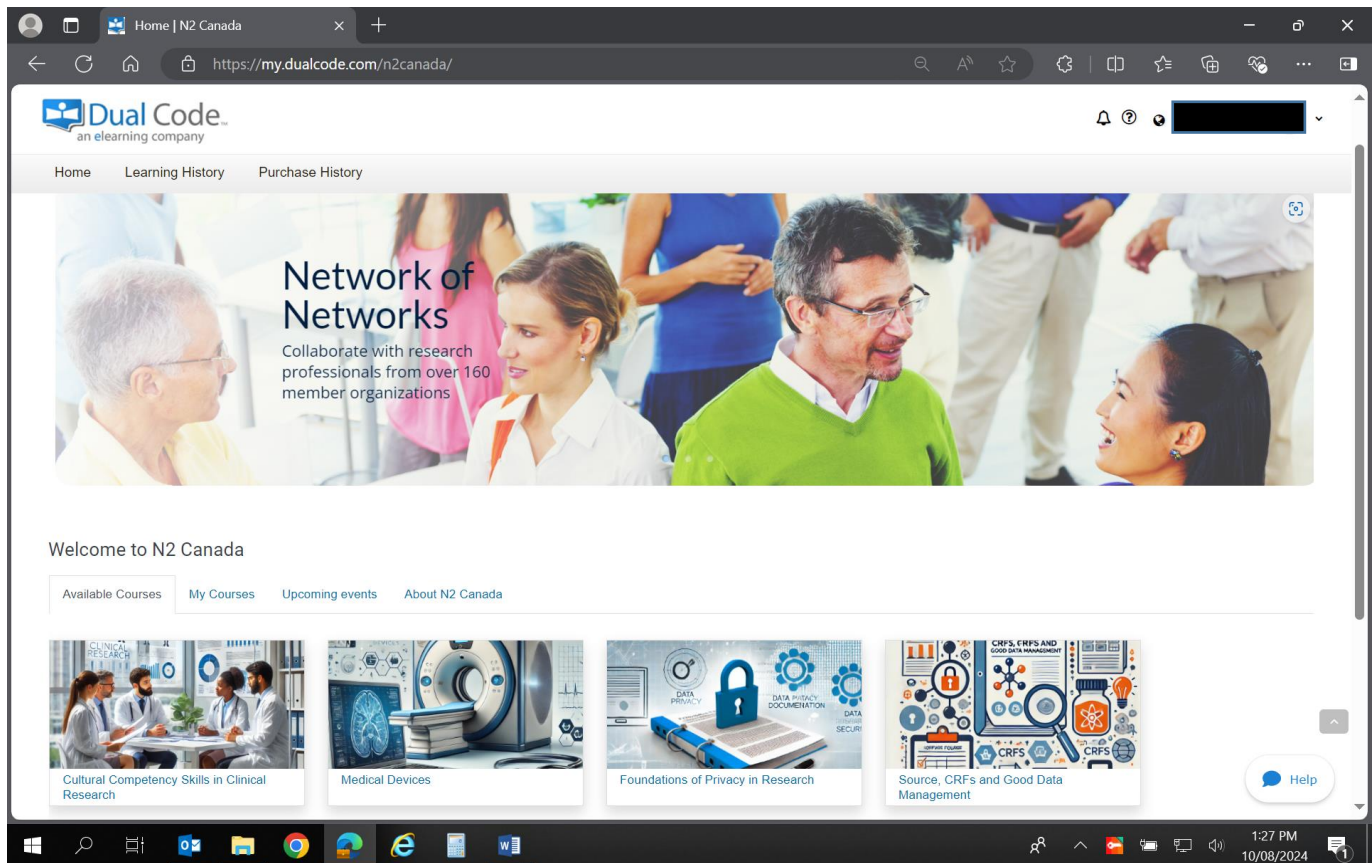


EDGE browser

- a. Enter your login information and click on 'Log in':



2. The 'Welcome to N2 Canada' courses page will open. Click on the desired course (**except for the 'Foundations of Privacy in Research' course (separate access instructions specified below)**) to enrol in the course:



NOTES:

- **Free courses available under Sunnybrook's N2 membership:**
 - Cultural Competency Skills in Clinical Research
 - Source, CRFs and Good Data Management
 - **Free course under Sunnybrook's paid purchase:**
 - Foundations of Privacy in Research
 - **IMPORTANT: in order to access Sunnybrook's paid course, learners must access the course via the specified link identified below (i.e. not via clicking on the course directly)**
 - **Learner's paid purchase required:**
 - Medical Devices
 - **NOTE: Sunnybrook has not purchased this course therefore learners who wish to complete this course are required to purchase the course on their own**
- a. Click on 'Enrol now' to start the course
- b. Review and complete the selected course(s) as per the course(s) steps

