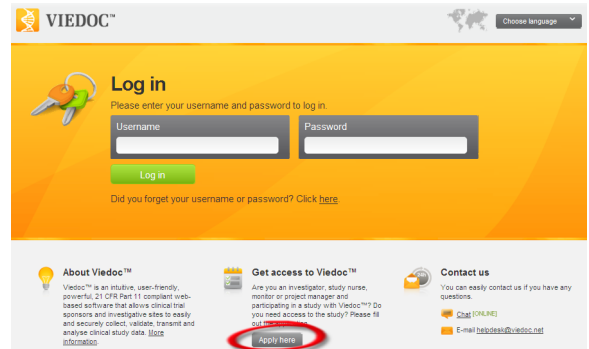


## Apply for and create user account

### 1 Apply for user account

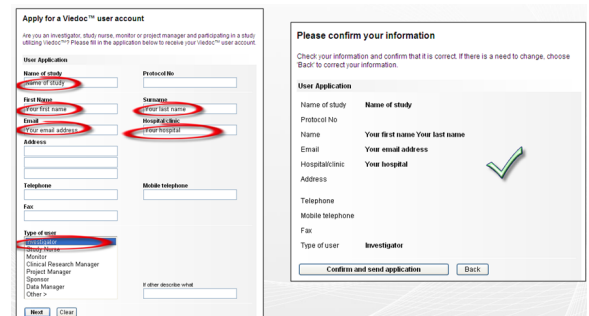
- To apply for a user account in Viedoc, please go to: <https://secure.viedoc.net>
- Open the application form by clicking the "Apply here" button.



The image shows the VIEDOC login page. It features a 'Log in' section with fields for 'Username' and 'Password', and a 'Log in' button. Below this, there are three columns of information: 'About Viedoc™', 'Get access to Viedoc™', and 'Contact us'. The 'Get access to Viedoc™' section includes an 'Apply here' button circled in red.

### 2 User application form

- Step 1. Fill out the application and click "Next".
- Step 2. Verify the information you entered and click "Next".
- Step 3. Print the application form, sign and fax it to +46 18 4444 023 or scan and email it to [helpdesk@viedoc.net](mailto:helpdesk@viedoc.net)
- Please observe that you cannot access the production study until you have been approved in the system by the responsible Site Monitor.
- By signing this document all electronic signatures you create in this system will be legally binding and equivalent to a traditional handwritten signature.



The image shows the 'Apply for a Viedoc™ user account' form. It is divided into two main sections: 'User Application' and 'Please confirm your information'. The 'User Application' section contains fields for 'Name of study', 'Protocol No.', 'First Name', 'Surname', 'Your first name', 'Your last name', 'Your email address', 'Your hospital', 'Address', 'Telephone', 'Mobile telephone', 'Fax', and 'Type of user'. The 'Please confirm your information' section contains fields for 'Name of study', 'Protocol No.', 'Name', 'Your first name', 'Your last name', 'Email', 'Your email address', 'Hospital/clinic', 'Your hospital', 'Address', 'Telephone', 'Mobile telephone', 'Fax', and 'Type of user'. A green checkmark is visible in the 'Please confirm your information' section.

### 3 Activation email

- Once your application has been approved you will receive an activation email from [helpdesk@viedoc.net](mailto:helpdesk@viedoc.net).
- Click the attached link and enter the activation password. The activation password should have been provided to you by your Site Monitor. If you need help send an email to [helpdesk@viedoc.net](mailto:helpdesk@viedoc.net)
- Important!** If you do not receive the activation email, please check your email spam folder.

You've been approved for a Viedoc account. Please click the link below and follow the instructions presented to activate your account.  
<https://secure.viedoc.net/activation.aspx?Activator=1518qgqovt3pbom1pewno>

If you experience trouble reaching the terminal by clicking the link please try and copy the row above and paste it into the address field browser. If you have any questions please contact [helpdesk@viedoc.net](mailto:helpdesk@viedoc.net).



The image shows the 'Activate your account' dialog box. It contains the text: 'Enter the activation password. Please contact the study coordinator by phone if you do not have this.' Below this is a 'Password' field with a masked password '\*\*\*\*\*'. A red arrow points to the password field with the text 'Activation password'. At the bottom are 'Cancel' and 'Next >>' buttons.

#### 4 Create user account

- Choose a unique user name and a password according to the instructions. Click "Next".
- Your user account has now been activated.
- When you have activated your user account you will have access to the training study and can start training there.
- When you consider yourself fully trained and are approved in the system by the responsible monitor you can access the production study.
- **Note!** You can select a challenge question and answer in your user profile. The challenge question can be used to reset the password if you forget it. Contact helpdesk if you need support.

Activate your account ?

Choose a username and password.

**Username**  
(at least 5 characters)

**Choose a password**  
(at least 8 characters of which at least 1 is alphabetical and 1 numerical)

**Repeat the password**

Cancel Next >>