

**Overview of Good Clinical Practice and Human Subject Protection  
Course Log on and Sign Up Instructions:**

**Before clicking on links associated with this page, you may want to print this page for reference.**

**VA Employees**

If you are a VA Employee, you must register and complete this course on the Employee Education System On-Line Learning website at <http://vaww.ees.aac.va.gov>. (If you have problems with the address above, you may enter through the following webpage: <http://www1.va.gov/resdev/programs/PRIDE/training/gcp-hsp.cfm> )

**Non-VA Employees**

If you are a non-VA employee working on VA research programs you may register for this program at: <http://www.ees-learning.net>

**Enrolling into Office of Research and Development on line training programs.**

1. Log into the Employee Education System, On-Line Learning Website
2. If you are new to the EES on-line learning website, click on the **First Time User button**. Answer the questions provided and you will be able to create a user name and password for yourself to utilize at any time you wish to take an on-line training program.
3. If you have logged onto the EES on-line learning website previously, and have forgotten your username and password. **Click on the “forgot Password” button**. Follow the steps provided and then create a new password.
4. If you have difficulty, click on the login help menu for more information.

**If you have serious difficulty logging in: Contact Help desk at (866)496-0463 or (612)467-5252, or email [eeslibrixhelp@lrn.va.gov](mailto:eeslibrixhelp@lrn.va.gov).**

**After Logging in, you are taken to your own “My Courses” Page.**

1. Click on the “Available Courses Link” on the left hand menu.
2. You are taken to the search page of the Available courses.
3. Type in GCP into the Keyword Search box.
4. A list of courses with the key words you have typed will appear, and next to the course title: “ Overview of Good Clinical Practice and Human Subject Protection – FY06” (on the right hand side) will appear a link that states: “Sign Me Up”.
5. Click on the Sign Me Up link.
6. After successfully registering, you will be taken back to your “My Course” page and the course you registered for will show up. Click on the course title and you will be taken into the course. **If you have serious difficulty signing up: Contact Help desk at (866)496-0463 or (612)467-5252, or email [eeslibrixhelp@lrn.va.gov](mailto:eeslibrixhelp@lrn.va.gov).**
7. Once you reach the end of Module 9 in the course (Program Evaluation), click on the “Menu” button at the bottom of the screen.
8. Click on the “10. End of course evaluation” link in the Table of Contents.
9. Complete the survey and click “Submit”.
10. Click “Evaluation-Certificates” under the “Thank you” notice.
11. Click the “Employee Education System (EES)” link to view your certificate.
12. Print out the certificate and you are done!