



myGCP Manual

In this manual, you will find all the information, tips, ins and outs concerning myGCP.

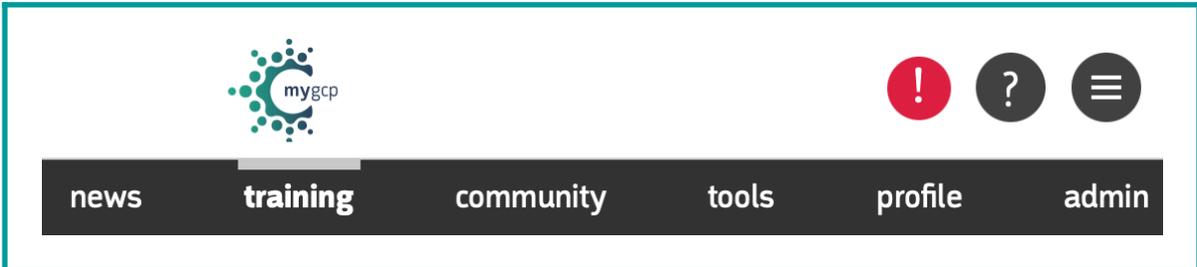
NOTE: the screenshots were taken in Demo myGCP account and contain test users only to protect account information.

General myGCP user information

After buying or activating a course license code, you will have 1 year access to the intended course(s), as can be seen on your profile page. You also gain unlimited access to the myGCP learning environment with the following menu options:

- news
- course/training
- community
- tools
- profile
- language settings
- search
- FAQ

Learn about the details of the menu options below.



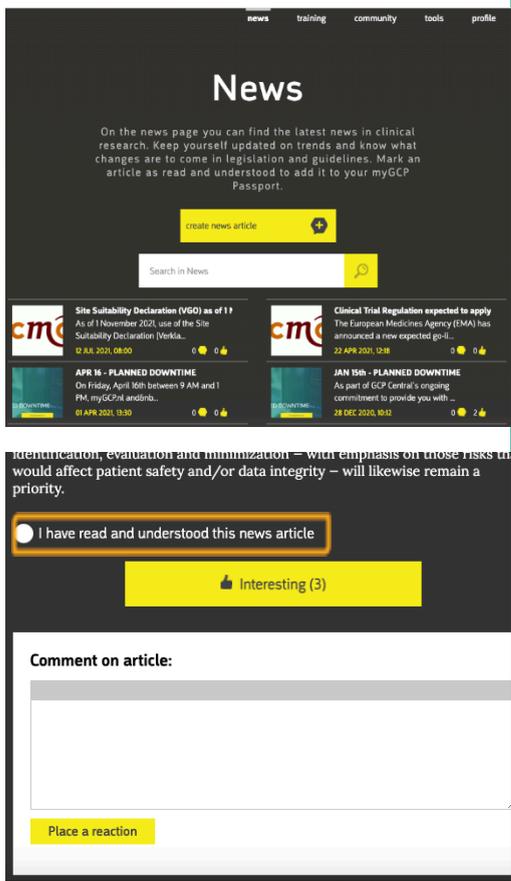
The navigation bar features the myGCP logo on the left. On the right, there are three circular icons: a red exclamation mark, a black question mark, and a black hamburger menu. Below these icons is a dark grey horizontal menu with white text for 'news', 'training', 'community', 'tools', 'profile', and 'admin'. The 'training' option is currently selected and highlighted with a white underline.

News

On the news page, you will find the latest news on clinical research. Stay easily up to date on trends and know what changes have been or are being made in laws and regulations.

Possible actions

- Open the relevant news article by clicking it, after reading mark [I have read and understood this news article] to add it to your myGCP passport.
- You can also respond to the article in your own words.



The screenshot shows the 'News' page interface. At the top, there is a navigation bar with 'news', 'training', 'community', 'tools', and 'profile' links. The main heading is 'News'. Below the heading, there is a sub-heading: 'On the news page you can find the latest news in clinical research. Keep yourself updated on trends and know what changes are to come in legislation and guidelines. Mark an article as read and understood to add it to your myGCP Passport.' There is a yellow 'create news article' button with a plus icon. Below that is a search bar labeled 'Search in News'. The main content area displays a grid of news articles. Each article includes a logo (e.g., 'cm'), a title, a brief description, a date, and a small icon representing the article's status (e.g., '0' or '2').

Below the article grid, there is a section for user interaction. It includes a radio button labeled 'I have read and understood this news article' and a yellow button labeled 'Interesting (3)'. At the bottom, there is a 'Comment on article:' section with a text input field and a yellow 'Place a reaction' button.

Course

On the course page, you have access to your active myGCP course(s) via [your learning].

To be able to obtain your certificate:

- You must answer all questions in the e-learning modules.
- You must download all documents.
- You must read all the interviews.
- You must have watched all the videos.

