OpenClinica SSL VPN Access New User Setup Guide



New User Remote Access Request for OpenClinica

Business Partners need authentication credentials, which include the username, password, and PIN number to obtain remote access the OpenClinica internal server. The Research Coordinator will need to initiate this request for external collaborators.

Use the following instructions to submit requests for access to the OpenClinica internal server.

- Step 1: The Research Coordinator can access the Business Partner form on REX under Policies and Forms | Research Institute Forms.
- **Step 2:** Scroll to the Form Type: 3 VPN/Access Forms section, and click on the Business Partner SSLVPN Remote Access Form.

□ Form Type : 3 VPN/Access Forms (2)
□ Business Partner SSL VPN Remote Access Form
Hospital IS Remote Access Request
Library Forms
Research Institute Policies
Research Institute Forms
Data Request Portal

- Step 3: Either Open or Save the form file, and then send it to the external Business Partner for completion. *Important Note:* The Business Partner must fill out, sign and return the completed Business Partner SSLVPN Remote Access Request Form to the Research Coordinator.
- **Step 4:** After receiving the signed SSLVPN form, the Research Coordinator will submit the completed form to RIT via an iServ ticket.
- Step 5: To access and submit an iServ ticket, open REX, and click on the RIT Service Request link.
- **Step 6:** Fill out the Research Service Request form, attach the SSLVPN file form, and then click Submit.
- **Step 7:** RIT will setup the external collaborator's access, and then email the external user their authentication credentials (username, password, and PIN number), and instructions on how to access the OpenClinica application using SSLVPN.



Hospital Policies

Hospital HR Forms

New User Setup for Research SSL VPN

The first time you connect to the Research Institute's SSL VPN, you need to setup the security parameters for your new account.

Step 1: To logon to the Remote Access website use one of the following options:

- Click on the following link https://sslvpn.nchri.org, or
- Open a browser window (Internet Explorer or Firefox) type or copy and paste the above link into the address bar, and hit Enter.
 **Important Note: Please allow and enable all pop-ups for this site.



- Step 2: Enter your assigned username and password, which you received in a secure email.
- **Step 3:** The system will now call the phone number that was given to Nationwide Children's Hospital's Research Institute for your account.
- **Step 4:** After you answer the call, the system will ask you to enter your PIN number, followed by the '#' key. *Note:* Your temporary pin is 3552730. *Example:* 3552730#
- Step 5: The system will then state that your PIN has expired, and you need to enter a new one. Enter a 4-8 digit numeric PIN and then press #. *Note:* The system will not allow the PIN number to have the same repeated digits (i.e., 11111, 22222, etc.). The system will repeat the PIN you entered, and ask you to press '1' to confirm the PIN. Hang up the phone after confirming the PIN.
- **Step 6:** Log out of your initial session, and close the browser window; otherwise, the system will not log you in properly, because you were initializing security during the first login. Open https://sslvpn.nchri.org in a new browser window.

Second and Subsequent Logins

- Step 1: Log back into the system using the same link https://sslvpn.nchri.org.
 - *Note:* It is recommended that this Web site be added to your browser's favorites menu for future reference.



- Step 2: Enter your username and password.
- **Step 3:** The system will call the phone number that was given to Nationwide Children's Hospital's Research Institute for your account.
- **Step 4:** After you answer the call, enter the new PIN you created followed by the # key. After the system logs you into the VPN you can disconnect the call. The sign on will fail, if you do not enter your PIN number followed by the # key to confirm the sign on.
- **Step 5:** After logging in, click on the approved Research Institute application that has been configured for your account.

Accessing Master Subject Number List

Step 1: To view the Master Subject Number list, click on the "PNRC Master Subject Numbers" link under Web Applications.



- **Step 2:** Compare your subject's date of birth (DOB), gender, and initials with the subjects listed on the PNRC webpage. If a match is not found, proceed to the "**Create a New Subject Record**" section, following this section.
- Step 3: If a match is found, check the Study column (red) to verify that your subject has not been registered for your study. You can also look for the subject's master number under each Study's Master Number column (purple).

