

Tips for Supervisor Regarding Employee CRIS Access

1. *Supervisor:* Submit an [electronic CRIS Account Request Form \(eCARF\)](#) for the employee.
2. *Employee:* Complete core-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/dcricris-training/role-based-training>
 - c. Additional Information:
 - ✓ Remote training is a self-paced learning option that can be completed anytime and from any location with an internet connection
 - ✓ Upon completion of the core training, learners continue their development through department-specific orientation and on-the-job training, where they gain hands-on experience with department workflows and role-specific use of CRIS
 - ✓ An active NIH username/password and a current Health & Human Services Learning Management System (HHS LMS) profile are required to access the training.

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