

CTU Data Management Systems External Log-in

General User Guide

Revision History

Version	Author	Date	Reason for Revision
0.1	EL	15 Mar 2012	First draft
1.0	EL	02-Apr-2012	Comments from programmer incorporated and doc brought to version 1.
2.0	EL	28 Nov 2012	Update from user feedback
2.1	KF	01 May 2014	Updated screenshots to mobile friendly design
3.0	EL	31 May 2016	System change – see ticket 7458 training available on external dashboard for external users

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1 Introduction

1.1 Purpose and Scope

This document is intended to serve as a reference guide to the CTU Data Management Systems External Log-in system.

2 Getting Started

2.1 Users and Roles

Your CTU trial team contact will discuss with you what roles and permissions you will be given for your trial role.

2.2 Security and Access

Your trial team at the CTU will be responsible for organising your training and access. Once they have set you up you will receive a user name, temporary password and link to the External Applications log in page as shown below. In order to access your study system(s) you must complete the associated training. (See section: System Training and Access).

Contact your trial team at the CTU if you have any problems.

3 Logging on to Data Management Systems External Applications

3.1 First time log on – resetting temporary password

On entering the correct link to the system you will see the main Log-in page. Enter the user name and temporary password you have received by email.

You will now be prompted to change the temporary password. **If you do not change your temporary password within 14 days of receiving it it will expire.** Contact your CTU Trial team contact to activate your account.

Set your new password to one that is memorable to you. **Only strong passwords will be accepted.** Strong passwords must be at least eight characters long, a mixture of lower and upper case and include at least one number or special character. **The indicator below the password field will let you know the strength of your password as you enter it.**

You must also select a memorable question and answer at this stage. This is so that you can request a new password to be set if you forget yours by answering your memorable question. Select from the dropdown list of questions and then complete your answer.

MRC Clinical Trials Unit UCL Data Management Systems External Applications

Your temporary password has expired

Please set a new password.

Username:

Current password:

New password:

Re-type new password:

Please also choose a security question. *You will need to answer this question if you forget your password.*

Choose a question:

Your answer:

Re-type your answer:

1. The username sent to you via email appears in this box.

2. Current Password: Enter the temporary password here

3. New password: Enter new password, this should be unique to you (a pop-up box will show whether the password you've chosen is strong or weak).

- A strong password must be at least 8 characters long have letters (including some capitals) and include at least one number or symbol.
- Re-type your new password in the next box.

4. Choose your security question and answer, as a reminder should you forget your password the next time.

5. Click ok to save your details.

- The 'OK' button will only be available to click if your password is strong enough.
- Exit and log into the main page again using your **username and brand new password**.

3.2 Forgotten password option

If you forget your password click on the Forgotten Password option.

MRC Clinical Trials Unit UCL Data Management Systems External Applications

Please log in to continue

User Name:

Password:

[? Forgotten password](#) [Change password](#) [User guide](#)

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You will be prompted to enter the answer to the **memorable question** you set up.

When you answer the memorable question correctly the following screen will appear (with your email address):

Instructions have been sent to k @ctu.mrc.ac.uk to allow you to reset your password.

And you will receive an email with a temporary password similar to the one below:

From:	do-not-reply@ctu.mrc.ac.uk
To:	Emma Little
Cc:	
Subject:	DO NOT REPLY - Password reset for CTU DMS External Applications
Please login with this temporary password: tB YQchGQDQ*W/	

On logging in again using the temporary password sent, you will be re-directed to the re-set password screen to allow you to set your password to a memorable one.

3.3 Change password option

Click on change password using the link from the main log-in screen:

You will be directed to the following 'Change Password' screen:

MRC Clinical Trials Unit **UCL** Data Management Systems External Applications

Change password

Please set a new password.

Username:

Current password:

New password:

Re-type new password:

Please also choose a security question. *You will need to answer this question if you forget your password.*

Choose a question:

Your answer:

Re-type your answer:

On completing your new password you will receive confirmation that the password has been changed.

