

CP-CTNET PUBLIC WEBSITE/DMACC PORTAL GATEWAY OVERVIEW AND USER REGISTRATION GUIDE

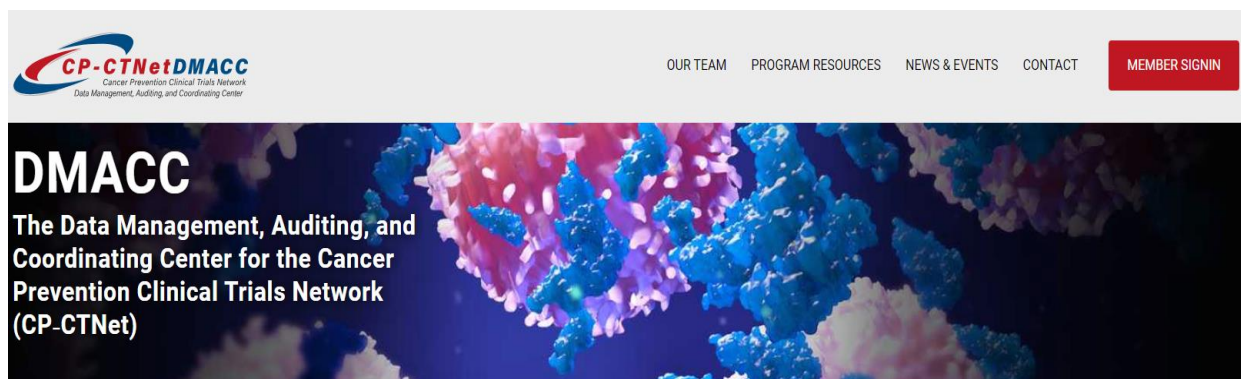
This document provides guidance on navigating the Website/Gateway and on how to request accounts to the Portal Gateway/Stars/Rave.

CP-CTNET Public Website and DMACC Portal Gateway Overview

The CP-CTNet website is divided into two access areas: the public section and the member section.

Public Website

The public website may be accessed at <http://www.cp-ctnet-dmacc.org>. The public portion of the website provides access to general information about the Data Management, Auditing, and Coordinating Center (DMACC), Program Resources, News and Events and the log in to the Portal Gateway.



The Program Resources section includes documents and materials to help answer questions and provide information pertaining to CP-CTNet studies. There are links to:

- CP-CTNet Program Guidelines
- Standard Operating Procedures (SOPs) (Pertaining to Developing, Conducting, Auditing/Monitoring and Closing Out)
- Reference Guides (Source Documentation Guide, Data Management Plan, Baseline and AE Guide, Stars and Rave Data Flow, Genomic Data Sharing, Cross-Network Trials)
- CP-CTNet templates (Protocol, Informed Consent, Study Initiation, SVAR)
- Forms (Concept Submission, Protocol Submission, Recruitment, Retention and Adherence Plan, Delegation of Tasks Log, Serious Adverse Event Reporting, Protocol Deviation, Site Activation Checklist, etc.)
- Media templates (AQuIP – PowerPoint, Web Advertising, Social Media, Scripts, Messaging)
- Image libraries (NIH Image Gallery, NCI Visuals Online, US Government Medical Images)

To make searching easier, these resources may be filtered by title, category or document type.

Title	Category	Type
CP-CTNet Program Guidelines	Administration	Reference
CP-CTNet Acronym List	Administration	Reference
CP-CTNet Concept Submission Form	Protocol Development	Form

DMACC Portal Gateway

The Portal Gateway is a members-only section that requires user registration. It provides access to training materials, video tutorials, access to systems such as Stars and the Medidata Rave Electronic Data Capture System, system user guides, and other internal documents. The Document Library found in the Public section is available here as well.

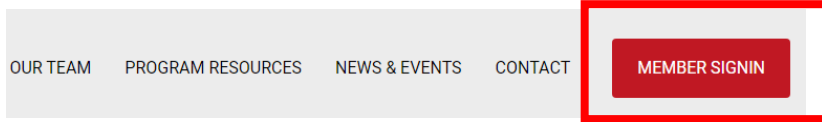
User Registration

A Lead Academic Organization (LAO) representative should register for access to the Portal Gateway. After the LAO has a Portal Gateway account, the LAO should then register any other LAO staff and staff from the Affiliated Organizations (AOs). The LAOs will control the access for AO staff, and will be able to proxy request the appropriate level of access based on the role(s) of each staff member. Access to Medidata Rave and Stars is granted on a study-specific basis and will be available to request once a study is open.

