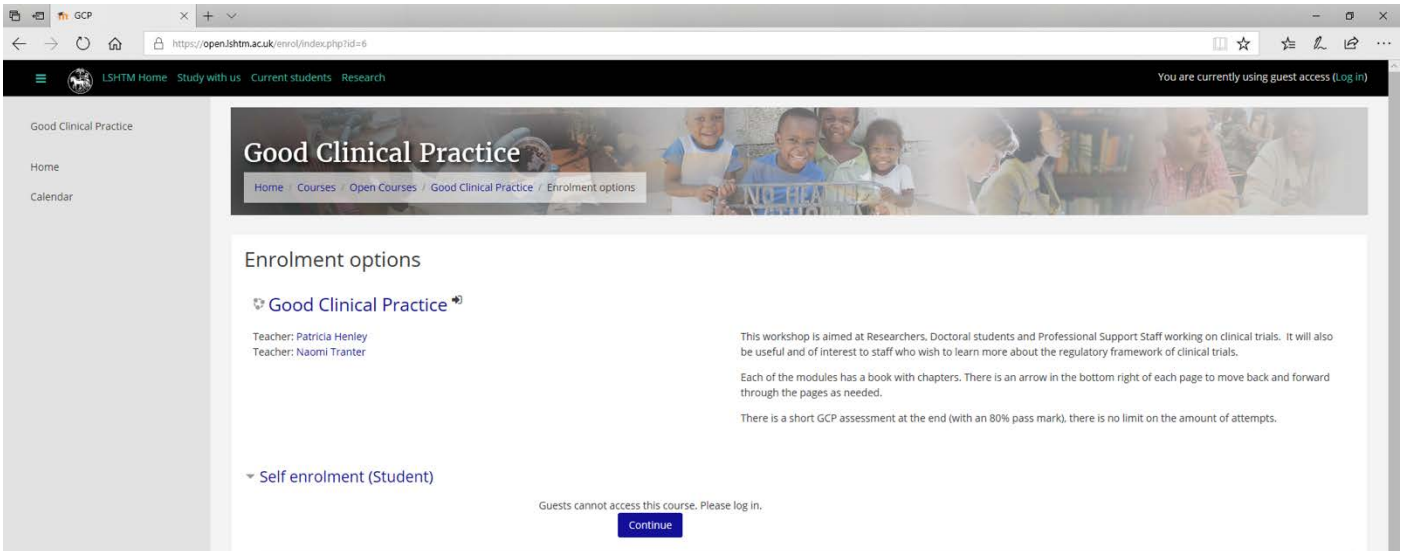
HOW TO ACCESS LSHTM GCP TRAINING

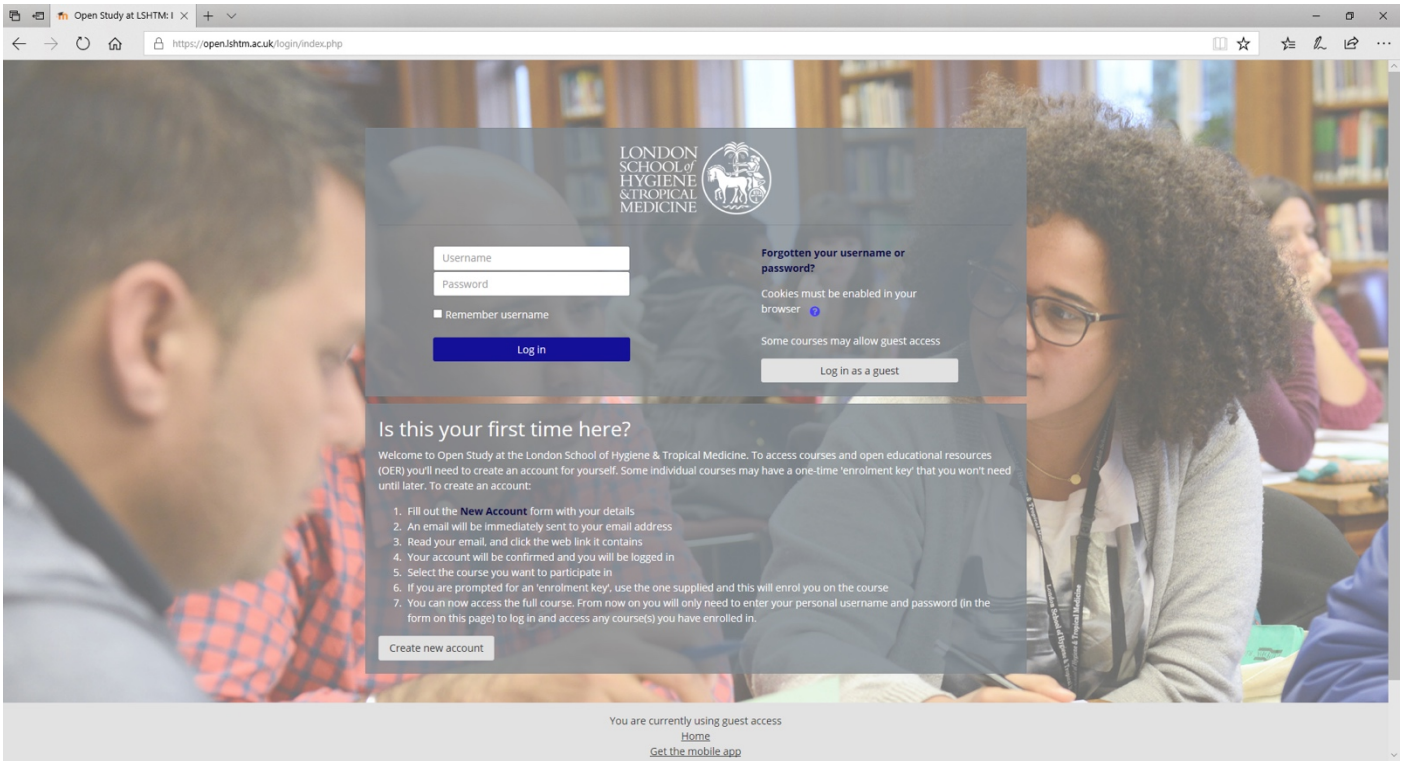
1. **Go to https://open.lshtm.ac.uk/enrol/index.php?id=6**

You will be taken to this screen:



2. **Click continue**

You will be taken to this screen:

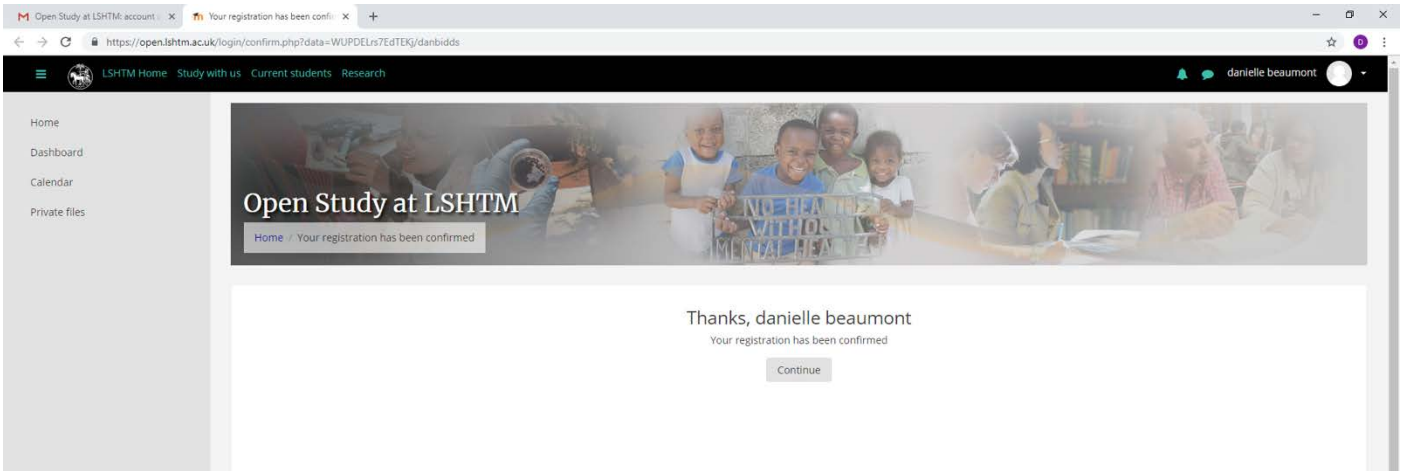


3. ***Already registered with LSHTM open study:*** **If you are already registered, please log in using your username and password. You will be taken to the GCP training homepage**

