

CRIS Accounts - User Application Procedure

A. All staff (except physicians and other prescribers) must submit a CRIS Access Request form

- Open a Web browser and navigate to <http://cris.cc.nih.gov/accounts/pdf/CARF.pdf>
- Complete the form online and then print it, obtain signatures, and deliver the form according to the included instructions. **NOTE:** To ensure that your CRIS account will be ready at the completion of your CRIS training, please submit your signed CRIS Access Request form at least five business days before your scheduled training time.

B. All staff must schedule and complete CRIS training

- Select [Class Information](#) from the CRIS website <http://cris.cc.nih.gov> for a list of available courses, what classes to attend, and how to register.
- To register for a CRIS classes go to the CIT training website <http://training.cit.nih.gov/> and under Classes by Category select CRIS.
- Upon completion of your CRIS training session(s), sign and save your CRIS training certificate(s).

C. All staff must sign a Confidentiality Agreement and Password Reset Secrets form

- Upon completion of your CRIS training session(s), ask your CRIS instructor or a member of the CRIS Support Center staff for a CC Confidentiality Agreement and CRIS Password Reset Secrets form.
- Sign your CC Confidentiality Agreement.
- Complete and sign your CRIS Password Reset Secrets form.

D. All staff must personally deliver documents to the DCRI Offices

- Deliver your required documents which may include any or all of the following:
 - CRIS Access Request Forms
 - CC Confidentiality Agreement
 - CRIS Password Reset Secrets form
 - CRIS Training Completion Certificate (if picking up username/password)
 - NIH ID badge
- The DCRI office suite is located on the first floor of the Clinical Center, Building 10, Room 1C290.

E. All must personally pick up their CRIS username and password

- CRIS codes will be distributed at the end of training provided all appropriate forms are submitted and approved in advance. If not, the staff member will be responsible for picking up their CRIS code at a later date. The process is as follows:
 - Come to the DCRI Offices (Building 10, Room 1C290)
 - Tell the CRIS Support staff that you'd like to pick up your CRIS username and password.
 - Show your NIH ID badge and training certificate(s) to the CRIS Support staff. (Note: You should keep your training certificate(s) available for JCAHO inspections.)
 - Deliver your signed Confidentiality Agreement and Password Reset Secrets form to the CRIS Support staff.
 - Receive and safeguard your CRIS username and password.