

**The Cancer Genome Atlas
OpenClinica New User Account Form**

Internal Use Only
Processed by: _____
Date completed: _____

TSS Name: _____

Enter all TSS Numbers associated with this Principal Investigator:

TSS Number(s):	_____
Principal Investigator (PI):	_____

User Name New User Existing User

First: _____ Last: _____

Email address: _____

Role: Clinical Research Coordinator Principal Investigator Sub-investigator

Note: New users will be provided with a unique username and temporary password during their OpenClinica training. Upon initial login, the user will be required to reset their password.

Please note that if there is a different PI for the additional study, a new form will need to be completed.

Because my User ID/Password is the equivalent of my signature and because I am the only authorized user, I agree to the following:

- a. I will not disclose my passwords, access codes or any other authorizations that allow me to access confidential information to anyone including my manager, supervisor, or LAN Administrator.
- b. I will not request access to or use any other user's passwords or access codes.
- c. I accept responsibility for all activities performed using my passwords, access codes and other authorizations.
- d. It is my responsibility to secure data at all times. I will not, under any circumstances, leave OpenClinica unattended without locking or logging off the workstation.
- e. If I suspect that the confidentiality of my password has been compromised, I will change my password immediately and contact my primary Biospecimen Core Resource (BCR).
- f. I understand that my User ID will be deactivated upon termination of employment or discontinued participation in The Cancer Genome Atlas program.
- g. I understand that by signing this document, I grant permission to BCR personnel to make revisions to data entry that do not alter the meaning or intent of the data (e.g. spelling corrections, formatting changes including properly noting dashes or other punctuation, reconciliation of TSS identifiers), and re-sign the revised form(s) as required by OpenClinica.

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New User Signature

Date

Principal Investigator Signature

Date