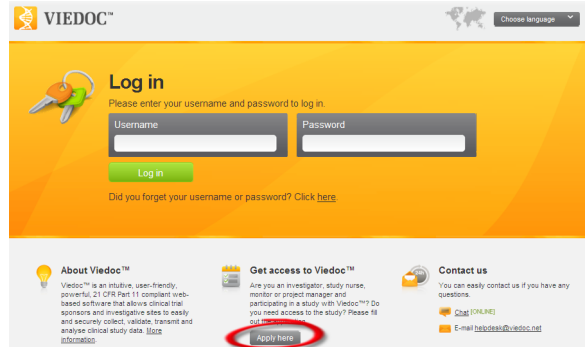


## Apply for and create user account

### 1 Apply for user account

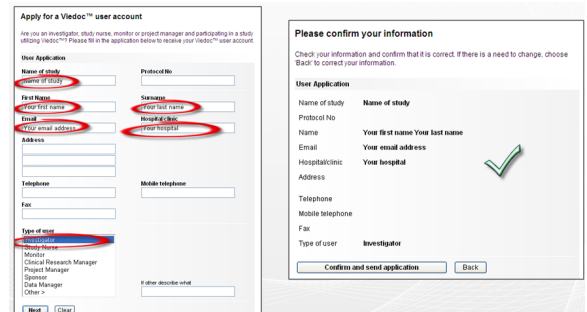
- To apply for a user account in Viedoc, please go to: <https://secure.viedoc.net>
- Open the application form by clicking the "Apply here" button.



The screenshot shows the VIEDOC login page. It has a header with the VIEDOC logo and a language selector. The main content area is orange and features a 'Log in' section with fields for 'Username' and 'Password', and a 'Log in' button. Below the login fields is a link for 'Did you forget your username or password? Click here'. At the bottom, there are three sections: 'About Viedoc™', 'Get access to Viedoc™' (which includes a red circle around the 'Apply here' button), and 'Contact us'.

### 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 screenshot shows the 'Apply for a Viedoc™ user account' form. It is divided into two main sections. The left section, 'User Application', contains fields for 'Name of study', 'Protocol No.', 'First Name', 'Last Name', 'Email', 'Address', 'Telephone', 'Fax', and 'Type of user'. The right section, 'Please confirm your information', contains fields for 'Name of study', 'Protocol No.', 'First Name', 'Last Name', 'Email', 'Address', 'Telephone', 'Fax', and 'Type of user'. A green checkmark is visible in the right section. At the bottom of the right section are 'Confirm and send application' and 'Back' buttons.

### 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.



The screenshot shows an email body with the text: 'You've been approved for a Viedoc account. Please click the link below and follow the instructions presented to activate your account.' followed by a URL: <https://secure.viedoc.net/activation.aspx?Activator=1512gqorq3gpbomjpevwo>. Below the URL is a note: '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.'



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

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## 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**