PNRC								Search this site	ا م
Libraries	Click here to	go to	Open(Clinica					
Site Pages	DOB	Gender	Initials	Site	Comments	Study	CNOS Master Number	RAMP Master Number	GIGA Kids Master Numl
Shared Documents	05-Mar-2014	Female		Nationwide Children's Hospital	(no title)	RAMP	PNRC-10-	PNRC-10-NCH-015	PNRC-10-
Lists	12-Sep-2000	Female	MAC	Nationwide Children's Hospital	(no title)	CNOS	PNRC-9-CNOS-NCH-001	PNRC-9-	PNRC-9-
Calendar	18-Sep-2013	Male		Nationwide Children's Hospital	(no title)	CNOS	PNRC-8-CNOS-NCH-001	PNRC-8-	PNRC-8-
Tasks	10-Feb-2013	Female		Children's Mercy Hospital	(no title)	RAMP	PNRC-7-	PNRC-7-RAMP-CMH-002	PNRC-7-
Master Subject Numbers	01-Jan-2010	Female		Emory University	(no title)	CNOS, RAMP	PNRC-6-CNOS-EMU-002	PNRC-6-RAMP-EMU-003	PNRC-6-
Project Management	01-Jan-1970	Male	HHH	University of Minnesota Amplatz Children's Hospital	(no title)	CNOS, RAMP	PNRC-5-CNOS-UMN-001	PNRC-5-RAMP-UMN-001	PNRC-5-
Discussions	17-Dec-2013	Male		Emory University	(no title)	CNOS, RAMP	PNRC-4-CNOS-EMU-001	PNRC-4-RAMP-EMU-002	PNRC-4-
Team Discussion	06-Jan-2014	Male		Emory University	(no title)	RAMP	PNRC-3-	PNRC-3-RAMP-EMU-001	PNRC-3-
	07-Jan-2014	Female		Cleveland Clinic Pediatric Nephrology	(no title)	CNOS	PNRC-2-CNOS-CCP-001	PNRC-2-	PNRC-2-
A Recycle Bin	01-Jan-2013	Female		Children's Mercy Hospital	(no title)	CNOS, RAMP	PNRC-1-CNOS-CMH-001	PNRC-1-RAMP-CMH-001	PNRC-1-
All Site Content	+ Add new item								

- **Step 4:** If the subject has already been enrolled in the study, the Master Number would be similar to "PNRC-5-CNOS-UMN-001." If the subject is not enrolled yet, the Master Number will only have the first part (PNRC-7-) of the Master Number.
 - **Note:** The first part of the Master Number —PNRC ##, which the system generates, and this number should be entered as the <u>Person ID</u> when you add a new subject to your study in OpenClinica.

PNRC								Search this site	۵ م
Libraries	Click here to	go to	OpenC	Clinica					
Site Pages Shared Documents	DOB	Gender	Initials	Site	Comments	Study	CNOS Master Number	RAMP Master Number	GIGA Kids Master Number
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Lists	12-Sep-2000	Female	MAC	Nationwide Children's Hospital	(no title)	CNOS	PNRC-9-CNOS-NCH-001	PNRC-9-	PNRC-9-
Calendar	18-Sep-2013	Male		Nationwide Children's Hospital	(no title)	CNOS	PNRC-8-CNOS-NCH-001	PNR C P	DND C. R.
Tasks	10-Feb-2013	Female		Children's Mercy Hospital	(no title)	RAMP	PNRC-7-	Not yet	enrolled in CN
Master Subject Numbers	01-Jan-2010	Female		Emory University	(no title)	CNOS, RAMP	PNRC-6-CNOS-EMU-002	PNRC-6-RAMP-EMU-003	PNRC-6-
Project Management	01-Jan-1970	Male	HHH	University of Minnesota Amplatz Children's Hospital	(no title)	CNOS, RAMP	PNRC-5-CNOS-UMN-001	PNRC-5-RAMP-UMN-001	PNRC-5-
Discussions	17-Dec-2013	Male		Emory University	(no title)	CNOS, RAMP	PNRC-4-CIOS-EMU-001	PNRC-4-RAMP-EMU-002	PNRC-4-
Team Discussion	06-Jan-2014	Male		Emory University	(no title)	RAMP	PNRC-3-	PNRC-3-RAMP-EMU-001	PNRC-3-
	07-Jan-2014	Female		Cleveland Clinic Pediatric Nephrology	(no title)		ready enrolle	d ²⁻²⁻	PNRC-2-
Recycle Bin	01-Jan-2013	Female		Children's Mercy Hospital	(no title)	^{CNOS,} in	CNOS study	C-1-RAMP-CMH-001	PNRC-1-
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Step 5: Create a Study Subject ID for your subject, place a check in the box next to the subject's record, and then click on "Edit Item."

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New	Manage	Action	Share & Track		Workflows	Tags ar	nd Notes	
Libraries	Click here to go to Oper	nClinica						
Site Pages Shared Documents	DOB Gender Initials	Site	Comments	Study	CNOS Master Nun	nber	RAMP Master Number	GIGA Kids Master Number
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Calendar	12-Sep- Female MAC 2000	Ohio-Nationwide Children's	(no title)	CNOS	PNRC-9-CNOS-NC 001	:H-	PNRC-9-	PNRC-9-
lasks	<u> </u>	Hospital						
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Project Management		Hospital						
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Discussions								
Team Discussion								

Step 6: At the Master Subject Numbers popup window, check the box next to the Study that the subject is being registered for.

