



EUROPEAN CENTRE FOR  
CLINICAL RESEARCH TRAINING

# ECCRT Learner Manual

- Log in or Register at ECCRT see page 3
- Book your course see page 6
- Enter your course in the ECCRT Virtual Campus see page 18
- Get the best of the Virtual Campus experience see page 25



EUROPEAN CENTRE FOR  
CLINICAL RESEARCH TRAINING

**Log in or Register at ECCRT**



New user ?  
click on 'Register'

\*\*\*\*\*

Already have an account ?  
click on 'my ECCRT'

# Log in or create your user profile

## User account

[Log in](#)[Register at ECCRT](#)[Request new password](#)

Please log-in to your 'My ECCRT' page here. If you haven't registered as a client to our website yet, please [register](#) first.

E-mail or username \*

Enter your e-mail address or username.

Password \*

Enter the password that accompanies your e-mail.

[Log in](#)

Once registered :

**Check your mail box** (incl. spam folder)

From: info@eccrt.com

Subject: account details for [your email address] at ECCRT

❖ You forgot your password ?

Click 'request new password'



EUROPEAN CENTRE FOR  
CLINICAL RESEARCH TRAINING

**Book your course**

A screenshot of the ECCRT website homepage. The background is dark with a pattern of white paper airplanes. A hand is shown on the right side, holding a yellow highlighter and drawing a yellow outline around the 'courses' menu item. The main text in the center reads: 'Revised programme for our course "Clinical Development of a Vaccine" with 3 top speakers'. At the bottom, there is a yellow bar with four dark blue buttons: 'my eccrt', 'register for eccrt', 'subscribe to newsletter', and 'download course schedule'. The top navigation bar includes 'REGISTER', 'MY ECCRT', and a search icon, followed by menu items: 'courses', 'tailored solutions', 'about eccrt', and 'testimonials'. The 'courses' item is circled in red.

# Search the courses catalogue

- Use the filter feature to ease your selection

- Click on the title of the course you want to book

## Courses

Find a course

---

Filter results

Language

TECHNICAL COURSES  
 CLINICAL OPERATIONS COURSES  
 REGULATORY COURSES  
 CLINICAL RESEARCH RELATED COURSES

COMMUNICATION COURSES  
 MANAGEMENT COURSES  
 LEADERSHIP COURSES

Looking for a chronological overview of all our courses?

COURSE TITLE	COURSE TYPE	LANG - LOCATION
<a href="#">Clinical Research Training for Clinical Trial Assistants (CTAs) »</a>	CLINICAL OPERATIONS COURSES	EN - BRUSSELS



# Select the session of your choice

## Clinical Research Training for Clinical Trial Assistants (CTAs)

### Description

#### CLINICAL OPERATIONS COURSES

Are you supporting a clinical team, responsible for filing and/or other administrative tasks? Clinical Trial Assistants (CTAs) have a crucial role to play in the clinical research process. They must adequately maintain all the project's documentation according to stringent standards. In addition, CTAs also assist with periodical reviews of the clinical project records for accuracy and completeness in order to remain audit-ready.

Personnel entering clinical research for the first time and having less than one year's experience have a great need for information and assistance in order to perform this function.

### Book a course

DATE	LANG	LOCATION
<input checked="" type="radio"/> 17 SEP 2016 - 20 SEP 2016	EN	MUNCHEN
<input type="radio"/> 17 OCT 2016 - 13 OCT 2016	EN	BRUSSELS

950,00 € excl. VAT (if applicable)

login or register to book

### Book a course

DATE	LANG	LOCATION
<input checked="" type="radio"/> FLEXIBLE	EN	E-LEARNING

700,00 € excl. VAT (if applicable)

login or register to book

Face-to-face / Webinar / Blended training

Choose within the list of available sessions

eLearning

Book now and learn at your own pace within the next 3 months

Note : Proceeding eLearning application may take up to 24 working hours

# Book a bundle and make your choice

**\*\* For Local Clinical Trial Legislation in Europe courses only \*\***

**+** **Book a course**

DATE	LANG	LOCATION
<input checked="" type="radio"/> FLEXIBLE*	EN	E-LEARNING

150,00 € excl. VAT (if applicable)  
\* Book now and learn at your own pace within the next 3 months

**Book Now** **Book a bundle and pay less**

Book this course only or book a bundle the more courses you take, the less you pay per course !