4. ***First time user*: If you are a first time user to LSHTM Open Study, you will need to create an account:**

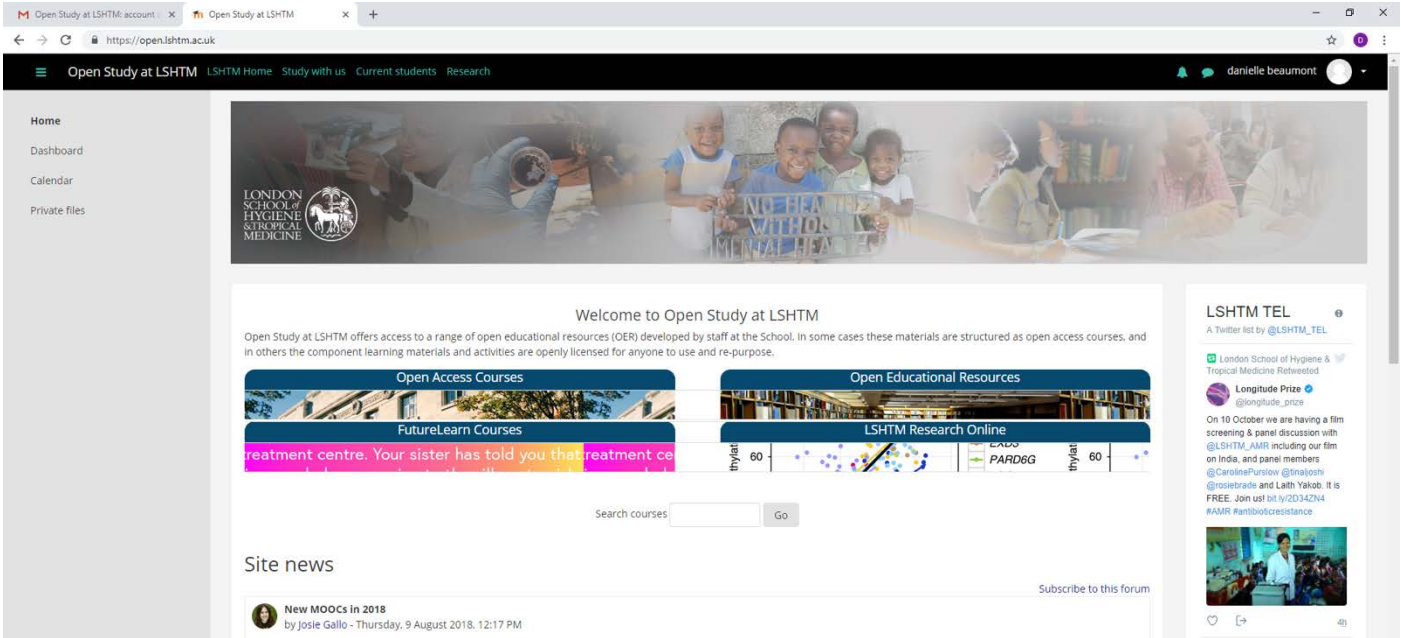
   i. Click **Create New Account**
   ii. Fill out the **New Account** form with your details
   iii. Note down your username and password as you will need this every time you log in.
   iv. An email will be immediately sent to your email address
   v. Read your email, and click the web link it contains to confirm your log in details
   vi. Your account will be confirmed and you will be logged in

