NIAID GCP Learning Center
powered by ComplianceWire®

Instruction Guide

The NIAID GCP Learning Center enables NIAID staff, contractors and grantees to take computer-based training on the subject of Good Clinical Practices (GCP). These courses cover the scientific and ethical standards of human subjects research including NIH, FDA, HHS, and international clinical trial policies, guidelines, and regulations. When you complete these courses, you will meet the GCP training requirements of the NIAID clinical terms of award for grants and cooperative agreements.

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① Obtain a NIAID Username & Password

eRA Commons Accounts

Principal Investigators on NIAID grants may use the same user names and passwords that they use for their eRA Commons Account to login to the NIAID GCP Learning Center. Information for eRA Commons can be found at:
https://commons.era.nih.gov/commons/

NIH Internal Accounts

NIAID staff and contractors may use their NIH user name and passwords to login to the NIAID GCP Learning Center. Anyone with an email account in the form of **jsmith@niaid.nih.gov** already has this type of account.
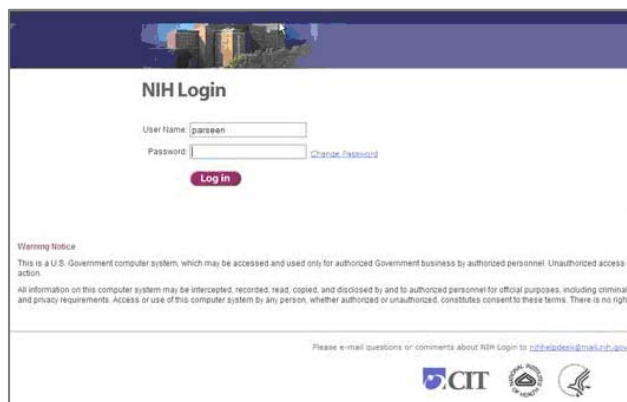
NIH External Account

If you do not have an eRA Commons Account or an NIH Internal Account, register for an NIH External Account by visiting the GCP Learning Center Introduction page at:
http://gcplearningcenter.niaid.nih.gov

Then click the [Request a NIHExt Account] button at the bottom of the page. You will be e-mailed a user name and one-time password 24 hours after you register. The email will include a link that you must go to in order to change your one-time password. Once this has been completed, return to the NIAID GCP Learning Center Introduction page. If you have problems obtaining an NIH External Account, please email **niaidgcphelp@nih.gov** for assistance.

② Login to GCP Learning Center

Click the Login button [Login] at the bottom of the GCP Learning Center Introduction page:
http://gcplearningcenter.niaid.nih.gov

Read the disclaimer and the government data use policy. If you agree to these check the box , enter your NIAID user name and password and click [Log In]

After you login, you will be directed to a NIAID Profile page. Fill out the profile questions, then click the "Continue" button to view the ComplianceWire "My To-Do" page and the course titles:

③ Take the Pretest and Courses

Turn off Pop-Up Blockers: Make sure your pop-up blocker is off before beginning (Internet Explorer users can click Tools, then click "Turn off Pop-up Blocker").

Take Courses in Sequence: To begin, click the course title — you must take each course in the sequence in which they are displayed on your "My To-Do page.

Take the Pretest: Each course contains a pretest, which you can take to demonstrate knowledge of one or more topics discussed in the course. Based on your answers, you will "test out" or bypass specific chapters in the course. **Please select your answers carefully, as you cannot change an answer once it has been selected.** Completed chapters are displayed in gray, but you can still click them to review.

Course Structure: All courses are divided into chapters, displayed on the left side of the screen. Each chapter contains a learning activity that you need to complete before moving to the next chapter. You can retake these quizzes as many times as needed.

Final Challenge: At the end of the course, you must complete a final challenge to receive credit.

Exiting a Course: To exit a course at any time before completing it, click "Exit." Your progress in the course is automatically "bookmarked" and will remain on your "My To-Do" list until you visit at a later time.

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TIPS FOR COMPLETING PRETESTS AND COURSES

Taking the Pretest:

After you complete the pretest, your results will display any chapters in which you have "tested out." After you review the results of the pretest, click the "Click here to begin the course" link at the bottom of the screen.

Tools for Visually/Hearing Impaired:

All courses conform to section 508 guidelines, so that hearing & visually impaired learners (all content is displayed as text; clicking "d" at the bottom of each chapter displays enlarged text) can receive the necessary level of instruction.

Learning Activities:

Each chapter contains a learning activity to assess how much you have learned. You must complete the learning activity to move to the next chapter. To begin, simply click the Learning Activity image.

The final chapter within a course is a challenge that you must complete to receive credit for the course.
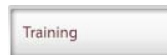
Printing a Certificate:

Click "My History" to print a certificate of completion for any course you have completed. Click the course title and the 🗎 icon, then press 🖨 Print
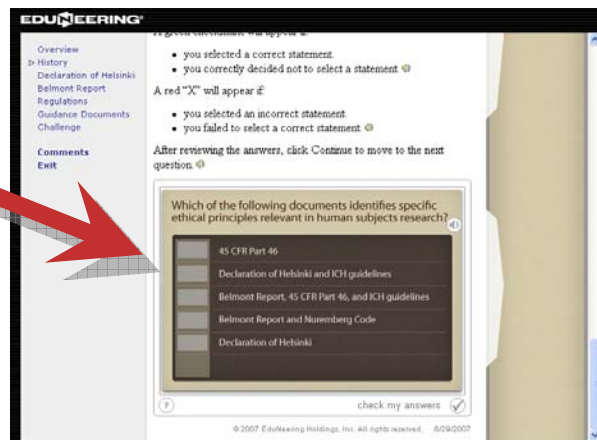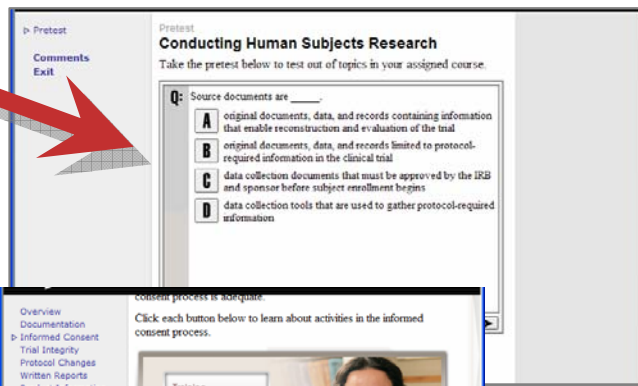
Interactions:

It is highly recommended that you take advantage of all interactive objects within each course, as they contain extremely useful information.

Buttons: click these buttons to display a window of information. Click anywhere in the window or the close button ❌ to return to the main topic screen.

Sliders: click the red arrow and slide your cursor to display the next sequence of information.

REMEMBER: You **MUST** click…

click here to receive credit for this topic ➡

after completing the final Challenge. Otherwise, the course will **NOT** be recorded as complete and you will have to retake the Challenge.

Please note that yellow-colored images are for informational purposes and are **NOT** interactive!