

## Registration Instructions for Participants

- 1) To register for the course: From the **home page** select the “Sign Up!”  button next to the course title (Ethical and Regulatory Aspects of Clinical Research).
- 2) Select either Clinical Center (Lipsett Auditorium) or an off-site group from the list of “Sessions Open for Registration” (which lists available groups in different locations for our course.)
  - a) To register for the course and attend at the NIH Clinical Center, select the “Sign Up!”  button next to Clinical Center (Lipsett Auditorium). Most participants will register to attend in the Clinical Center Lipsett Auditorium Group.
  - b) To participate in one of the off-site groups, you will first need to 1) identify a group, 2) contact the group supervisor, 3) obtain their permission to join the group and 4) get the password from the supervisor in order to register. **You will not be able to complete registration until you get a password from the group supervisor.** (If you need the contact information for a supervisor, **email us** ([bioethics-inquiries@mail.nih.gov](mailto:bioethics-inquiries@mail.nih.gov)). When you have the password, select the “Sign Up!”  button next to the appropriate off- site group.
- 3) On the next screen, choose **Create an account**, by entering your first name, middle initial (if any), and last name WITH CREDENTIALS/DEGREES. You will also be asked to enter and confirm your email address and to create and confirm a password. Please use your NIH email if you are an NIH employee. **Please remember your email and password** to use for subsequent logins.
- 4) Be sure to hit the REGISTER button to complete your registration.
- 5) **\*\*After registering, you will be emailed a link to a mandatory pre-test\*\* Please complete the pretest before the first course meeting.** (Not graded)

## Course Participation

- 1) The course has 7 sessions, with readings to complete each week.
- 2) Attendance will be recorded and those who **attend 3 or more sessions/meetings will receive a certificate indicating the number of meetings you attended.**
- 3) You will receive an email link to a **required evaluation** after each session of the course and at the end of the course.

## Instructions for Group Supervisors at Remote Sites

### Setting up a group

- 1) Email us ([bioethics-inquiries@mail.nih.gov](mailto:bioethics-inquiries@mail.nih.gov)) and explain how you meet the requirements to form a group and will fulfil the duties of a group supervisor
  - a) You will form a group of at least 3 individuals
  - b) You will be responsible for organizing the video-cast location for your participants
  - c) You will track and report your group participants’ attendance each week
- 2) The Department of Bioethics administrator will create a group in the online system for you

- 3) **The administrator will provide a password** that you and your group participants will need to use to access the group when registering, **you will need to distribute this password to all registrants in your group.**
- 4) Please register yourself as a participant of your group and email us again to let us know that you have done so.