5. **When click web link in your email you will be taken to this screen:**

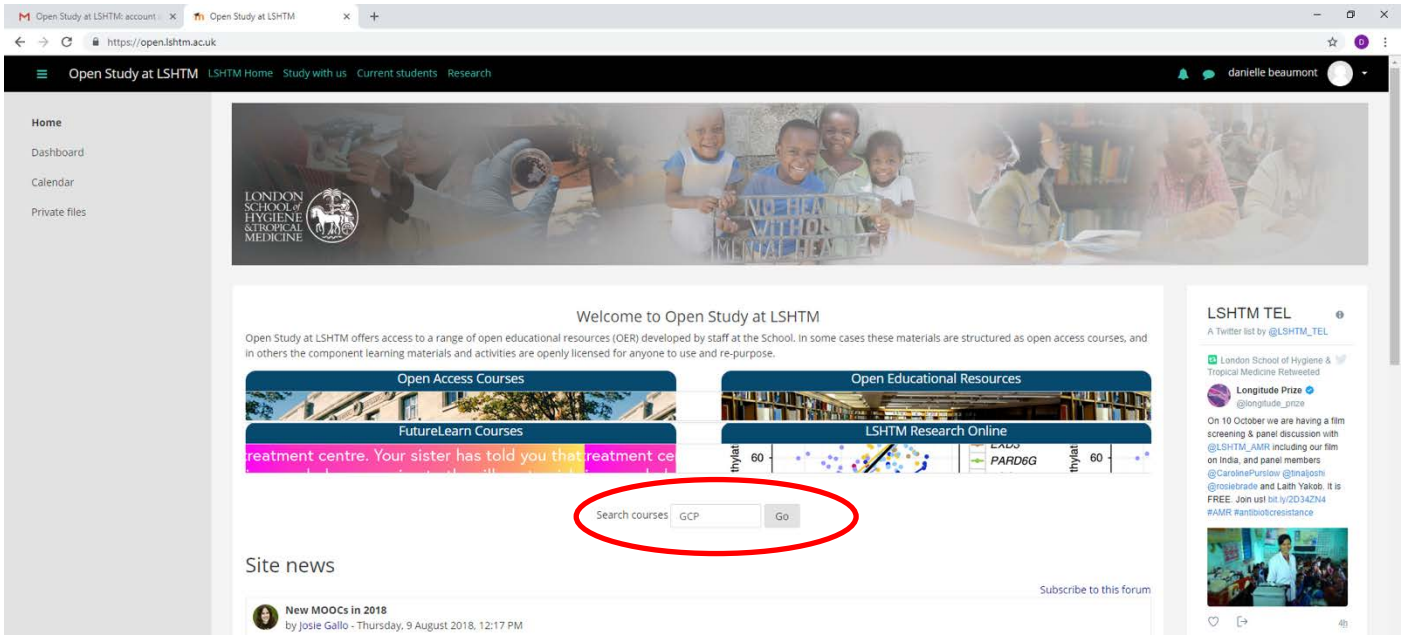


6. **Click continue**

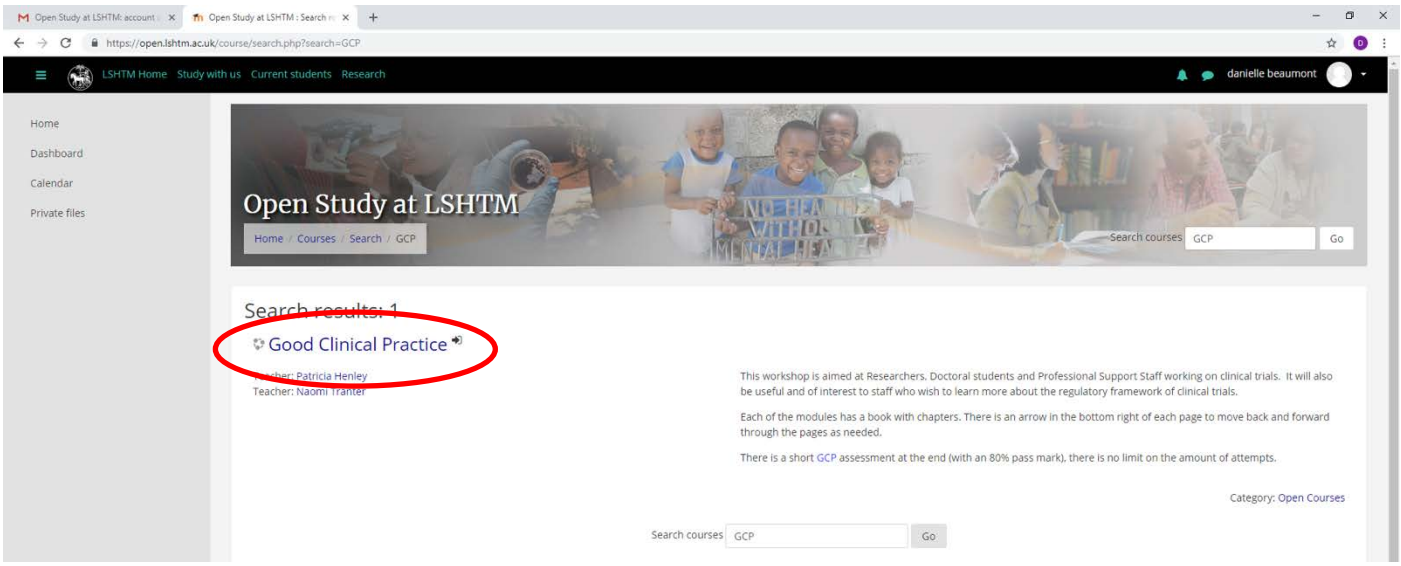
You will be taken to this screen:



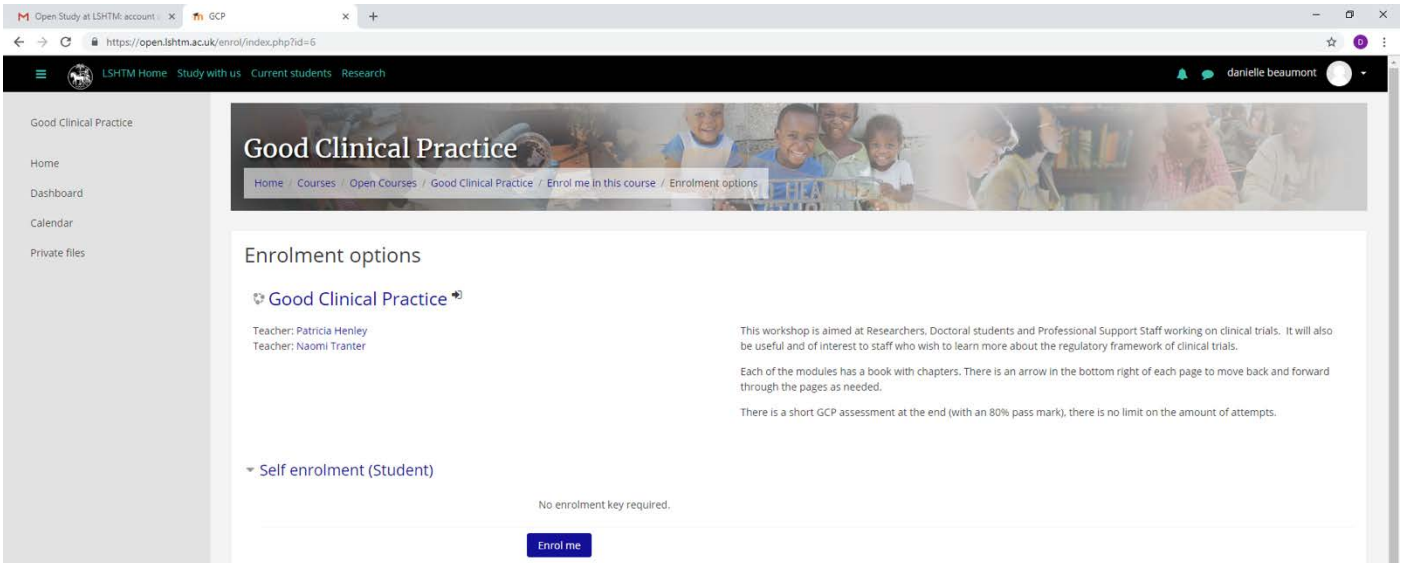
7. To select the GCP course type <u>GCP</u> in search courses as shown below (in the red circle). Click Go.



8. You will be taken to this screen. Click Good Clinical Practice hyperlink as shown below:

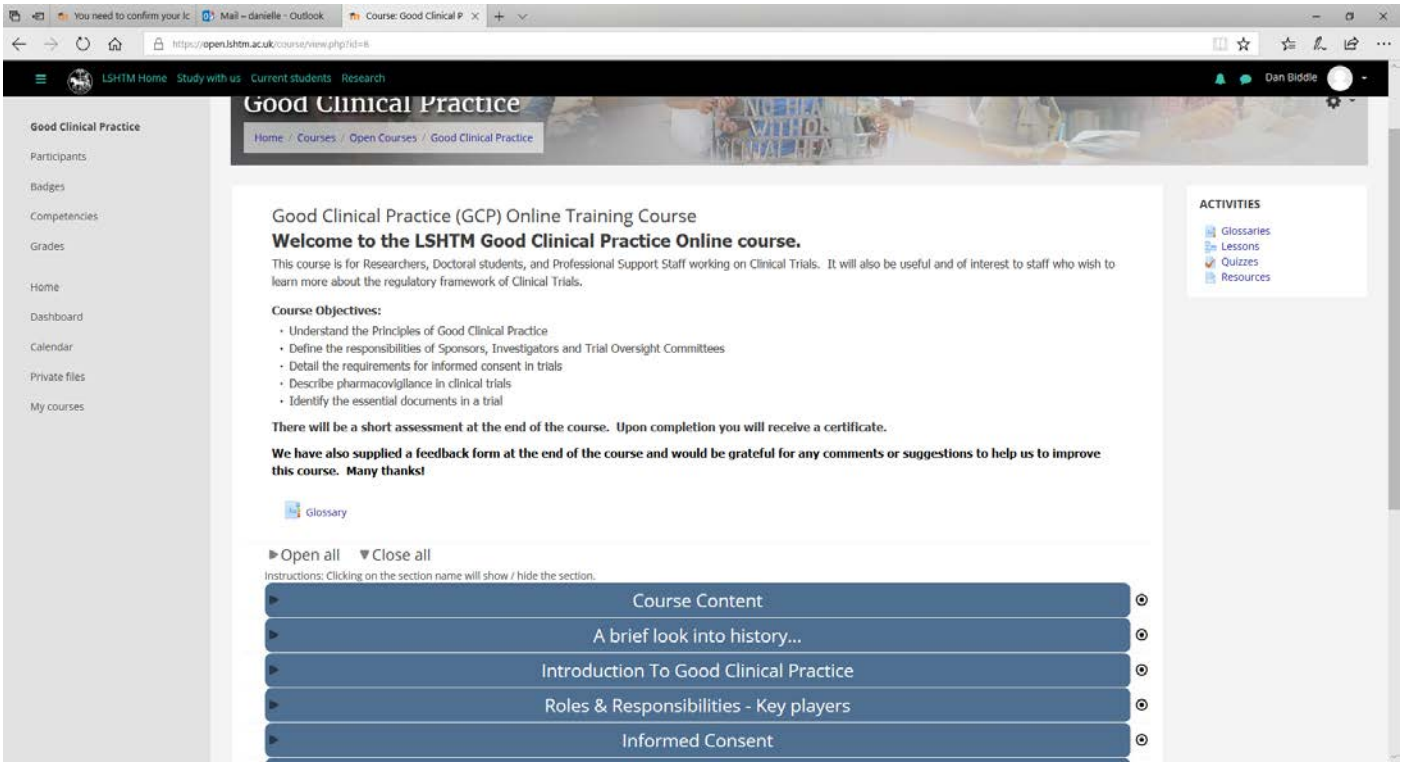


You will be taken to this screen:



