

HOBIT Study Team Member Changes go to: <https://webdcu.musc.edu/login.asp>

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| <p>1. Adding Team Members Primary Study Coordinator or designee adds <u>all</u> team members to WebDCU™</p> <ul style="list-style-type: none"> • Click on HOBIT Main menu • Click ‘User Management’ • Click ‘Study Team Member Request’ • Click ‘Add New’ (top right corner of page) • Select Institution (if needed) • If team member already has a WebDCU™ account <ul style="list-style-type: none"> • Click ‘Select from existing WebDCU™ member’ • Use drop down arrow in ‘Existing User’ & select name • If team member does not have a WebDCU account <ul style="list-style-type: none"> • Click ‘Add a new WebDCU member’ • Update or complete information (name, email, & phone) • Click ‘Save Record’ | <p>2. Requesting WebDCU™ User Account Permissions Hub Project Manager or designee requests permissions for <u>all</u> team members in WebDCU™</p> <ul style="list-style-type: none"> • Click on HOBIT Main menu • Click ‘User Management’ • Click ‘User Permission Request’ • Locate team member name (can search by column) • Click blue link in # column to left of name • Click ‘Edit Record’ (top right corner of page) • Add drop down boxes in question 8 for each user permissions needed • Click ‘Add New Row’ to add additional user groups • Click ‘Save Record’ |
| <p>3. Completing eDOA Log</p> <ul style="list-style-type: none"> • Click on HOBIT Main menu • Click ‘User Management’ • Click ‘DOA Submission’ • Locate site & select by clicking the blue link in # column to the left of hub column • Click ‘Edit Record’ (top right corner of page) • In section ‘6 Team Member Request’ select Team Member from drop down list • Select start date • As delegated by the PI <ul style="list-style-type: none"> • Select Role(s) • Select Responsibilities • Click ‘Save Record’ | <p>4. Training</p> <ul style="list-style-type: none"> • Refer to the Regulatory Parameters Document for instructions on uploading People documents for HOBIT, found on: https://siren.network/clinical-trials/hobit/education-and-training • Complete necessary training • Upload training certifications in WebDCU™ <ul style="list-style-type: none"> • Click on HOBIT Main menu • Click ‘Regulatory Document’ • Click ‘People Reg Doc Submission’ • Locate team member name (can search by column) • Click green arrow (under ‘Add New in ‘Action’ column) for relevant document type • Complete questions & upload new file (line 10) • Click ‘Save Record’ |

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| <p>5. Changing Roles &/or Responsibilities on eDOA Log</p> <ul style="list-style-type: none">• Click on HOBIT Main menu• Click 'User Management'• Click 'DOA Submission'• Locate site & select by clicking the blue link in # column to the left of hub column• Click 'Edit Record' (top right corner of page)• On line 5 enter an 'End Date' for the current role(s)/responsibilities• In section '6 Team Member Request' select Team Member from drop down list• Select start date (should match end date in line 5)• Select all role(s)/responsibilities that will continue on as well as any additional ones as delegated by the PI• Click 'Save Record' | <p>6. Removing Team Member from eDOA Log</p> <ul style="list-style-type: none">• Click on HOBIT Main menu• Click 'User Management'• Click 'DOA Submission'• Locate site & select by clicking the blue link in # column to the left of hub column• Click 'Edit Record' (top right corner of page)• On line 5 enter an 'End Date'• Click 'Save Record' |
| <p>7. Removing WebDCU™ User Account Permissions Hub Project Manager or designee removes all team members in WebDCU™</p> <ul style="list-style-type: none">• Click on HOBIT Main menu• Click 'User Management'• Click 'User Permission Request'• Locate team member name (can search by column)• Click blue link in # column to left of name• Click 'Edit Record' (top right corner of page)• Click on the drop down box in question 8<ul style="list-style-type: none">• Remove user group by selecting blank box• Complete this step for all user groups• Click 'Save Record'• The SDMC will then review & approve this change | <p>8. Forgotten Password or Password Reset</p> <ul style="list-style-type: none">• If you're unable to recall your password<ul style="list-style-type: none">• Go to: https://webdcu.musc.edu/login.asp• Click 'Forgot password'• Enter email address to request a temporary password• Click 'Request'• If you'd like to reset your password<ul style="list-style-type: none">• Go to: https://webdcu.musc.edu/login.asp• Login to WebDCU™• Click 'Toolbox'• Click 'Change Password'• Enter your current password & then your new password• Click 'Save' |

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