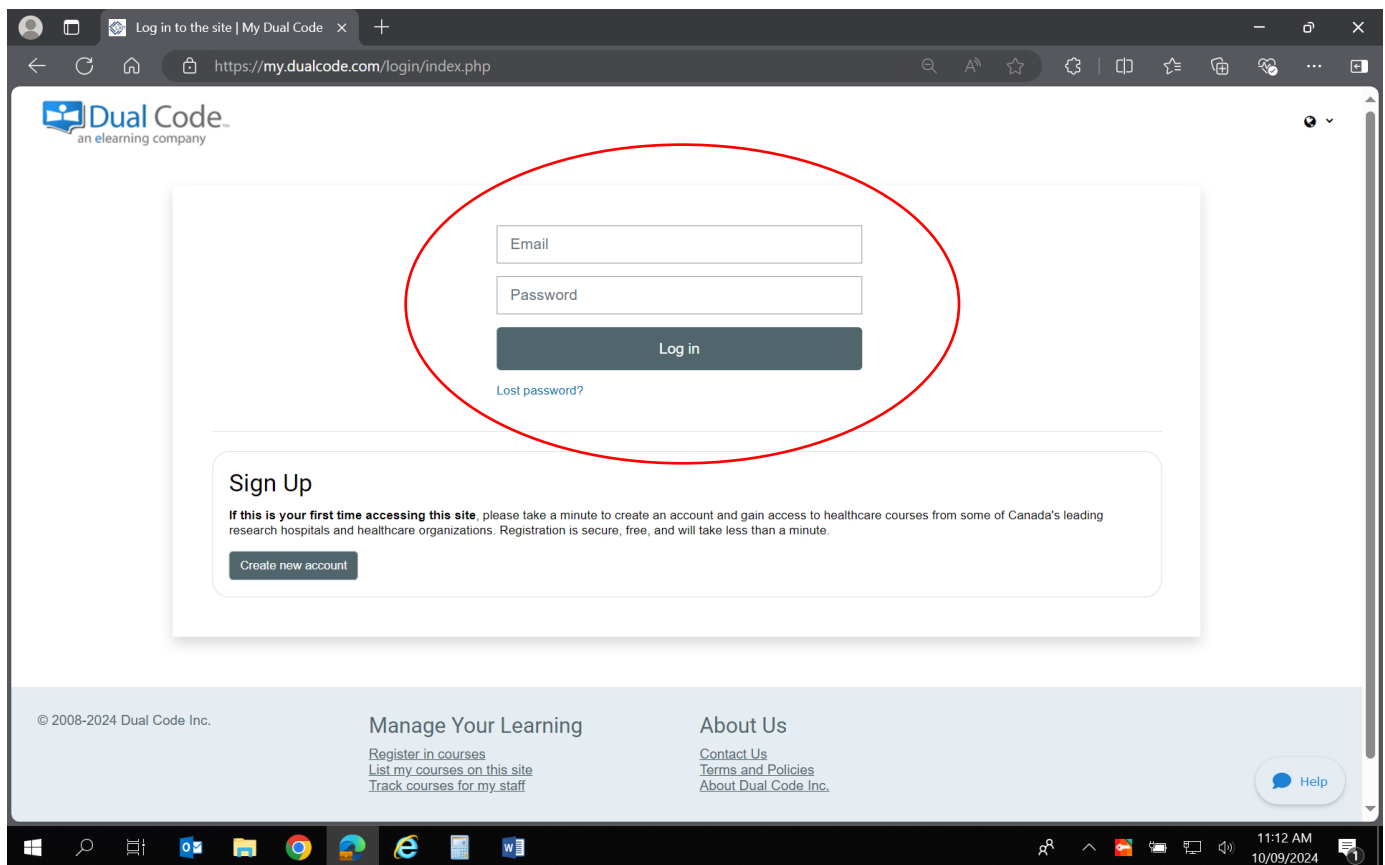
ACCESS TO SUNNYBROOK'S PAID 'FOUNDATIONS OF PRIVACY IN RESEARCH' COURSE:

1. In order to access Sunnybrook's paid course, click on the following link: [Privacy Course – Dual Code online](#)

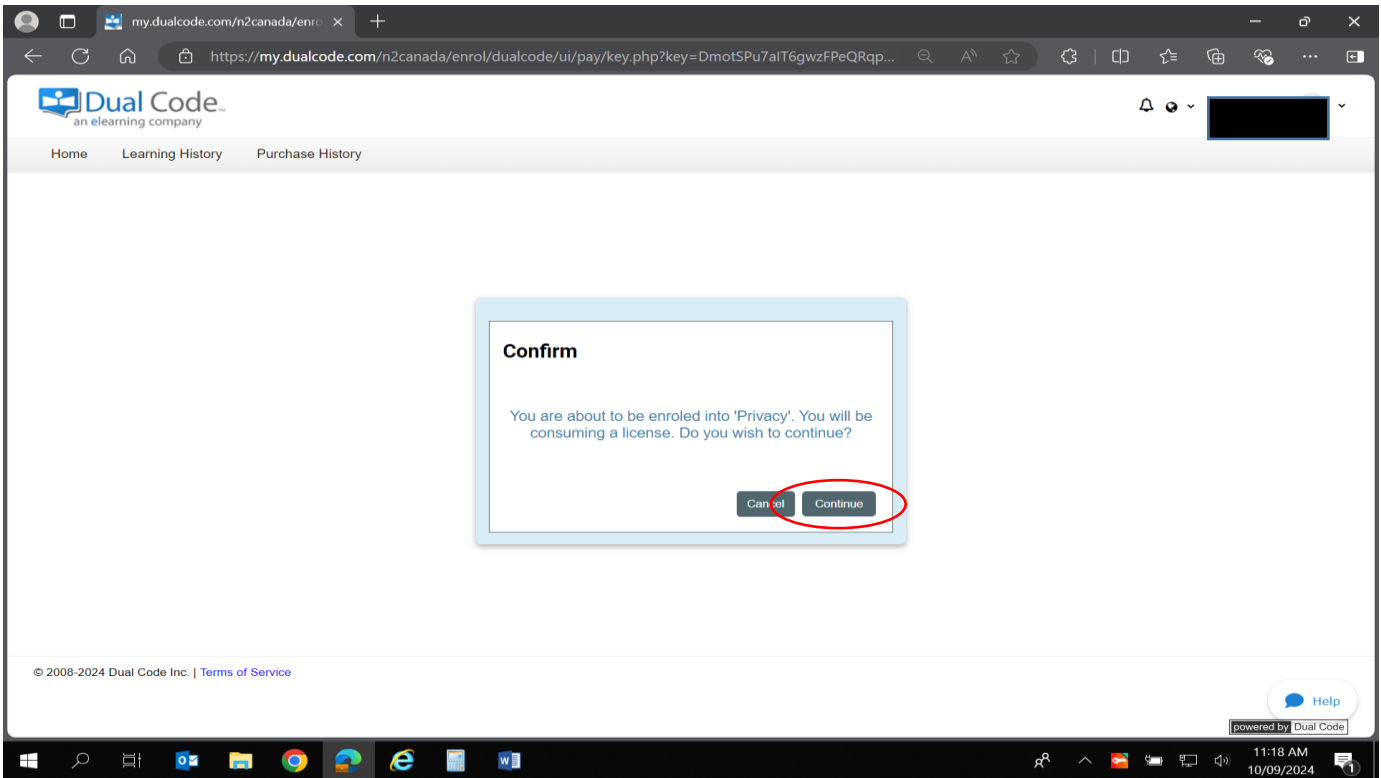
IMPORTANT REMINDER: You must access the course via the above link in order to access Sunnybrook's institutional paid version. If you try to access the course directly by clicking on the course itself, you will access the non-Sunnybrook version which will request for purchase in order to enrol.

IMPORTANT NOTE: the link is intended for Sunnybrook personnel use only and therefore is **NOT to be shared outside of the institution.**