MRC Clinical Trials Unit **UCL** Data Management Systems External Applications

Your password has been changed

⚠ Please log in with your new password to continue.

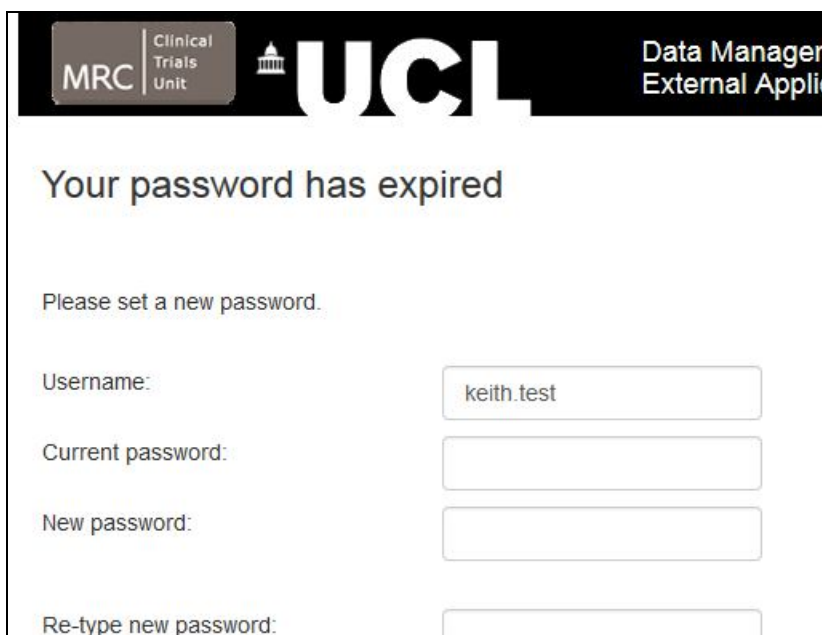
User Name:

Password:

[? Forgotten password](#) [↻ Change password](#) [📖 User guide](#)

3.4 Password expiry

For security reasons your password has been set to expire after 90 days. You will be directed to the screen to change your password.



MRC Clinical Trials Unit UCL Data Manager External Appli

Your password has expired

Please set a new password.

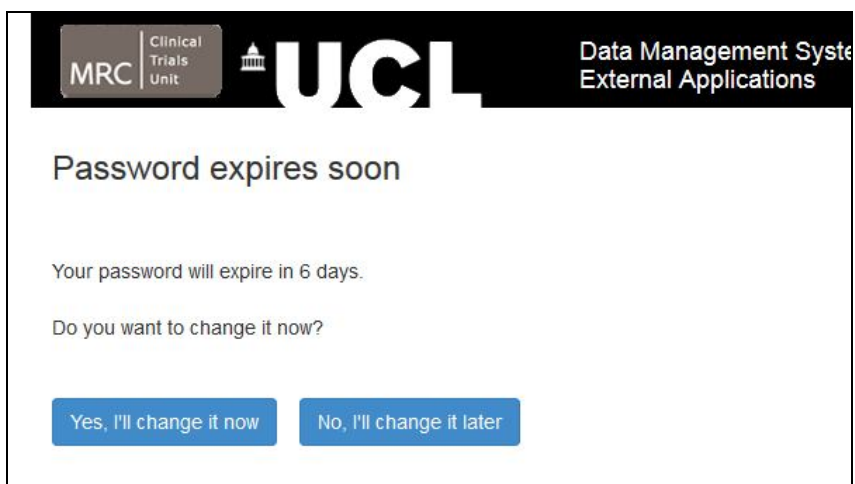
Username:

Current password:

New password:

Re-type new password:

You will receive a warning when your password is close to expiring:



MRC Clinical Trials Unit UCL Data Management System External Applications

Password expires soon

Your password will expire in 6 days.