MAKE YOUR CHOICE and BOOK YOUR COURSE(S) .

The more number of Local Clinical Trial Legislation courses you take the less you pay per course:

- ✓ For 1 country you pay € 150
- ✓ Pick 3 countries (of your choice) and pay € 400
- ✓ Pick 5 countries (of your choice) and pay € 600
- ✓ Pick 10 countries (of your choice) and pay € 1100
- ✓ Contact us if you would like to have them all

Make the choice within the below list of available courses and submit to access your cart and proceed with the payment.

**Available Local Clinical Trial Legislation eLearning courses**

- LOCAL CLINICAL TRIAL LEGISLATION IN BELGIUM (E-LEARNING)
- LOCAL CLINICAL TRIAL LEGISLATION IN UK (E-LEARNING)
- LOCAL CLINICAL TRIAL LEGISLATION IN GERMANY (E-LEARNING)
- LOCAL CLINICAL TRIAL LEGISLATION IN SPAIN (E-LEARNING)

We cover the majority of countries and courses are developed in a consistent way, to offer a similar learning experience. Visit our website regularly, as we are expanding our catalogue on a monthly basis.

**Submit**

Check boxes to make your choice within all available courses and submit the form to proceed with booking

# Adjust and/or Finalise your order

## Uncompleted bookings

 CHECKOUT NOT COMPLETED

Your shopping cart has been updated.

PRODUCT	DATE	LOCATION	LANGUAGE	PRICE	QUANTITY	REMOVE	TOTAL
<a href="#">Clinical Research Training for Clinical Trial Assistants (CTAs) »</a>	19 SEP 2016 TO 20 SEP 2016	MUNICH	ENGLISH	950,00 €	3	<input type="button" value="Remove"/>	2 850,00 €
<b>Total: 2 850,00 €</b> excl. VAT (if applicable)							
<input type="button" value="Update booking"/>						<input type="button" value="Continue to next step"/>	


Adapt your order to the correct number of attendees



Discounts will be applied only as you click on 'Continue to next step'. You can review this order before it's final.

# Checkout : Confirm the name of actual trainee(s)

## Checkout

 CHECKOUT NOT COMPLETED

If you are not the attendee and/or If you want to register multiple attendees, please send full names and email address of all attendees (including you, as applicable) in the Attendees field below.

### Uncompleted bookings

PRODUCT	PRICE	QUANTITY	TOTAL
CLINICAL RESEARCH TRAINING FOR CLINICAL TRIAL ASSISTANTS (CTAS)	950,00 €	3	2 850,00 €
	<b>ORDER TOTAL</b>		<b>2 850,00 €</b>

### Attendees

BOOK FOR OTHER PERSONS  
Check this field if you are booking for multiple persons or other persons.

Attendees

Please enter all attendees name, email and function on a separate line.  
e.g.: *John Doe, john\_doe@example.com, sales manager*  
We need different e-mail addresses to create an individual account for each attendee.

- The one performing the booking will not be registered at ECCRT course and Virtual Campus, unless he/she has listed his/her name in the attendees list.
- Make sure you update your order with the correct number of attendees.

# Checkout: complete the required fields

## Contact Info

### Contact person

Last name  
anne@eccrt.com

Last name  
Marot

First name  
Anne

Title  
Ms.

Function  
Training coordinator

Telephone

### Department head or line manager

Name

Email

## User information

User type \*

- Select -

VAT number

VAT number to be mentioned on the invoice

## Billing information

Country \*

Belgium

Company name \*

Contact person

Address 1 \*

Address 2

Postal code \*

City \*

## Shipping information

MY SHIPPING INFORMATION IS THE SAME AS MY BILLING INFORMATION

This address will be used to send booking confirmation and course certificates.