9. Click enrol me

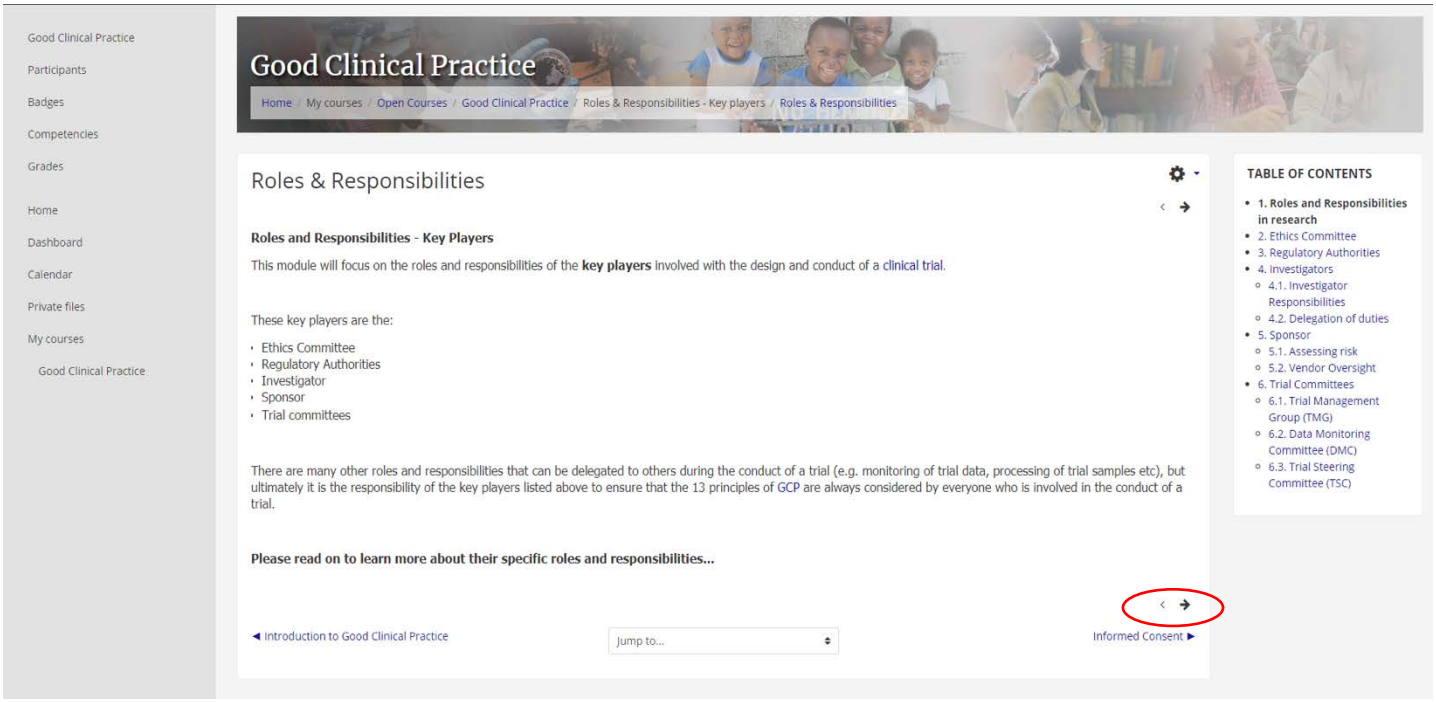
You will be taken to this screen:



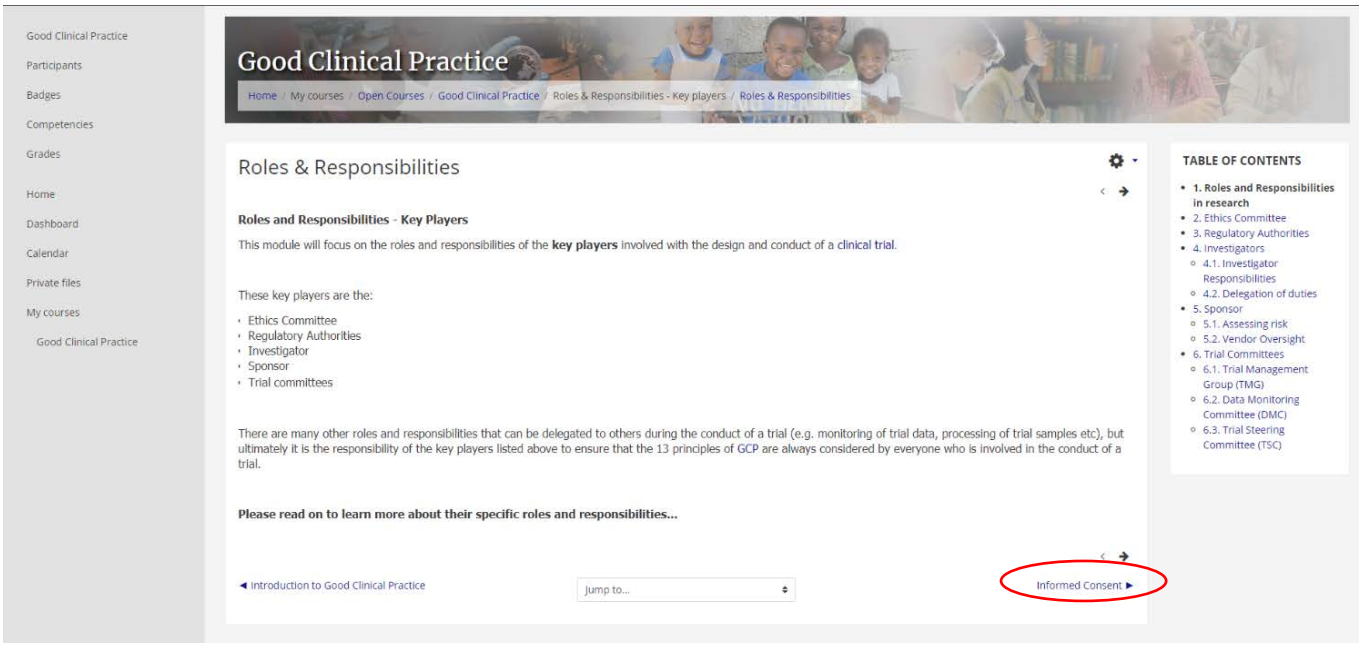
10. Welcome to the LSHTM GCP online course.

Please work your way through each of the course modules.

Use the grey arrows circled in red below to navigate through the information in each module.