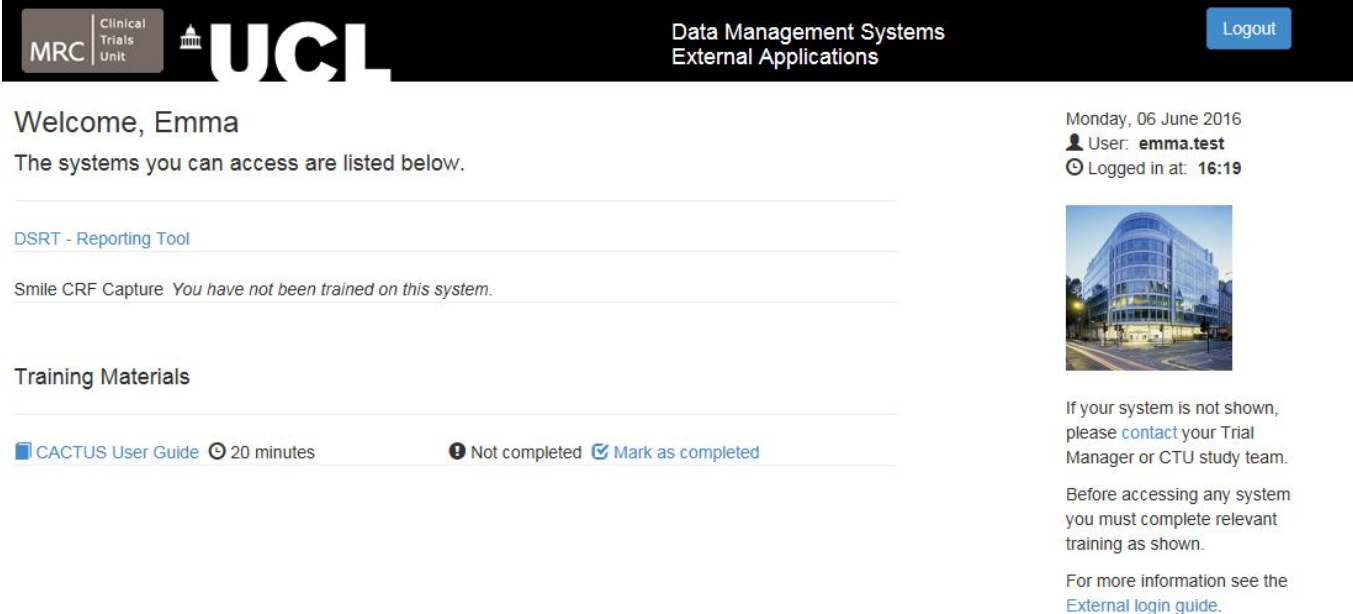
Do you want to change it now?

3.5 Locked out

If you enter your password incorrectly more than 3 times your account will be locked. Contact your CTU trial team contact to unlock your password.

