2 Easy Steps to Get CRIS Access for Your Employee

1. Supervisors must submit an Electronic CRIS Access Request Form (eCARF) for the employee.
2. Share the following link with your employee where he/she will self-register for either Remote CRIS Training or Facilitated CRIS Training Lab*:

   http://www.cc.nih.gov/dcri/cristraining/role_based_cris_training.html

Role-Based CRIS Training Information

Role-based CRIS Training is required to obtain a CRIS Account. Learners will register for one of the CRIS Training Tracks appropriate for their role, which can be completed in the following ways:

Remote CRIS Training

An independent learning pathway that can be completed anywhere, anytime as long as there is an internet connection.

NIH username/password & an active HHS LMS profile required.

Facilitated CRIS Training Lab

A facilitated learning pathway that is completed in the CRIS Training Lab in Building 10, Room 1C290. A seat must be reserved during scheduled session times.

NIH username/password & an active HHS LMS profile required.

The self-registration walkthrough on the website guides employees to identify the appropriate CRIS Training Track for their role. If employees choose to complete Facilitated CRIS Training Lab, the walkthrough will also guide them to reserve dates and times listed on the CRIS Training Lab Calendars.

*If an employee cannot self-register for CRIS Training using the link provided, the supervisor may request training for the employee by email. After reviewing the Role-Based CRIS Training Information above, email the following required information to the CRIS Training Team:

- employee name
- employee email address
- employee role
- specify Remote CRIS Training or Facilitated CRIS Training Lab
- for Facilitated CRIS Training Lab, include the requested dates/times found on the calendar