

GCP Modules

Instructions for Using ClinfoSource Online Training System

NOTE: An exemption to the GCP training requirement may be available for “key personnel” that do not work with patients or subjects directly, their records or identifiable information, or samples. Individuals that have completed the ClinfoSource GCP course directly with ClinfoSource or another institution must provide their recent training records (past 2 years) demonstrating a passing score. For questions specific to GCP exemptions please contact the Clinical Research Program at (206) 341-1492.

1. Obtain Login and Password from CRP Staff by e-mailing your request for login ID to crp@benaroyaresearch.org.
2. A login ID & password will be e-mailed back to you.
3. To complete the GCP modules, access the following links depending upon your location:
 - a. **Outside of BRI (internet)**, go to <https://acs1.benaroyaresearch.org/clinfointranet/top/clinfosource.asp>
 - b. **Inside the BRI building**, go to <http://acs1/clinfointranet/top/clinfosource.asp>
4. Use your Login Name and Password to **log in**.
 - a. Upon first login, the system will prompt you to change your password. Please enter the old password, and then enter and re-enter a new password of your choice.
 - b. If you forget your password, please click on ‘**Forgot Your Password?**’ and complete the requested information. A single-use password will be sent to you. Once you login with that, you will be prompted to change your password. Please do so to enter the system.
5. You can use the drop-down menu at the top under the My Learn button or click on relevant links provided on each page to navigate between the pages.
6. You will be taken to **My Page** with a list of modules in which you enrolled.
 - a. **Course Review:** The course material consists of a slide presentation, on-screen course transcript and related links.
 - i. Click on 'L' to **launch** a course. You can stop and resume a course at a later time by clicking on 'R' for **resume**.
 - ii. Click on “>” to move to the next slide, “<” to move to the previous slide, “>>” to go to the last slide in the presentation, “<<” to go to the first slide in the presentation.
 - iii. You can also review various slides by clicking on the corresponding slide number. The slide title will be displayed when you mouse over the slide number.
 - iv. Click on a **related link** on the bottom right of the slide presentation to display the link document or web page. Once you have completed reviewing them, close that window to get back to the slide presentation.
 - v. The **module slides and transcript** will be provided as a linked document from the **View Module Transcript** at the top of the presentation pages. You can print or save this (and any of the link documents) for reference. [**Please note:** The Site and the Content are the property of ClinfoSource, and are protected by the US and International copyright laws. You are permitted to print or download extracts from the online course pages for your personal use only. Any copies of these pages saved to disk or to any other storage medium may only be used for personal use at any time.]
 - vi. **User Instructions** will also be available from the corresponding link posted throughout the module presentation pages.
 - b. **Taking Module Tests**
 - i. To **take a test** for a given topic, click on the corresponding 'T' on My Page or select ‘**Take Test**’ link under Related Links from the last slide of each presentation. All questions must be

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- answered to be able to submit a test. [There is also a time limit of 15 minutes for the test; a clock will be running on the lower left side of the screen.]
- ii. Once you finish answering all the questions, click on 'Submit' to **submit** the test. You will then be taken to the **results** page, which displays the Question Number, Your Answer, Correct Answer and a brief explanation for the correct answer. Correct answers will be bolded, and erroneous answers will be in red. Your score will be on the top right-hand side of the page. The passing grade is 80%.
7. **Survey and Course Evaluation** links on **My Page**
 - a. Once you successfully complete a module, for non-accredited courses, a **Survey** link will become available. Completing the survey is optional but we welcome your feedback. To open the Survey form, click on the Survey link. Once filled and submitted, the Survey link for that module will disappear.
 - b. For accredited courses, a **Course Evaluation Form** will become available after successful completion of at least one module. Completion of Course Evaluation form is mandatory if you wish to receive continuing education credits for the completed modules. Refer to the Accreditation Information page for further details on courses accredited for continuing education credits. Instructions for evaluation form completion and continuing education credit application are also provided on the applicable pages.
 8. You can review your **Training Record** by selecting My Training Record from the drop-down menu. You will see the course title, date completed (or Pending), Number of Test Attempts, Test Score and Passing Attempt. You can review your submitted tests by clicking on any of these underlined links. Once you successfully complete a test, the course topic will be shown as completed.
 9. Click on “**My Profile**” under the My Learn tab to change your Login Name, Password or other information. An audit Trail will come up. Please complete and click on “Submit” to save your change.
 10. If you wish to renew your registration or enroll in additional courses/modules, click on “**Registration Renewal/Additional Enrollment**” link from the drop-down menu under the My Learn tab. You will be taken to the Catalog page. Follow the original registration/enrollment process. If you register online with credit card payment, you will get access to the additional modules immediately upon confirmation of payment. If you choose mail-in registration or enrollment, once your registration/enrollment information and payment are received at ClinfoSource, we will activate the additions and notify you by e-mail.
 11. **Important:** Click on “**Logout**” to properly exit the system. This is a safety precaution. If you close the browser window or if your computer shuts down due to other reasons such as power failure, you will be locked out of the system for 20 minutes.
 12. **Please note:** If inactive for 20 minutes, the system will automatically log you out. To get back in, login again with your Login Name and Password.
 13. For any questions regarding system use, please click on “**Support**” link available on the left side of the User pages, select “System Questions” from the drop-down menu and review the available questions and answers. If your particular question is not addressed, please send us an e-mail at cweaver@benaroyaresearch.org. We will get back to you by e-mail or telephone within 2 business days.

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Problems with Software Compatibility

Please click on **System Requirements** on the left side of Home page. Ensure you have the correct versions of the required software to properly view the online courses. If you need to get a software application download, please use the link provided on this page. All the links to the downloads from this page are for software that can be downloaded for free from the manufacturers.

How to obtain CME Credits

1. Complete the selected modules within this course.
2. Take the test for each module. Module completion means passing the module test with a score of at least 80%.
3. After each module, complete the "GCP Course Evaluation Form" utilizing the link button on My Page. This will stay active until you complete evaluation of all enrolled modules and submit the form.
4. Submit the form to save it in the system.
5. Once you submit the form, links for CME Credits application and CNE Credits application will be available on your My Page. Choose the type of continuing education credit for which you wish to apply, and follow the instructions for application form completion, payment and mailing.

Please note: each time you apply for CME or CNE credit, there is an application fee of \$35.