To progress to the next module, click on the module name in blue, as shown in the screen below



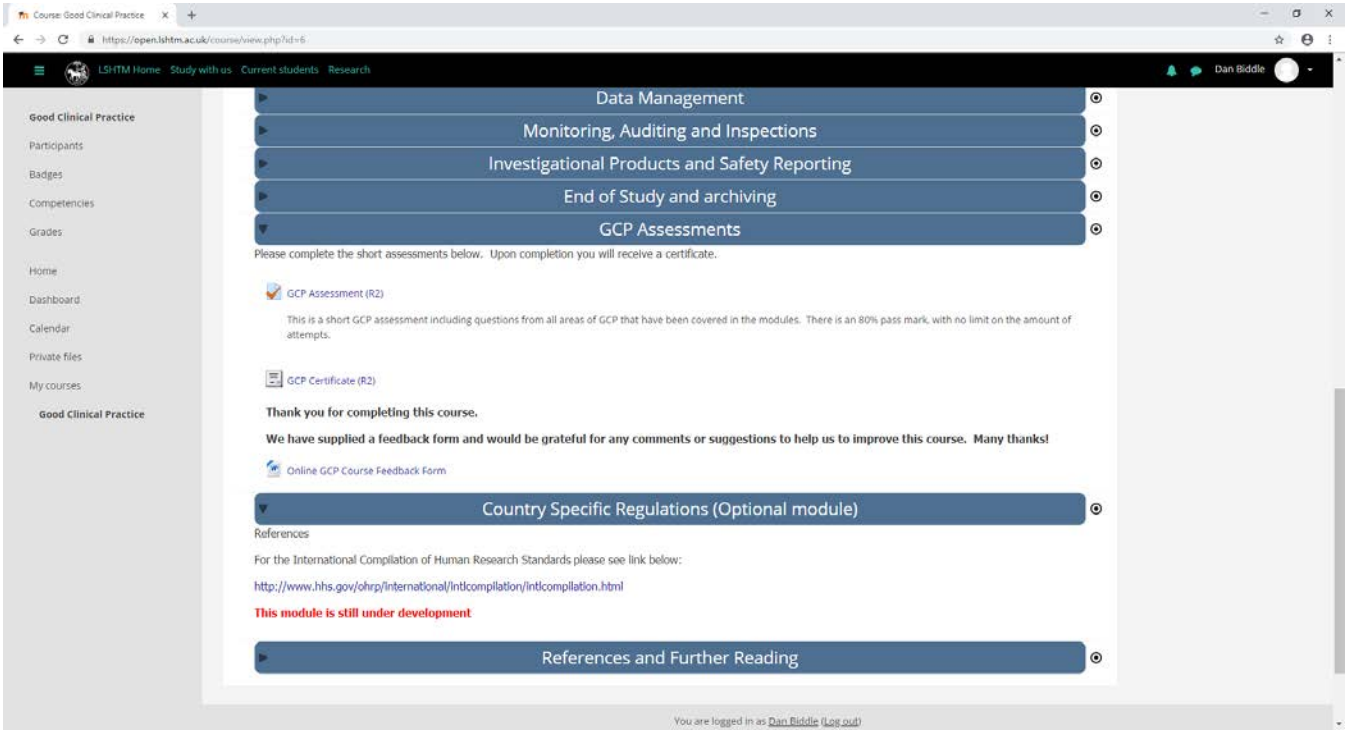
TAKING THE ASSESSMENT

Once you have read through the course modules, please complete the GCP Assessment. This is a short assessment which includes questions from all areas of GCP that have been covered in the modules.

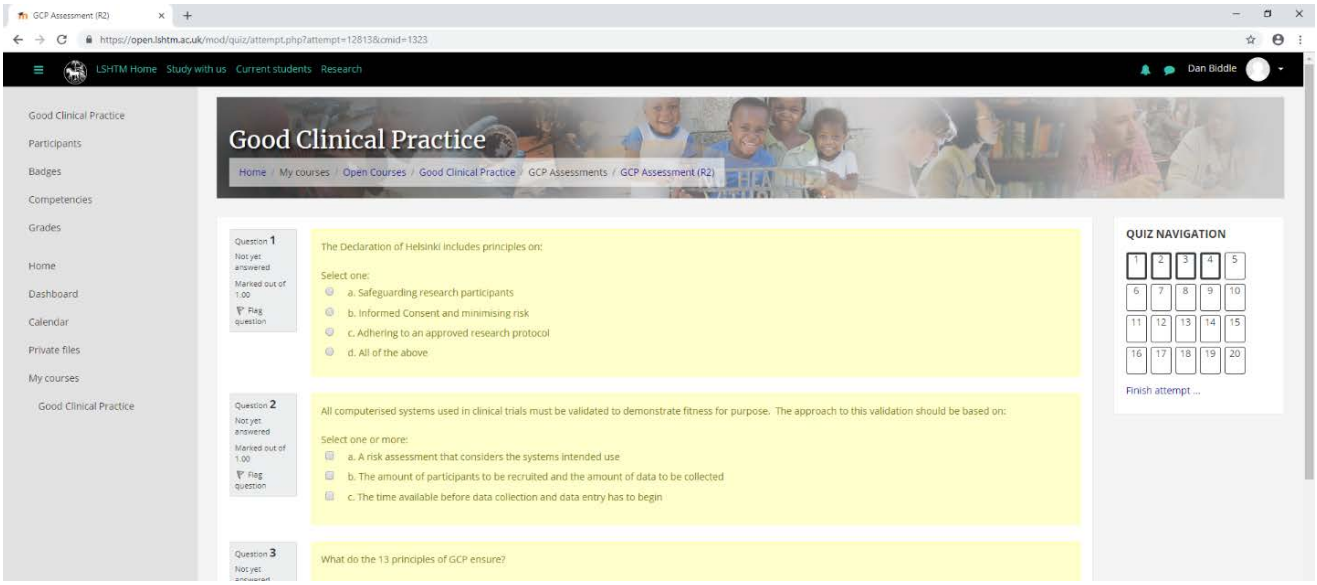
There is an 80% pass mark, with no limit on the amount of attempts.