4. System Training and Access

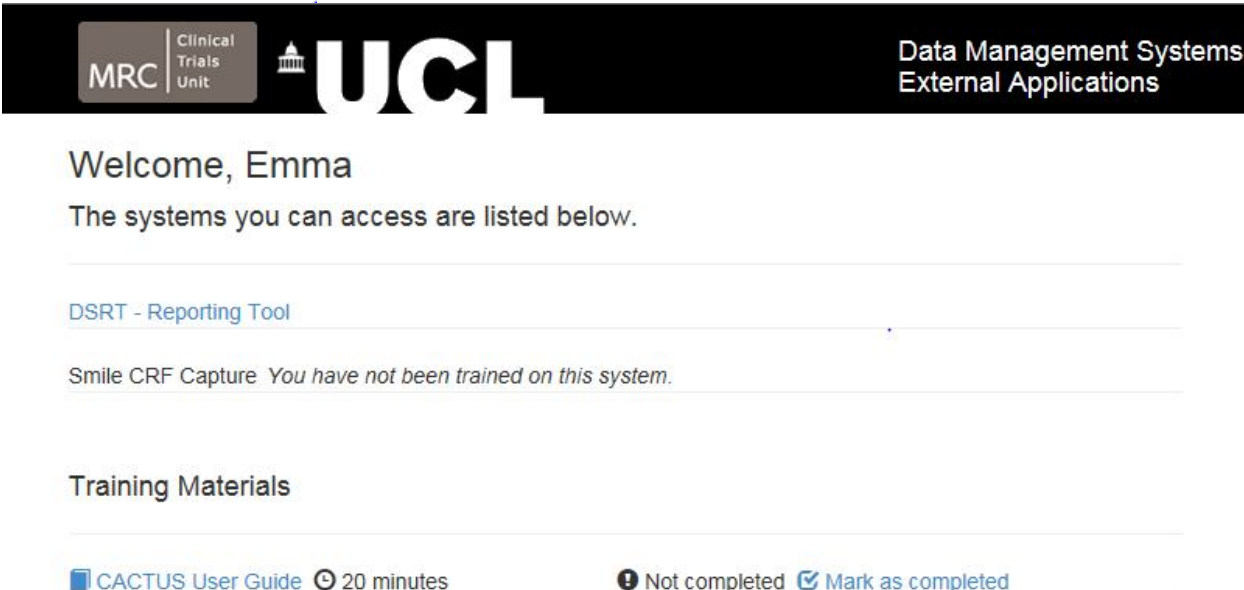
Once you have successfully logged in you will be directed to the main welcome screen as shown below. This screen displays the list of systems that you have been granted access to and a list of mandatory training materials for these systems. You must complete the mandatory training in order to access the study system.



The screenshot shows the UCL Data Management Systems External Applications interface. At the top, there are logos for MRC Clinical Trials Unit and UCL, along with the text 'Data Management Systems External Applications' and a 'Logout' button. The main content area is titled 'Welcome, Emma' and states 'The systems you can access are listed below.' Below this, there is a section for 'DSRT - Reporting Tool' and a section for 'Smile CRF Capture' with the note 'You have not been trained on this system.' Underneath, there is a 'Training Materials' section listing 'CACTUS User Guide' (20 minutes, Not completed, Mark as completed). On the right side, there is a user profile section showing the date 'Monday, 06 June 2016', user 'emma.test', and login time '16:19'. Below this is a photo of a building and a message: 'If your system is not shown, please contact your Trial Manager or CTU study team. Before accessing any system you must complete relevant training as shown. For more information see the External login guide.'

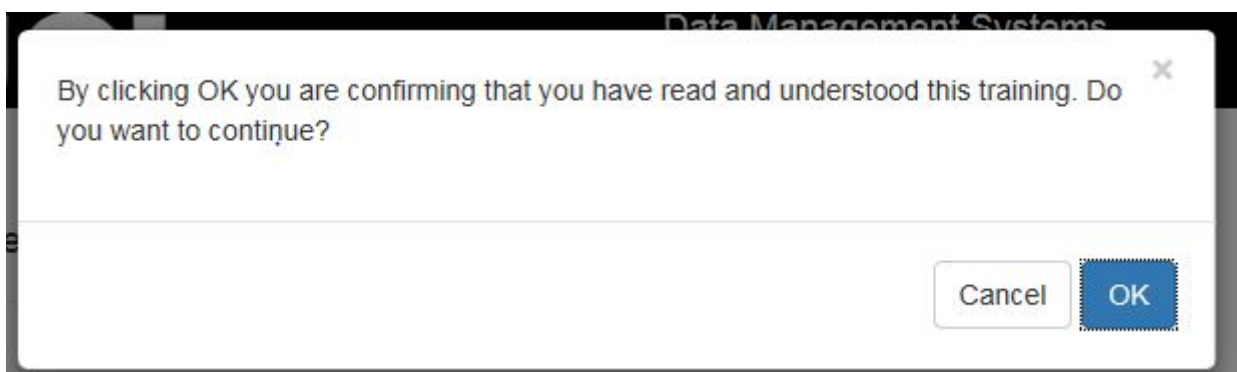
In the below example the Data Manager Emma has been granted permissions on the Smile CRF Capture system. As shown on the screen below the required training has not yet been completed and the link to the Smile CRF Capture system is de-activated.