## Coupons

Coupon Code

If you have a promotional code, please enter it here.

Add coupon

Continue to next step or Cancel

# Finalise the review and process with payment

## Review order

CHECKOUT NOT COMPLETED

### Review your order before continuing.

#### Shopping cart contents

PRODUCT	PRICE	QUANTITY	TOTAL
ICH-GOOD CLINICAL PRACTICE REFRESHER (ELEARNING)	200,00 €	1	200,00 €
SUBTOTAL			200,00 €
DISCOUNT			-50,00 €
VAT			31,50 €
<b>ORDER TOTAL</b>			<b>181,50 €</b>

## Payment

PAYPAL - PAY SECURELY WITHOUT SHARING YOUR FINANCIAL INFORMATION

INCLUDES:

BANK TRANSFER

### Please make payment to:

Account owner: ECCRT

Account number: 068-2507829-18

IBAN: BE50 06825078 2918

BE: BE-[0807.854.404](tel:0807.854.404)

SWIFT: GKCCBEBB

Banking institution: Belfius

By clicking this option you will receive an invoice by ECCRT for the course(s) & event(s) you booked. You can already make your payment via bank transfer using the details above and mentioning your order number in the reference.  
Your order number will appear on the next page.

or [Go back](#)

# Your order is now completed

## Checkout complete

Dear Client,

Your check out is now complete, thank you for your booking.

Your order number is web\_2016\_1734.

You can always see your bookings on your [my ECCRT](#) page.

To manage your course or STAR programme, go to the [ECCRT Virtual Campus](#).

A confirmation email is sent to your user email address

[Return to the home page](#)

# Check your mails for your booking confirmation

ECCRT - website booking confirmation - web\_16\_1734 Inbox x

 info@eccrt.com

 to me 

Dear client

ECCRT would like to thank you for the course(s) or event(s) you booked

The order number for this booking is web\_16\_1734.

If this is your first order with us, you will receive a separate e-mail with login instructions.

You can view your completed bookings with us at any time by logging into our website at:

<http://www.eccrt.com/my-eccrt>

To manage your course or STAR program, go to the ECCRT Virtual Campus at

<http://campus.eccrt.com>.

You can find your current order at:

<http://www.eccrt.com/user/5523/orders/1734>

Very soon, you will receive an e-mail with more detailed information on the course including the invoice.

Should a PO number or other reference be mentioned on the invoice, please let us know as soon as possible.

---

Your order summary

---

I book for other persons: no

ICH-Good Clinical Practice Refresher (eLearning) (1 Jan 1970 – E-learning)  
– 200,00 €

Testuser ECCRT, [eccrtuser@gmail.com](mailto:eccrtuser@gmail.com)

Subtotal 200,00 €

Discount -50,00 €

Coupon code:

VAT 31,50 €

Order total 181,50 €

---

Method of payment: Bank transfer

Company:

If you have chosen for bank transfer, you can already make your payment using the details below and mentioning your order number (web\_16\_1734) in the reference.

VAT: BE-[0807.854.404](http://www.eccrt.com)

IBAN: BE50 06825078 2918

BIC/SWIFT: GKCCBEBB

Bank Address: Belfius – Kattestraat 2 – 1730 Asse

Please contact us if you have any questions about your order.

The ECCRT team



# You booked for other persons

- As you complete the order, the confirmation email will include booking details and listed attendees.

-----  
Your order summary  
-----

I book for other persons: yes  
Attendees:  
I, xxx@xxx.com  
He, xxx@xxx.com  
She, xxx@xxx.com

- Actual attendees will receive a separate email with their credentials to log in at ECCRT. This is the confirmation of their registration to the course

**NB**: do not make any travel / hotel arrangements before you receive the final confirmation for the training.

# Let your learning journey begin!

With your registration, you have been granted **access to the ECCRT Virtual Campus.**

➤ Enter your exclusive online platform and access more documentation to get prepared for your course: course programme, trainer presentation, pre-reading material, etc...