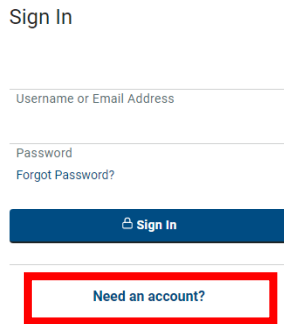
Access to the Portal Gateway is not dependent on study status and access to restricted documents and training may be requested at any time.

LAO Registration

1. Click on the red Member Signin button in the upper right corner.



2. Click on "Need an Account?"



3. Complete the required information. LAOs do not have a site affiliation, keep "No site affiliation". Select the LAO affiliation from the dropdown.

Request Account

Already have an account? [Sign in.](#)

To access this site, you must have a CP-Net account. To request an account, please complete this form. The account review and approval process typically takes 1-3 business days.

If you already have an account and want to request a change to access, do not complete this form. Please contact CP-CTNet_UserSupport@frontierscience.org for assistance.

All fields are required unless indicated.

Form fields for account request:

First Name	Last Name
Job Title	Organization
No site affiliation Site Member ID	No LAO affiliation LAO Affiliation
Phone Number	Phone Extension (optional)
Email Address	

Do not select a site affiliation, keep "No site affiliation".

Select an LAO affiliation.

4. Select the access needed. For LAO staff, select “I need other access not covered in any of the above options (please specify the nature of access required in the Additional Information section below)” and if applicable, “I am LAO staff, and I need the ability to VIEW (NOT EDIT) participant data in Medidata Rave and enrollment history in STARS for all AOs participating in study .”
5. Check the “I am not a robot” box.
6. Click “Submit Request”.

Access Requested


Select all that apply

- I need to use the Stars registration/randomization system to enroll participants to study ABC20-01-20
- I am a Clinical Research Coordinator, and I need the ability to VIEW/EDIT participant data in Medidata Rave for study ABC20-01-20
- I am a Site Investigator, and I need the ability to access patient data in Medidata Rave for studyABC20-01-20 (please indicate relevant site(s) in the Additional Information section below).
- I am LAO staff, and I need the ability to VIEW (NOT EDIT) participant data in Medidata Rave and enrollment history in STARS for all AOs participating in study ABC20-01-20
- I need other access not covered in any of the above options (please specify the nature of access required in the Additional Information section below).

Additional Information

Comments

Request access to training materials and videos here.

I'm not a robot 
reCAPTCHA
Privacy - Terms

Submit Request Reset

7. A confirmation email is sent to the registrant indicating the request is being reviewed.

We have received a request to create a CP-CTNet Portal Gateway account for you. If you did not initiate this request, please contact user.support@fstf.org.

We are in the process of reviewing and verifying your account. This process is typically completed within 48 hours. We will contact you if we have any questions about your registration.

Once your account has been authorized, an email will be sent to you with instructions on how to set up the account.

This is an automated response. Please do not reply to this email.

8. When the account is confirmed, another confirmation email is sent with instructions on how to set up a password. Follow the instructions to set up a password for the Portal Gateway.

Dear LAO Test,

Your CP-CTNet Portal Gateway account has been approved. You're almost done! Before you can access the CP-CTNet Portal Gateway Portal Gateway, you must set your password.

Click the link below (or copy and paste it into a web browser). This is a one-time link and will expire in 24 hours.

<https://www.cp-ctnet-dmacc.org/portal/initial-signin?hash=d8371bfbd168f80d793b0581ab8e17451329227f0395caca8fb5d1e05bb90ab29fb828ceea1e16681f20a5e87b16c88ee0643c088d4ce62be152020e4ab197>

If you have any issues setting your password, please contact user.support@fstf.org for assistance.

This is an automated response. Please do not reply to this email.

