

Accessing the UKCRN online GCP course

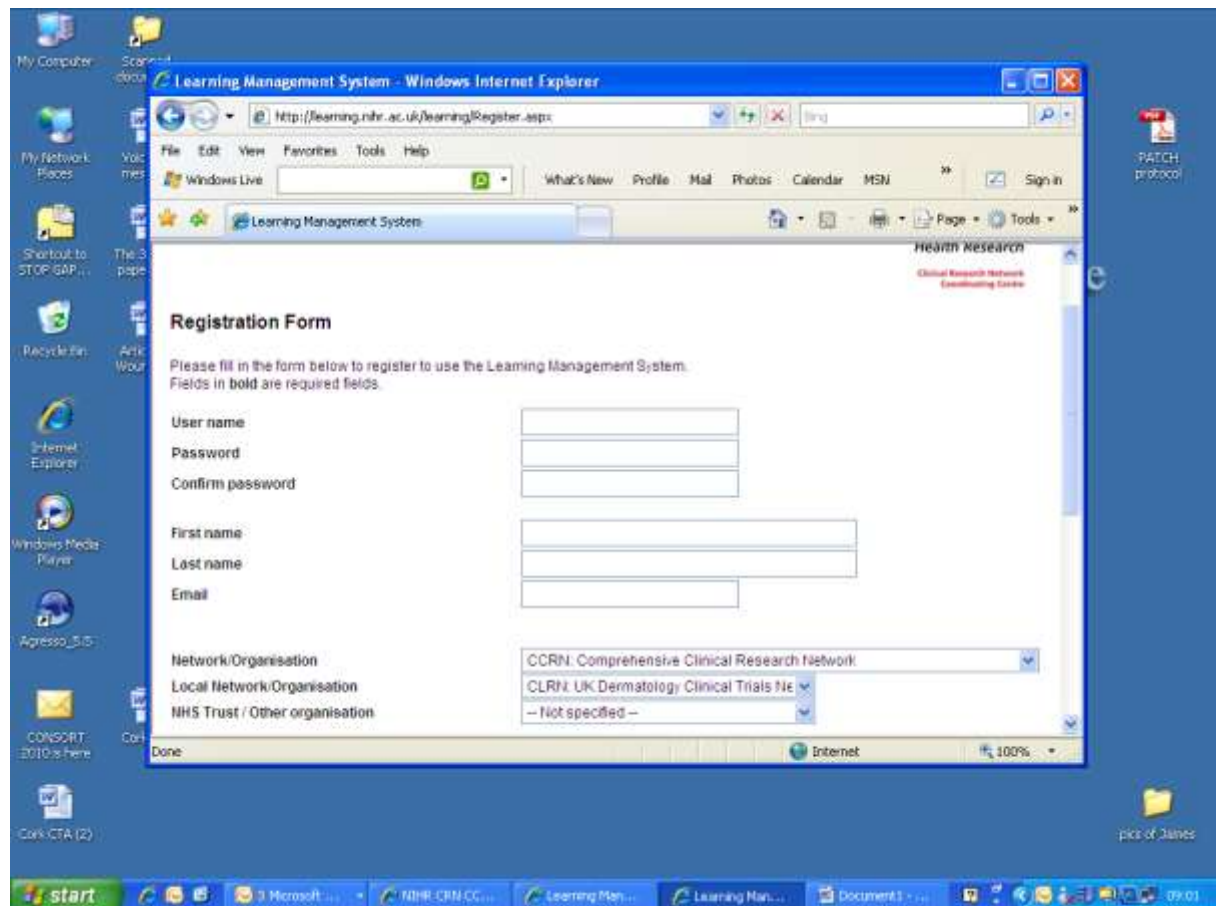
- Click on the link below to access the online Learning Management System (LMS)

<http://www.ukcrn.org.uk/index/training/booking-courses.html>

If you have not used the LMS system previously follow the instructions in step 1 below, if you have previously registered on the LMS system, follow the instructions in step 2 below.