1. enter <http://www.eccrt.com/my-ec crt>

2. enter your **credentials** and click on 'To the ECCRT Virtual Campus'

*You have been provided with your credentials on the date you registered in our website.*

*Your username is your email address*

*In case you forgot about your password, click on 'Request New Password'*

3. Click on 'My Learning' in the top menu



4. Click on your Course Title under the 'Course Overview' section

5. Enjoy preparing your course by opening the 'Welcome to your Course' and 'Pre-reading material' sections



EUROPEAN CENTRE FOR  
CLINICAL RESEARCH TRAINING

**Enter your course in the  
ECCRT Virtual Campus**

Let's stay in touch !

Enter the **ECCRT Virtual Campus** to see more\*

- ✓ Sign in at <http://www.eccrt.com/my-ec crt>
- ✓ Click on 'enter the ECCRT Virtual Campus'
- ✓ Click on 'My Learning' in the top menu
- ✓ Click on your Course Title under the 'Course Overview' section.

*Unless otherwise  
instructed by email*

- Participate in Q&A forums
- Access Pre-reading & Post-course documentation
- Take your Grading Test\*\*
- Download Training Certificate

\* Your access will be available for 3 months after your actual course date

\*\* Your test will be available for 2 weeks after your actual course date

# Welcome to your Virtual Campus



You can edit your profile and put more information about yourself.

# Access your course via 'My Learning'

Home ► My learning

**MESSAGES**  
No messages waiting  
[Messages](#)

**CALENDAR**  
June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**ADMINISTRATION**

- MY PROFILE SETTINGS
- SITE ADMINISTRATION

**MY LEARNING**

- MY COURSES**  
All courses you have enrolled up to date  
[VIEW COURSES](#)
- MY PROGRAMMES**  
All Star Programmes you have purchased  
[VIEW ALL](#)
- EVENTS**  
Events related to the Clinical Research World  
[VIEW EVENTS](#)
- MY BOOKINGS**  
All your bookings for face to face sessions  
[VIEW BOOKINGS](#)

**COURSE OVERVIEW**

- [ICH-GCP Refresher](#)

You have SCORM packages that need attention



EUROPEAN CENTRE FOR  
CLINICAL RESEARCH TRAINING

**Get the best of the  
Virtual Campus experience**

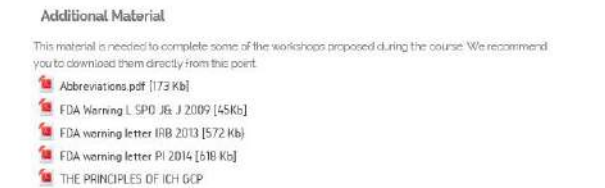
# Enjoy your course features at your own pace



- Course title
- Access to **Forums**
  - News Forum
  - Discussion Forum



- Watch the course teaser
- Get more info
  - Course Description
  - Programme Highlights
  - Learning Objectives
  - Trainer introduction



- Enter the Course Video guided lessons
- Access **additional documentation** before and after the course



- Take the **Grading Test**
- Download your certificate



### News forum

Enter the forum and read general news and announcements from your trainer

### Discussion Forum

This is the Q & A section for this course.

Feel free to post here any question or comment related to the course topic.

- Each ECCRT course has a dedicated page on the Virtual Campus.
- This page features the same harmonious layout for all courses

▶ Welcome to Your Course

▶ Pre-reading material

▶ Enter your eLearning Course

▶ Additional Documentation

▶ Course Highlights

▶ Test Your Knowledge

▶ Access your Certificate

▶ Related Courses

▶ Share Your Feedback !

# Use the forums for interactivity and Q&A



- **News Forum:** read here general news and announcements shared by your trainer.
- **Discussion Forum:** post here your questions and/or comments to discuss about anything related to the course with your trainer and fellow learners.

