

Tips for Supervisor Regarding Employee CRIS Access

1. Supervisor: Submit an [electronic CRIS Account Request Form \(eCARF\)](#) for the employee.
2. Employee: Complete role-based CRIS Training
 - a. Employee self-registers for one of the [CRIS Training Tracks](#) appropriate to their role.
 - b. Training Registration link:
https://www.cc.nih.gov/dcricr/training/role_based_cris_training.html
 - c. Additional Information:
 - ✓ Remote training is an independent learning pathway that can be completed anywhere, anytime as long as there is an internet connection.
 - ✓ NIH username/password & an active Health & Human Services Learning Management System (HHS LMS) profile required.

Questions? Call the CC Service Center 301-496-8400