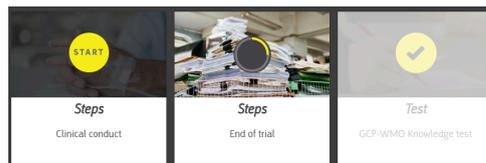
A completed module is recognized by a grey checkmark in a yellow circle.

See example with 3 modules in different phases: 'Start' – work in progress - completed with checkmark. No checkmark? Click on the module without a checkmark. On the introduction page of each module you will find a percentage of completion of all chapters (click "back"). If a chapter does not mark 100%, you probably forgot to answer a question or open an attachment. Go to this chapter and go to the activity without the "check mark". Complete the activity and check to see if the percentage is now at 100%. When all chapters and modules are completed you will find your certificate on your profile page.

In [catalogue] you can view all our online courses available in this myGCP learning environment.

Possible actions

- Access to your online course
- Buy or activate course license code in myGCP account

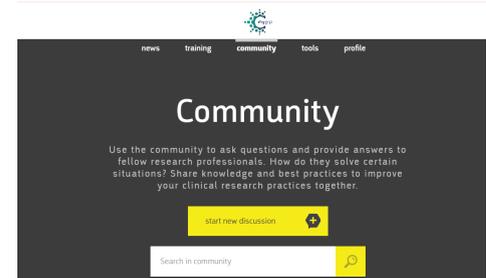


Community

In the community, you can ask questions and provide answers to your fellow research professionals. How do they solve certain problems? Share knowledge and best practices to do better research together.

Possible actions

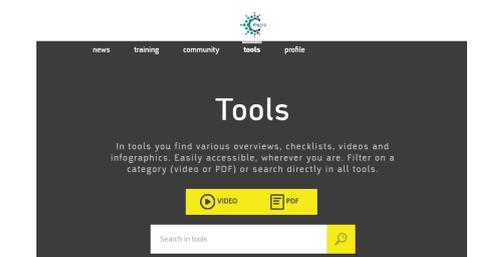
- Respond to a discussion
- Start your discussion



Tools

In tools, you will find various useful overviews, checklists, informative videos, and infographics.

Many of these tools are incorporated in the course material but are conveniently collected here. This way they are easily accessible as reference. Of course, they can be downloaded (and printed) in .pdf format, except for the videos.



Profile

The profile page shows all the participant's information.

- name of your profile
- you can [Customize profile]
 - o Fill in your quality register and BIG number for accreditation. See our [accreditation overview](#).
- easily [Change Password]
- download your myGCP passport by clicking the button [MyGCP passport].
- download all obtained certificates in PDF format by clicking on the icon next to the course title.
- set notification management
- an overview of past and current course licenses which have been or are active in your myGCP account.
 - o until when a course license is valid.
 - o Progress of your course is maintained
 - o You can renew access to your online course at a reduced cost within 6 months of your course license expiration date.
- via your myGCP account you can go [To the webshop] to view a personal and active offer.

profile information



Demo GCP-WMO voor klinisch onderzoek in Nederland

Customize profile >

Change password >

GCP certificates / passport

Would you like your certificate in Dutch? Select Dutch from the user menu.

Passport 

Here's your certificate 

Notification management (app)

- Immediate 
- Daily 
- No notifications 

Save

Download privacy policy

Privacy policy >

purchase and license

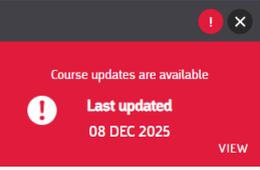
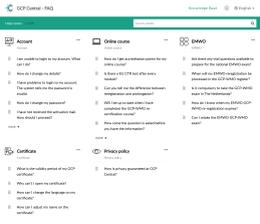


Course license: GCP-WMO for Clinical Research in the Netherlands

Course license valid until: 30 OCT 2030

To the webshop >

The header and footer of each page

 	
news training community tools profile	
<p>Current information</p> <p>Is there a red exclamation mark at the top with update info? Then (1 of) your course(s) has received an update. Click [View] to see the changelog.</p> <p>Are you up to date? In this case, you will see a yellow circle with a number.</p>	     
<p>Exclamation mark</p>  <p>Click the exclamation mark on the right top to see all completed activities. These, by the way, show in your myGCP passport as well.</p>	
<p>FAQ</p>  <p>By clicking the question mark button, you will find the Frequently Asked Questions (FAQ). Here, you will enter our very comprehensive GCP Central - FAQ, so you can search for the answer to your question yourself.</p>	
<p>User menu</p>  <p>Clicking this button takes you to the user menu. This menu is a bit more elaborate than the quick-menu at the top of the page. As you can see, it gives you an overview of several settings, such as language.</p> <p>Possible actions</p> <ul style="list-style-type: none"> Change language Change languages via this menu by clicking the current language and choosing a different language. NOTE that not all courses are available in all preselected languages. This will also be the language on your certificate. Search Here you can search 'terms' in myGCP. It shows you all locations where the 'term' appears, including in the available course content. Logout Here you can log out. NOTE. You will be logged out automatically after 20 minutes of inactivity. You can then log back on via myGCP. Any progress made will be saved. 	