The password requirements for the Portal Gateway are below.

Password Requirements

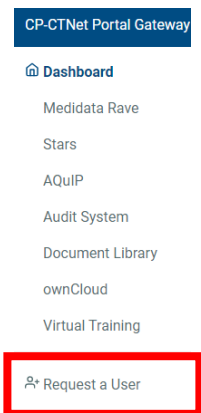
- is between 8 and 15 characters in length
- does not contain more than 4 consecutive characters in common with your first name, last name, user name, or current password
- contains at least 1 special character from among the following: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [] ^ _ ` | ~
- contains a mixture of uppercase and lowercase letters
- contains at least 1 digit
- does not match your previous 4 passwords
- does not contain a single character repeated consecutively more than 3 times
- does not contain a keyboard sequence of more than 3 characters (such as "qwe")

9. After completing the password setup, the LAO may log in to the Portal Gateway and access member items as well as register other users to the Portal Gateway

LAO Proxy Registration for AO

When an AO needs access to more than the Public section of the Portal Gateway the LAO requests the access for the AO. Complete the registration for each AO staff member that needs access to the Portal Gateway.

1. Sign into the Portal Gateway.
2. From the menu bar on the left, select "Request a User".



3. The information for the requestor is automatically populated.

Complete this form to request access for another user. If we have any questions about this user, we may contact you.

This request was submitted by the following user.

LAO Test	laotestfs@gmail.com
Requester Name	Requester Email Address
7168340900	Requester Phone Extension
Requester Phone Number	

- The remaining fields of the form pertain to the AO contact. Complete the form with the AO contact's information. Select the Site Member ID and LAO Affiliation of the AO from the dropdowns.

All fields are required unless indicated.

First Name	Last Name
Job Title	Organization
No site affiliation	No LAO affiliation
Site Member ID	LAO Affiliation
Phone Number	Phone Extension (optional)
Email Address	

- Select the appropriate access for Stars and/or Rave.
- Select "I need other access not covered in any of the above options (please specify the nature of access required in the Additional Information section below)" and any additional access the AO contact requires.
- Click Submit Request.

Access Requested

Select all that apply

I need to use the Stars registration information system to enroll participants to study ABC20-01-20

I am a Clinical Research Coordinator, and I need the ability to VIEW/EDIT participant data in Medidata Rave for study ABC20-01-20

I am a Site Investigator, and I need the ability to access patient data in Medidata Rave for study ABC20-01-20 (please indicate relevant site(s) in the Additional Information section below).

I am LAO staff, and I need the ability to VIEW (NOT EDIT) participant data in Medidata Rave and enrollment history in STARS for all AOs participating in study ABC20-01-20

I need other access not covered in any of the above options (please specify the nature of access required in the Additional Information section below).

Additional Information

Comments

Request access to training materials and videos here.

Submit Request Reset

- A confirmation email is sent to the LAO and the AO contact indicating the request is being reviewed.

Dear LAOSite Test,

We have received a request to create a CP-CTNet Portal Gateway account on your behalf. If you are unsure of who initiated this request, please contact user.support@fstrf.org.

Once your account has been authorized, an email will be sent to you with instructions on how to set up the account.

This is an automated response. Please do not reply to this email.

- When the account is confirmed, another confirmation email is sent to both individuals with instructions on how to set up a password. The AO contact should follow the instructions to set up a password for the Portal Gateway.

Dear LAOSite Test,

Your CP-CTNet Portal Gateway account has been approved. You're almost done! Before you can access the CP-CTNet Portal Gateway Portal Gateway, you must set your password.

Click the link below (or copy and paste it into a web browser). This is a one-time link and will expire in 24 hours.

<https://www.cp-ctnet-dmacc.org/portal/initial-signin?hash=d8371bfbddf168f80d793b0581ab8e17451329227f0395caca8fb5d1e05bb90ab29fb828ccea1e16681f20a5e87b16c88ee0643c088d4ce62be152020e4ab197>

If you have any issues setting your password, please contact user.support@fstrf.org for assistance.

If you need assistance with performing user registration, please send questions and comments to CP-CTNet User Support at UserSupport_CP-CTNet@frontierscience.org