STEP 1: Apply for an External Account
A. Go to the http://gcplearningcenter.niaid.nih.gov
B. Click to open an external account application form
C. Complete the form and click “Submit” at the bottom of the page
D. Verify/Change information and click “Submit” at the bottom of the page
E. You will see the screen below and also receive the following email

STEP 2: Activate External Account and Change Password
A. Receive email with your Username and Password
B. Go to http://password.nih.gov to reset your password

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Step 3: Login to NIAID GCP Learning Center with your External Account

A. Go to http://gcplearningcenter.niaid.nih.gov
B. Click to start the course

C. Enter your Username in the form NIHEXT\DoJ
D. Enter your new password
E. Click “Log In”

F. Click “Begin” to start the course