The CACTUS User Guide is the mandatory training for the Smile CRF Capture system. Access the training materials by clicking on the material name. The material will open in a new window. Once you have completed the material and are confident you understand how the system works click on the *Mark as completed* link.



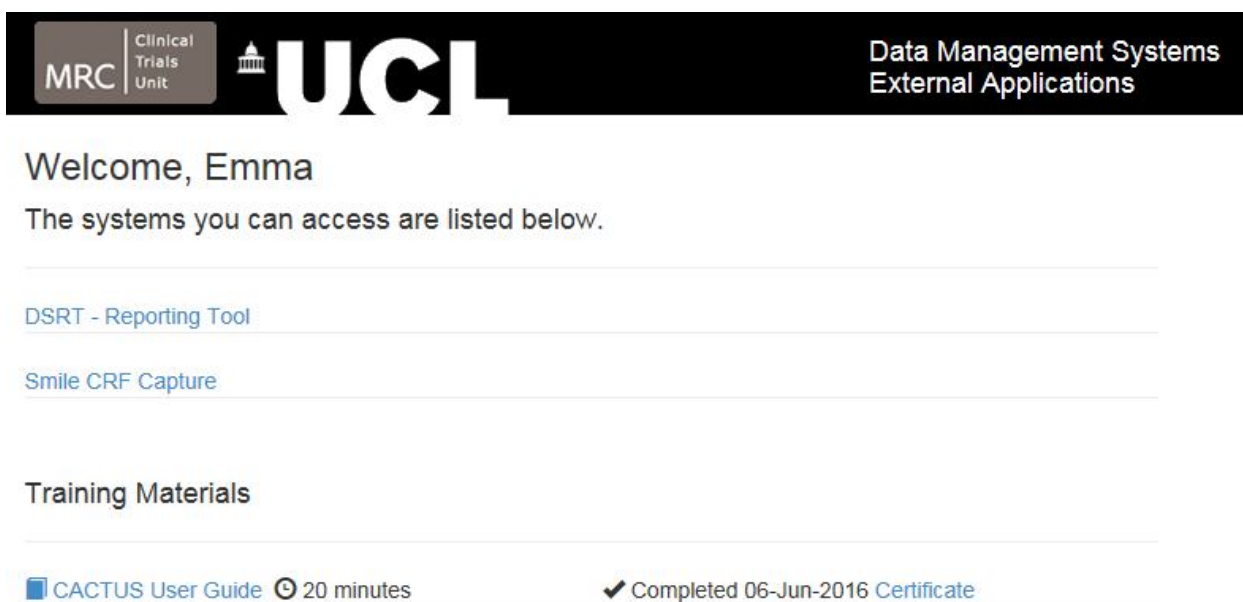
This screenshot is identical to the one above, showing the UCL Data Management Systems External Applications interface. It displays the 'Welcome, Emma' message, the list of systems (DSRT - Reporting Tool and Smile CRF Capture), and the training materials section (CACTUS User Guide). The right-hand side of the screen contains the same user information and instructions as the previous screenshot.

After clicking on the *Mark as completed* link, the below message is issued. Click *OK* to confirm your understanding.



On this confirmation the home page is updated to show the completion date of the material. The link to the Smile CRF Capture system is now activated and the system is accessible.

A certificate for the completed training material is available by clicking on the *Certificate* link.

A screenshot of the home page for "Data Management Systems External Applications". The header includes the MRC Clinical Trials Unit logo, the UCL logo, and the text "Data Management Systems External Applications". The main content area is titled "Welcome, Emma" and states "The systems you can access are listed below." Below this, there are two links: "DSRT - Reporting Tool" and "Smile CRF Capture". A section titled "Training Materials" follows, containing a table with one row: "CACTUS User Guide" (20 minutes) with a checkmark and the text "Completed 06-Jun-2016 Certificate".

Training Material	Duration	Status
CACTUS User Guide	20 minutes	✓ Completed 06-Jun-2016 Certificate