Master Subj	ect Numbers	-					□ ×	
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Save Cancel	Paste	Delete Attach Item File	Spelling					
Commit	Clipboard	Actions	Spelling					
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Gender		⊚ Female ⊚ Male			Note:	: Study r	umber i	s manually created by the
Initials	1	MAC First, Middle and Las	t (Use dash if mi	ddle initial is unkr	site's	coordi / name	inator, a e - Site a	nd it contains the bbreviation - 3 digits.
Site	[Ohio-Nationwide Ch	ildren's Hospital		E		Cubicat	t lobe Dec. is the fifth (Γ^{th})
Comments			_		Exan	npie:	Subject	enrolled at NCH for the
Study		CNOS RAMP GIGA Kids					RAMP :	study. Idy number would be "RAMP-
CNOS Study N	umber	CNOS-NCH-001					NCH-00	05."
RAMP Study N	umber				>		The ne	xt subject enrolled for the
GIGA Kids Stu	dy Number						study w	vould be "RAMP-NCH-006."
Person ID	1	9 NOTE: System use o	nly. No need to e	enter or update P	erson ID.			
				Save		Cancel		

Step 7: Enter the Study Subject ID next to the study number. *Note:* This study number will then be entered to the Subject ID field in OpenClinica.

Create a New Subject Record

Step 1: If you did not find a match in the "Accessing Master Subject Number List" section, then the individual has not been enrolled in any PNRC related study. Click on the "Add new item" option at the bottom of screen to create a new record for the subject.

05-Mar- 2014	Female		Ohio-Nationwide Children's Hospital	(no title)	RAMP	PNRC-10-	PNRC-10-NCH-015	PNRC-10-
12-Sep- 2000	Female	MAC	Ohio-Nationwide Children's Hospital	(no title)	CNOS	PNRC-9-CNOS-NCH- 001	PNRC-9-	PNRC-9-
18-Sep- 2013	Male		Ohio-Nationwide Children's Hospital	(no title)	CNOS	PNRC-8-CNOS-NCH- 001	PNRC-8-	PNRC-8-
🕈 Add new it	tem							

Step 2: When the Master Subject Numbers – New Item window opens, fill in the information for all of the fields except the Person ID (the system generates the Person ID automatically). After entering the information click on the Save button.

Master S	ubject Nun	nbers -	New Ite	em		□ ×
Edit						
Save Can	cel Paste	or Cut	Attach File	Spelling		
Commit	Clipb	oard	Actions	Spelling		
Date of Bi	rth					
Gender		e c	Female Male			
Initials		Firs	t, Middle	and Last (Use dash if middle initial is unknown)	
Site						•
Comments	S					
Study			CNOS RAMP GIGA Kid	s		
CNOS Stu	dy Number					
RAMP Stud	dy Number					
GIGA Kids	Study Numb	er 🗌				
Person ID		NO	TE: Syste	m use onl	y. No need to enter or update Person ID.	
					Save	Cancel

Accessing OpenClinica

Step 1: To log in to OpenClinica for data entry or to view data, click on the "OpenClinica terminal Services" under Terminal Servers.

	FirePass
Home	E Logout
Terminal Servers	
DpenClinica Terminal Services	
Web Applications	
Research Employee Exchange (REX)	
Research REDCAP	
PNRC Master Subject Numbers	

Step 2: At the following security warning window, click the "Yes" button to continue.

Security W	/arning
	Unable to verify SSL certificate presented by the server
	- The certificate is not valid for the requested usage.
	Do you want to proceed?
	Yes No View certificate

Step 3: A blue terminal service window will display, followed by the Internet Explorer OpenClinica login page.

OpenClinica T	erminal Services	Full Screen mode	Press CTRL+ALT+B	REAK t	o switch to/from Full Screen	Toggle Scrollbar
CopenCli	nica - Windows Iı	nternet Explorer				
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penClinica and Password.	Login User Name Password	e	Co	mm Ne	05/22 - OpenClinica Rule Designer Now Open Source - I'm excited to announce that the OpenClinica 04/30 - A Look at the 2014 OpenClinica	'n
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penClinica and Password.	Login User Name Password Login	e Forgot Passw	word?		05/22 - OpenClinica Rule Designer Now Open Source - I'm excited to announce that the OpenClinica 04/30 - A Look at the 2014 OpenClinica Conference Program – An Ecosystem of Innovation - The program for OC14 (the 201 OpenClinica Global 04/15 - The Future of Open Source - It was privilege for OpenClinica to help with	n 14 a

Type in your User name and Password to log into OpenClinica.

Step 4: Once you have successfully logged into OpenClinica, please refer to the OpenClinica guide for instructions on using OpenClinica.