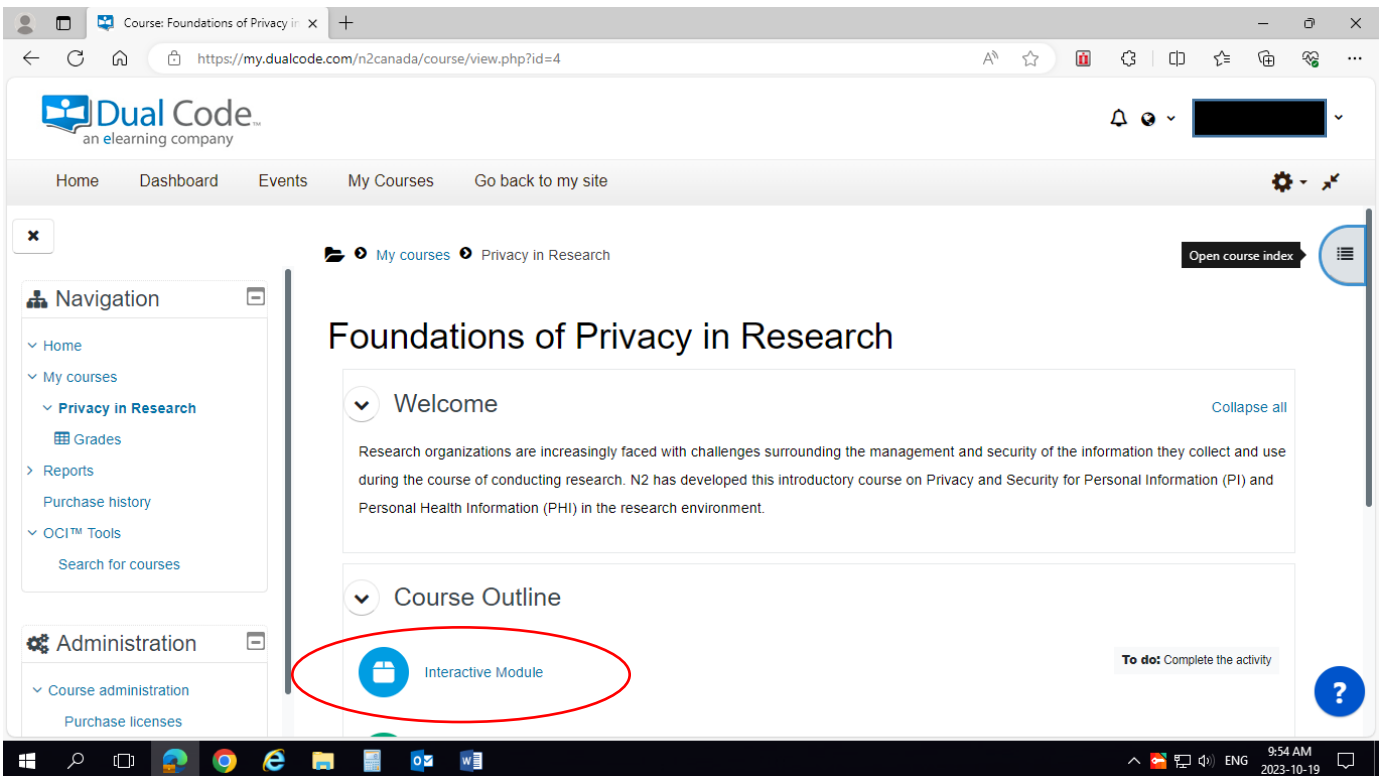
2. The Dual Code login page will open. Enter your login information and click on 'Log in':



3. The 'Privacy' enrolment confirmation page will open. Click on 'Continue' to enrol in the course:



4. Click on 'Interactive Module' to start the course:



5. Review and complete the course as per the course steps

COURSE COMPLETION CERTIFICATE:

Once a course(s) is completed, your learning record will be available via your 'Learning History':

1. Click on the 'Learning History' tab and enter the completed training date range. Click on 'Show'. Your learning record will be displayed:

The screenshot shows the 'Learning History' page in a web browser. The 'Learning History' tab is selected and circled in red. Below it, the 'Start date' and 'End date' fields are set to '8 October 2023' and '9 October 2024' respectively, with a red circle around these date pickers. A red arrow points to the 'Show' button below the date fields. Below the 'Show' button is an 'Export to Excel' button. A table displays the learning record with columns: Issued by, Type, Name, Date, and Expiration. The row shows 'N2 Canada' issued for a 'Course' named 'Cultural Competency' on 'Tuesday, 08 October 2024, 2:10 PM'. A red circle highlights the 'View Certificate' link in the 'Expiration' column, with a red arrow pointing to it. The table also includes a pagination bar showing '1 - 1 of 1 items' and a 'Help' button.

Issued by	Type	Name	Date	Expiration
N2 Canada	Course	Cultural Competency	Tuesday, 08 October 2024, 2:10 PM	View Certificate

2. For your **completion certificate**, click on the 'View Certificate' option. Ensure a copy is saved in your training files as required.

NOTE: Dual Code will also email you a copy of your completion certificate upon completion of the course

For any questions related to Dual Code courses, contact Quality Assurance & Education (QA&E) at:

HRPP@sunnybrook.ca