## Important:

- You will be notified of any new post by email.
- To open a message in the Virtual Campus, you must be logged in the platform first.
- You can access forums at any time up to the end of your enrolment in the course (3 months after your course date)

# How to post in forums ?

## New Post

- Click on Add a new topic
- Enter your post title and message
- Add an attachment as applicable
- Click on 'Mail Now' and then on 'Post to Forum'

## Enter an existing topic

- Edit or Delete *(for initial post creator only)*
- Reply *(cf new post process)*

## Important

- The course title will automatically be part of the email title (no need to repeat it in the post title)
- Conclude any post with :
  - your full name and email address

### Discussion Forum

This is the Q & A section for this course.

Feel free to post here any question or comment related to the course topic.

[Add a new discussion topic](#)



ICH-GCP revision (ICH E6(R2)) has reached step 4 in the ICH-procedure

by Anne Marot - Tuesday, 6 December 2016, 11:43 AM

[ICH-GCP E6\\_R2 2016.pdf](#)

The new ICH-GCP revision (ICH E6(R2)) has reached step 4 in the ICH-procedure, meaning that the text is now final and ready to be implemented. The new GCP is the old version plus added paragraphs. The current change aims to encourage sponsors to implement improved oversight and management of clinical trials, while continuing to ensure protection of human subjects participating in trials and clinical trial data integrity. This amendment now enters into the implementation period (ICH Step 5).

[Edit](#) | [Delete](#) | [Reply](#)

# Access pre-read and post-course material

## ▼ Pre-reading material

### Pre-reading material

The following documents are pre-reading material to familiarize yourself with some of the key topics that will be discussed during the training.

 Course Programme : 18 Jan 2017

## ▼ Additional Documentation

### Additional Documentation

You will find here additional annexes related to your course

 Additional slides, not included in the course booklet

 FDA QA Electronic Informed Consent 2016

 Links to get prepared for an inspection

- You can access the documentation at any time up to the end of your enrolment in the course.
- Click on the file to download it



## Your course does not feature an online grading test

- Your certificate of attendance will be available in the Virtual Campus within 48 hours after the course.  
(see 'Access your Certificate" section)

## Your course does feature an online grading test

- Take your test in the Virtual Campus upon completion of the course.  
(see 'Test Your Knowledge" section).
- Get a minimum score of 70% to obtain a certificate of achievement\*.
- Download your certificate from the Virtual Campus.  
(see 'Access your Certificate" section)



\* If 70% is not reached, you can repeat the test once (with different questions).  
If the result is still below 70%, only a certificate of attendance will be granted.

Your opinion is important to us !  
**Share your feedback !**

**Did the course fulfil your expectations ?**  
**Any additional items you would like to have covered ?**

Let your trainer know now, and / or...



Complete our **online** feedback survey

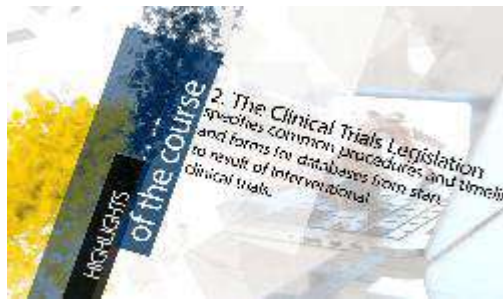
To be received separately by email. Check your mail box (incl. spam folder)



Leave us a review on our **testimonials** section

# Why ECCRT offers the best eLearning courses ?

- **Liveliness**
  - Audio and Video guided lessons
  - Interactive workshops with explanations by trainer
  - Identical quality as a face-to-face course
- **Interactivity**
  - Regular meeting points with the trainer
  - Forums available to interact with the trainer and fellow students
- **Online Grading Test**
  - Not available unless all lessons have been completed
  - To be taken within a limited and uninterrupted period of time



# Questions ? Contact Us !

**European Centre for Clinical Research Training (ECCRT)**  
Marcel Broodthaers Plein 8  
1060 Brussels (Belgium)

+32 2 892 4000 - [info@eccrt.com](mailto:info@eccrt.com)

[www.eccrt.com](http://www.eccrt.com)