Step 1 – if you have not used LMS previously

- Click 'Register to use the LMS online course booking system (for first time users)'
- Complete the registration form
- When asked for Network/Organisation, select 'CCRN: Comprehensive Clinical Research Network' from the drop-down list (see screen shot below)
- When asked for Local Network/Organisation, select 'CLRN: UK Dermatology Clinical Trials Network' (see screen shot below)



The screenshot shows a Windows Internet Explorer browser window displaying the 'Registration Form' for the Learning Management System. The URL in the address bar is <http://learning.nhr.ac.uk/learning/register.aspx>. The form contains the following fields:

- User name
- Password
- Confirm password
- First name
- Last name
- Email
- Network/Organisation (dropdown menu): CCRN: Comprehensive Clinical Research Network
- Local Network/Organisation (dropdown menu): CLRN: UK Dermatology Clinical Trials NE
- NHS Trust / Other organisation (dropdown menu): -- Not specified --

The form also includes a 'Done' button at the bottom. The browser's status bar shows 'Done' and 'Internet'.

- By selecting UK Dermatology Clinical Trials Network, any requests to access online courses will be sent (electronically) to Carron Layfield, the UKDCTN Manager for authorisation.
- Once your registration request has been approved, you will be sent an e-mail with a link to follow to confirm your request. Please ensure you click on this link and complete the instructions to ensure you are fully registered

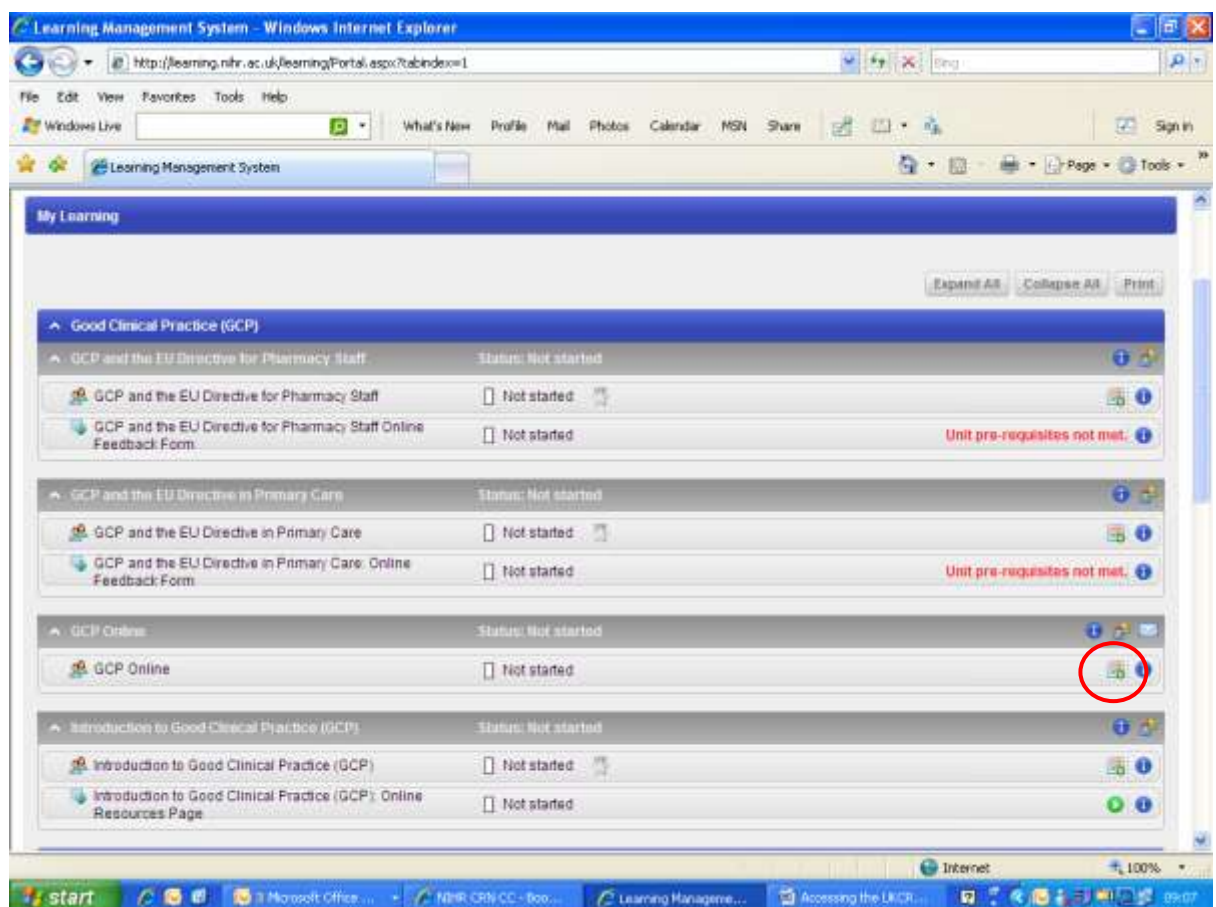
- Once you have registered, follow the instructions below in Step 2