Instructions for taking the quiz follow below

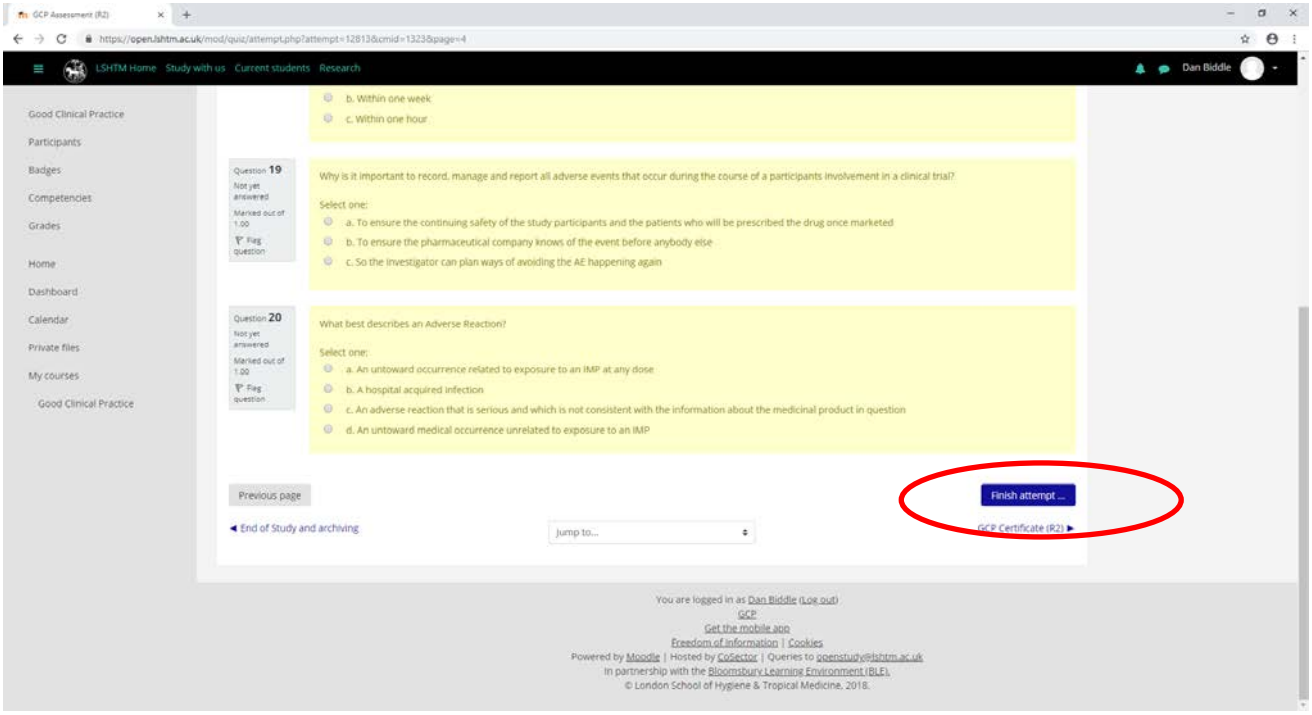
1. **Click GCP Assessment (R2)**



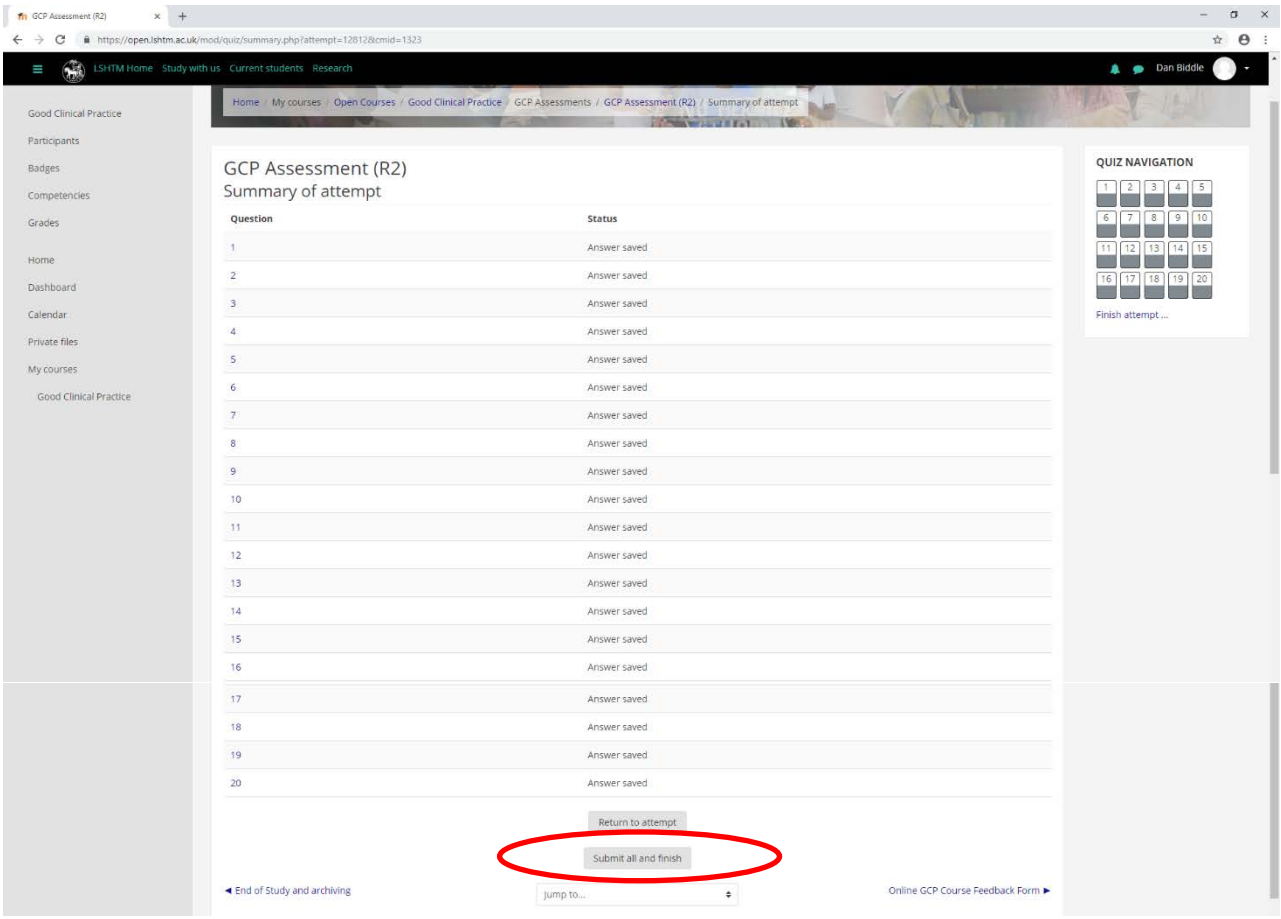
2. **Please work your way through the 20 questions, following the instructions**



3. When you have answered all 20 questions click Finish attempt



4. You will see a summary of questions you have answered. If any questions have been missed or not saved, please go back (click return to attempt) and answer the questions before you submit the quiz.

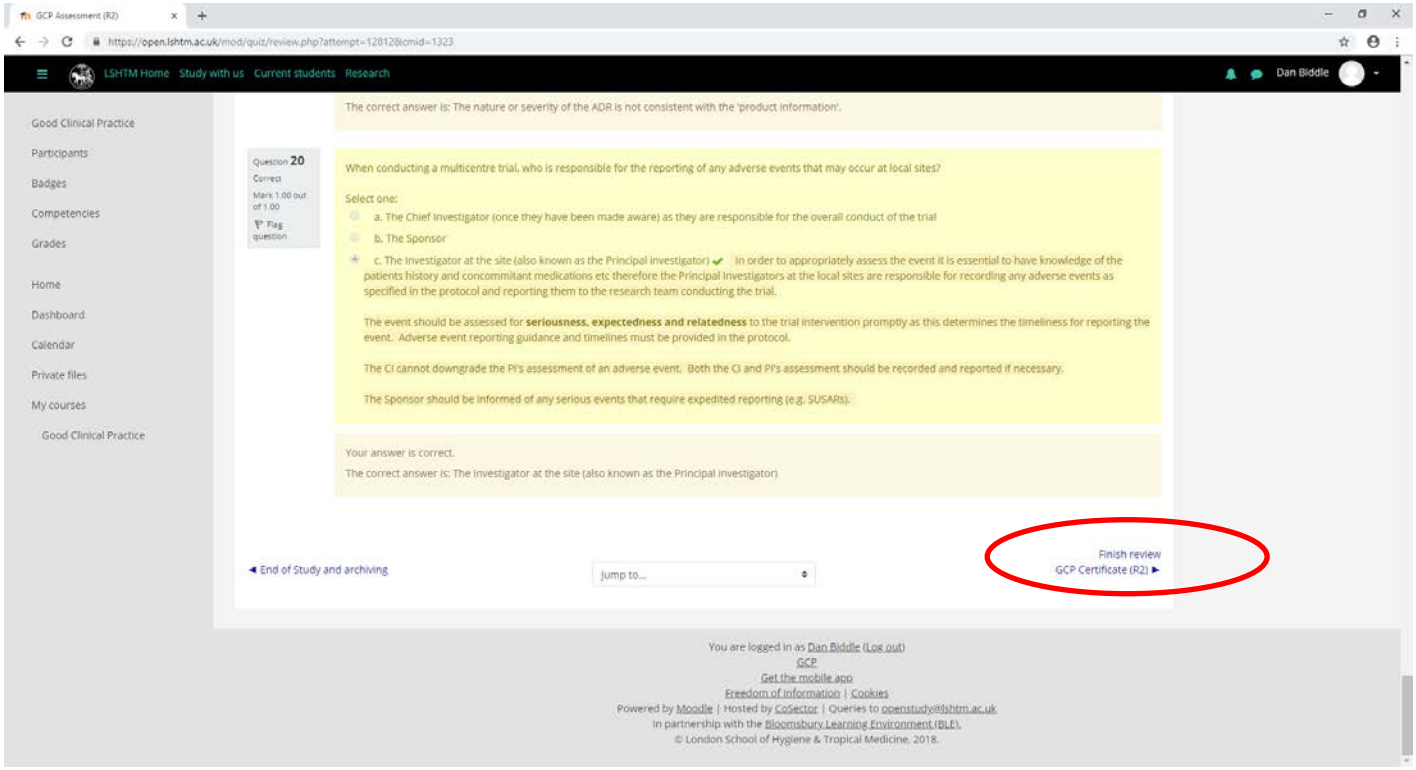


5. **Click submit all and finish as shown above.** Confirm you want to submit your quiz when prompted.