Step 2

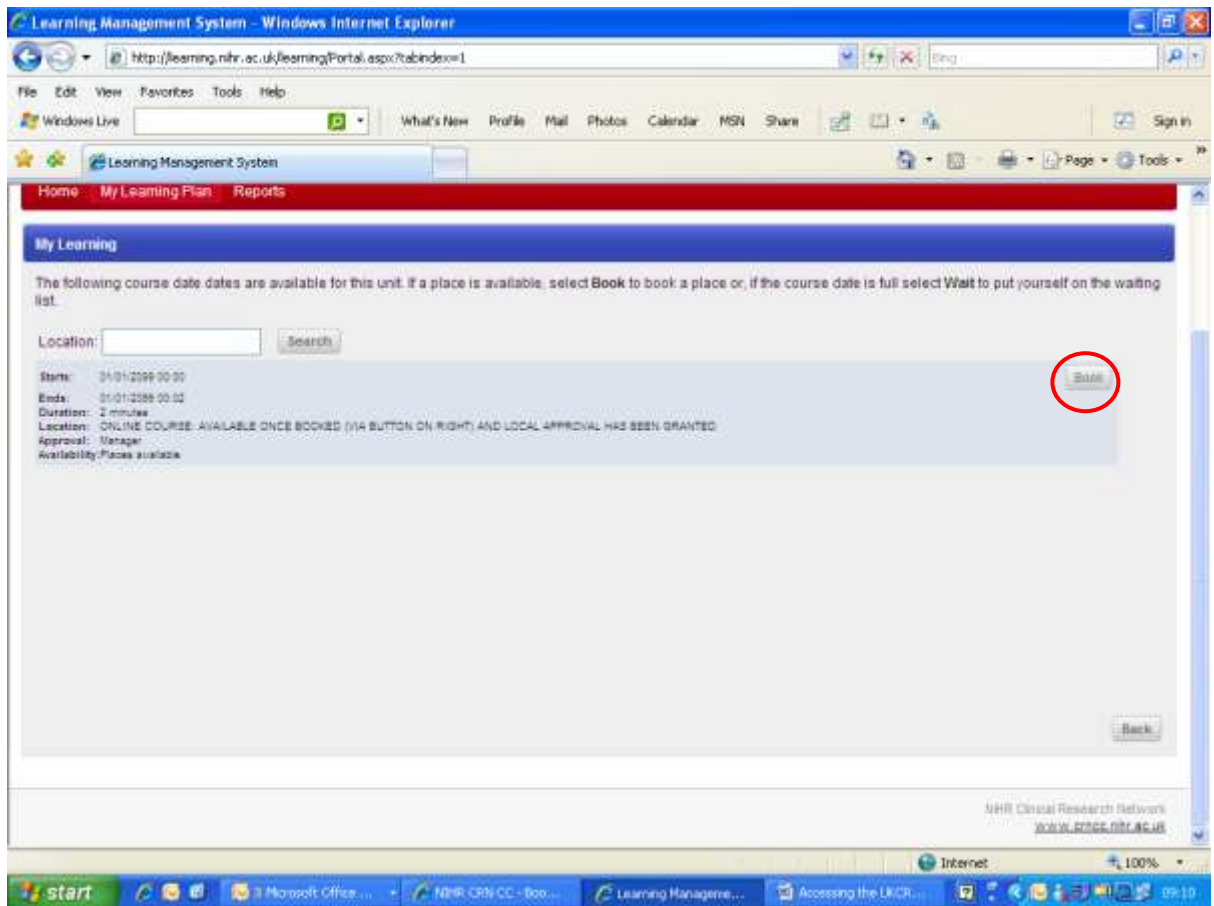
- Click 'sign into the LMS online course booking system'
- You will then be asked to provide your username and password

Step 3

- Once you are in LMS, click 'My Learning Plan'
- You will then see a list of courses that you are able to access, scroll down and select 'GCP online'



- Click on the calendar button to the right-hand side (indicated with a red circle below)
- The date will state '01-01-2099' – just ignore this!!
- Click 'book' on the right hand side (see below)



- A request will then be sent to Carron Layfield who will authorise the course and you will then be given access to the course (this may take a few days – you will not be able to access the course straight away).
- Once you have completed the course and assessment, print a copy of your GCP certificate, ensuring you file a copy in your Site File and send a copy to the Trial Manager for their files.