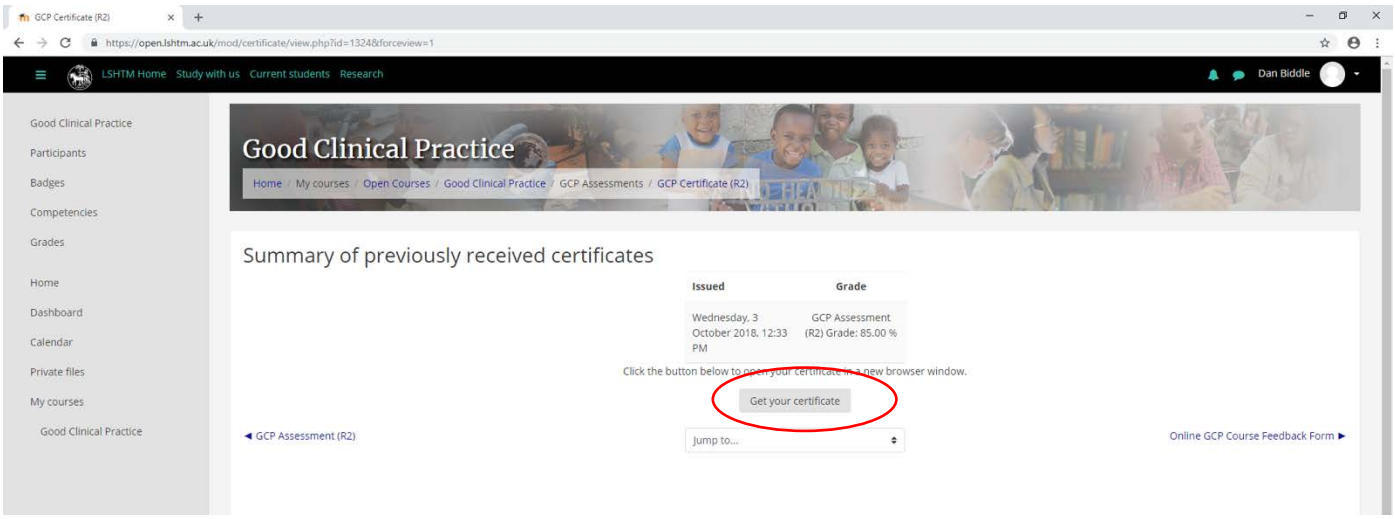
You will be provided with a summary of your answers, and how you scored on each question

6. If you have obtained a pass mark of 80% and above, at the bottom of the page you will see GCP Certificate (R2). Click this

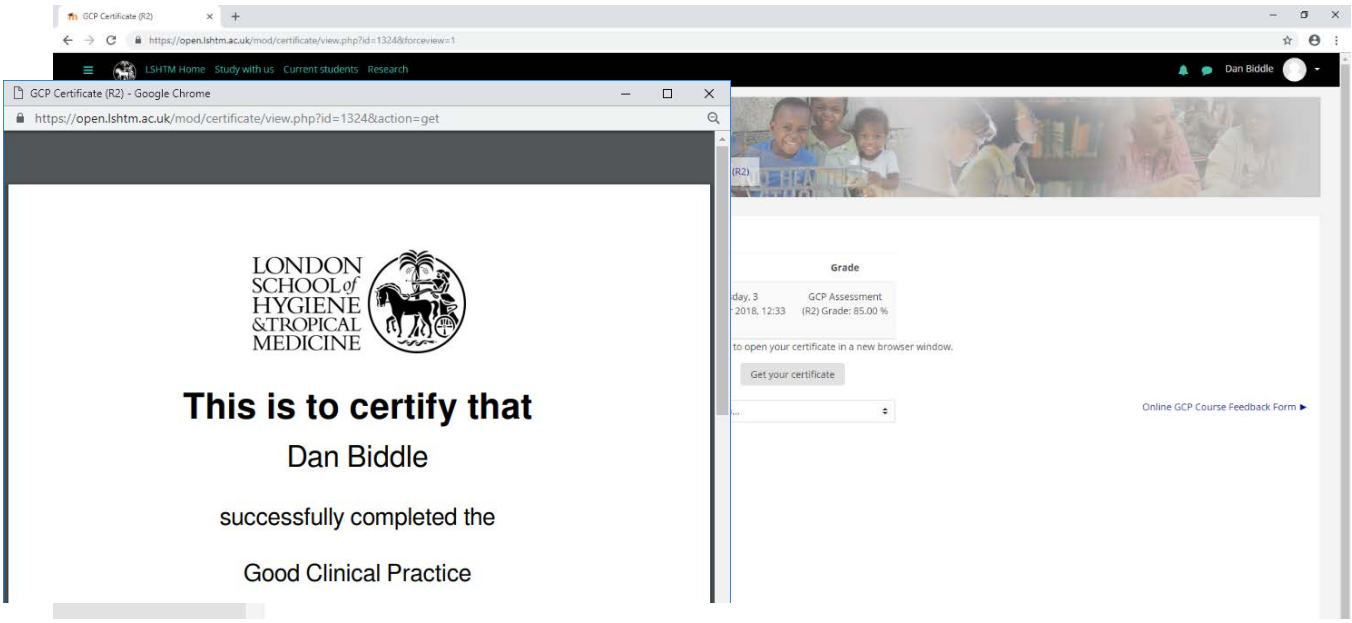
If you score less then 80%, please review the course modules and take the assessment again. Please jump to point 10 below to see how to do this.



You will be taken to this screen:

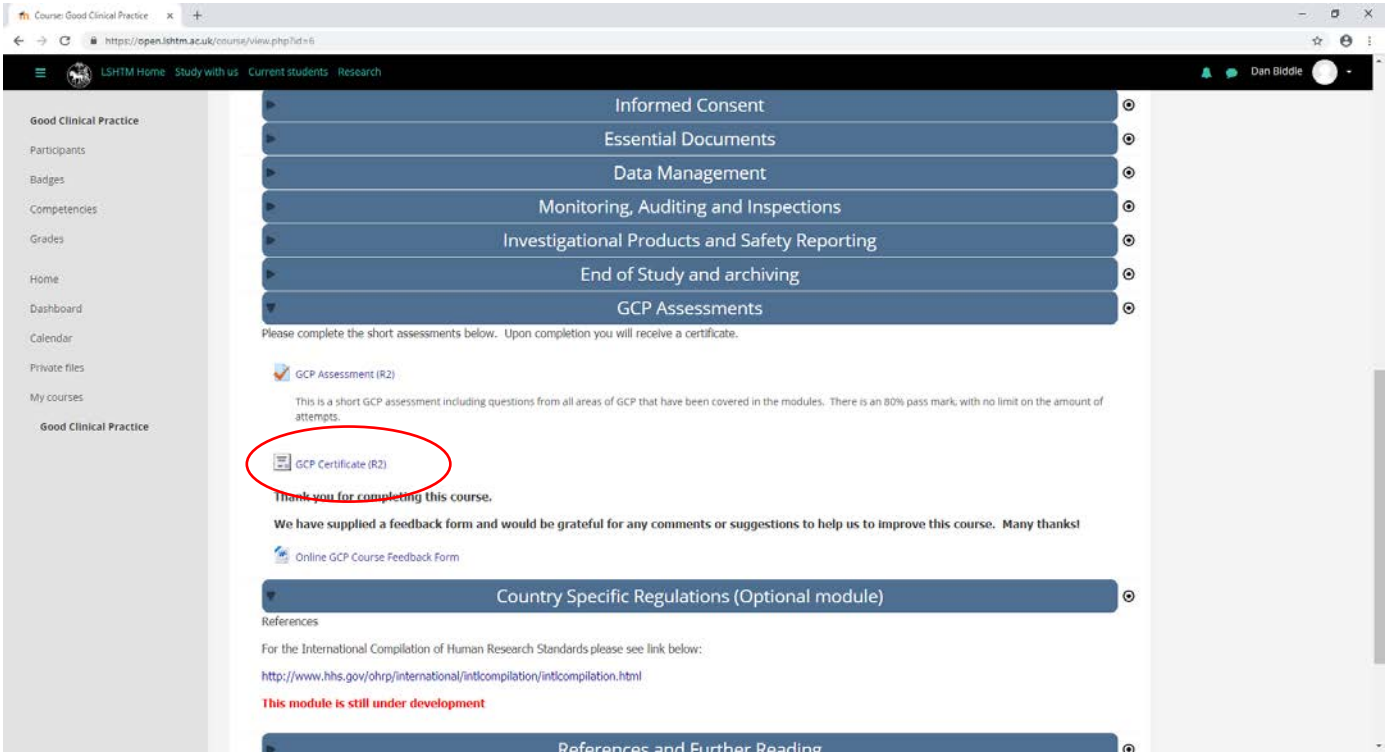


7. Click get your certificate. A pop up will appear with your certificate as shown below

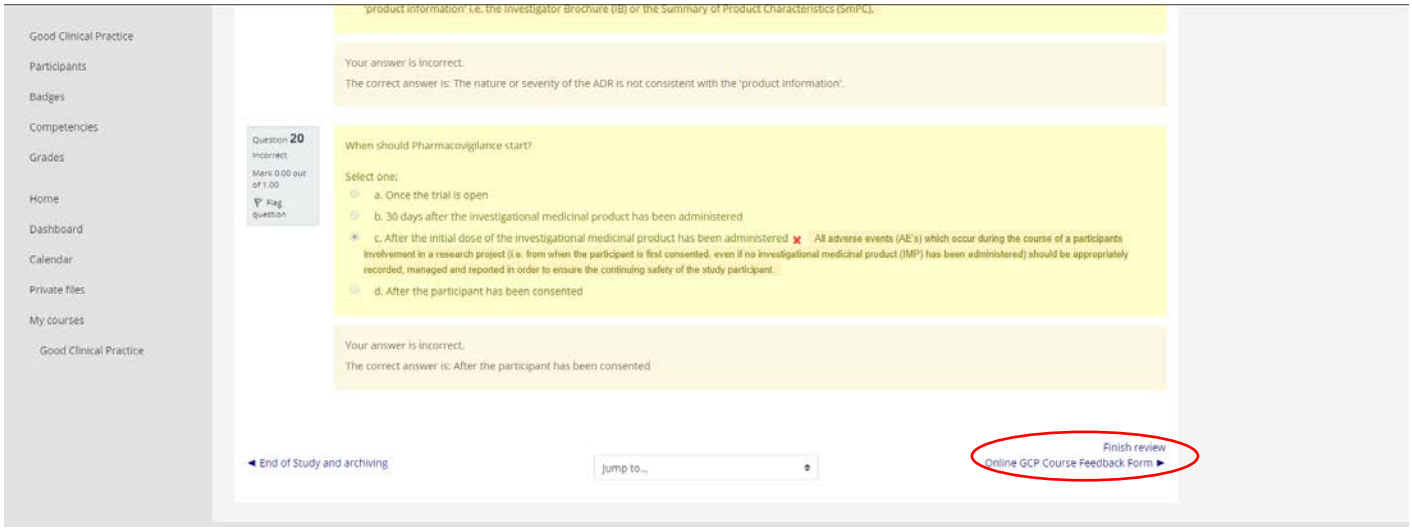


8. Please save a copy for your records send a copy to crash19@lshtm.ac.uk and upload a copy to your site's electronic ISF.

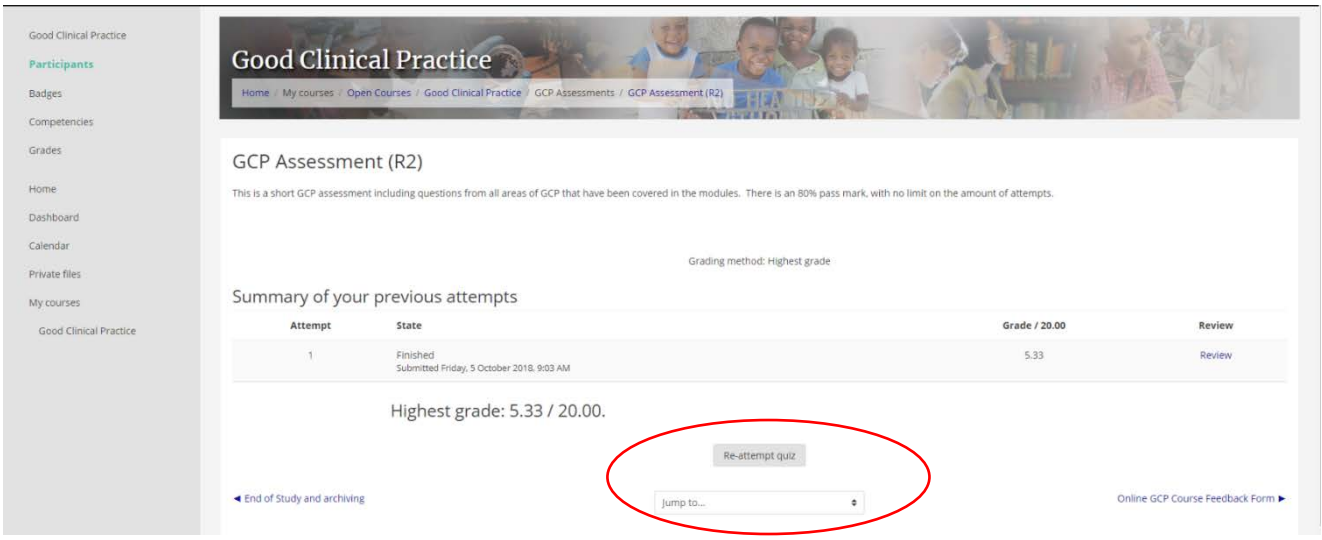
9. Your certificate will be saved in the GCP assessment section (as shown below)



10. **If you do not pass with at least 80%, at the bottom of the summary of your answers please click 'Finish Review' circled in red**



11. **You will be taken to this screen.**



If you wish to review the GCP materials again use the 'Jump to' to see the list of GCP modules

Alternatively, please click 'Re-attempt quiz' to take the assessment again. If you pass with 80% or above, please follow points 6 - 9 above and send a copy to crash19@lshtm.ac.uk.