OpenClinica SSL VPN Access

New User Setup Guide

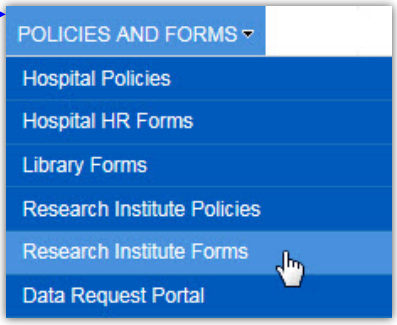
Version 1.2 ~ 9/10/2014

New User Remote Access Request for OpenClinica

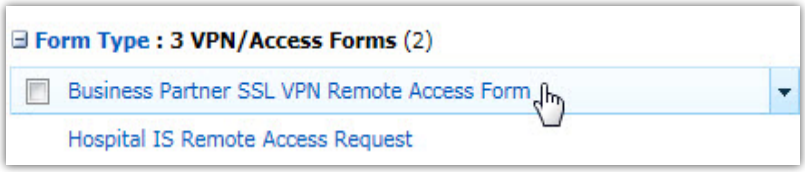
Business Partners need authentication credentials, which include the username, password, and PIN number to obtain remote access the OpenClinica internal server. The Research Coordinator will need to initiate this request for external collaborators.

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.



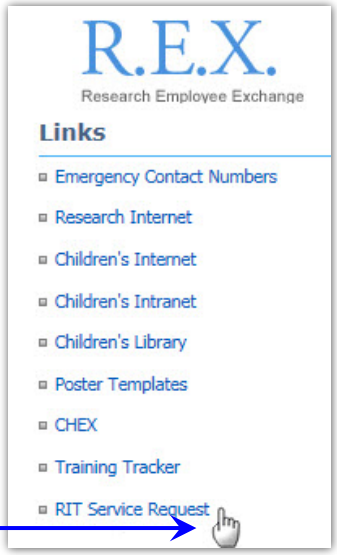
Step 2: Scroll to the Form Type: 3 VPN/Access Forms section, and click on the Business Partner SSLVPN Remote Access Form.



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.

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.

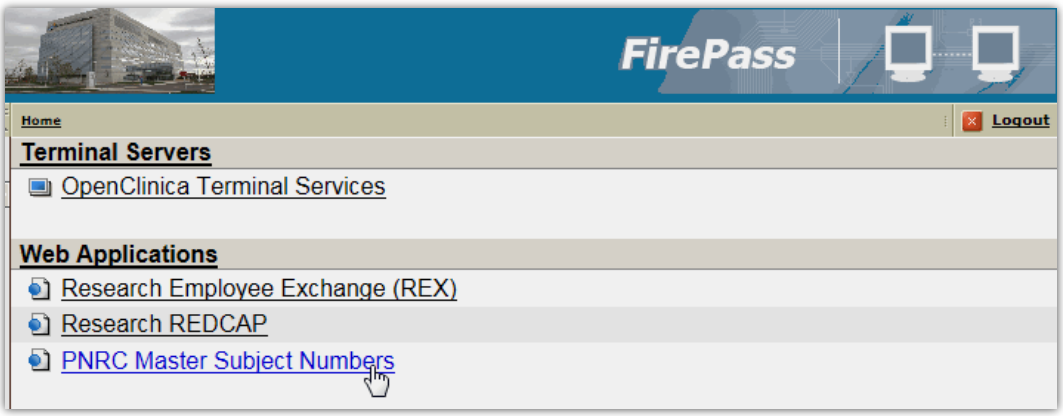
Step 3: The system will call the phone number that was given to Nationwide Children's Hospital's Research Institute for your account.

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.

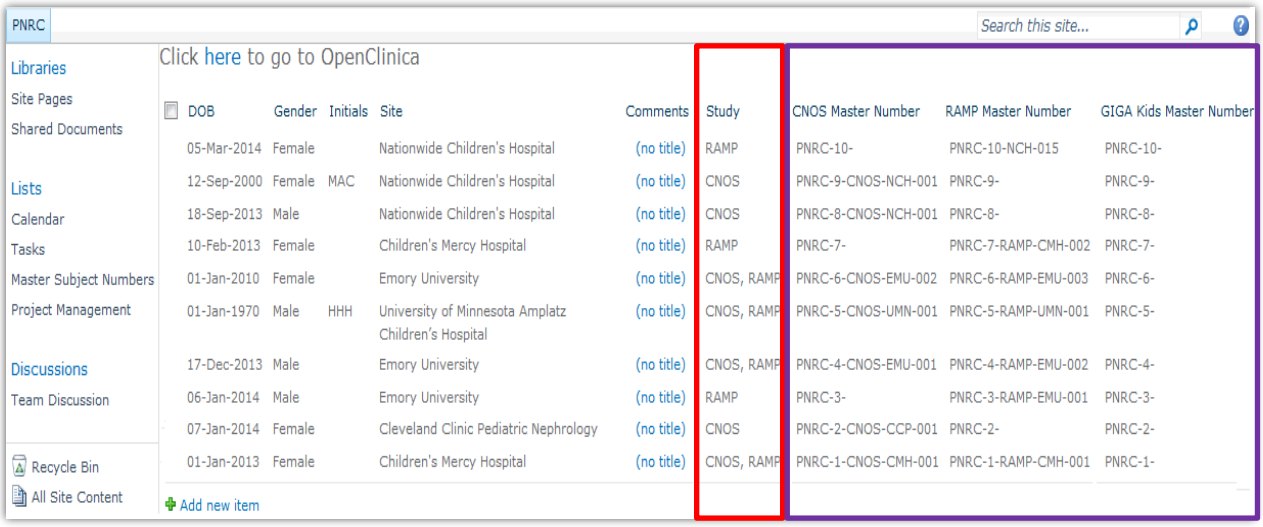
Accessing Master Subject Number List

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



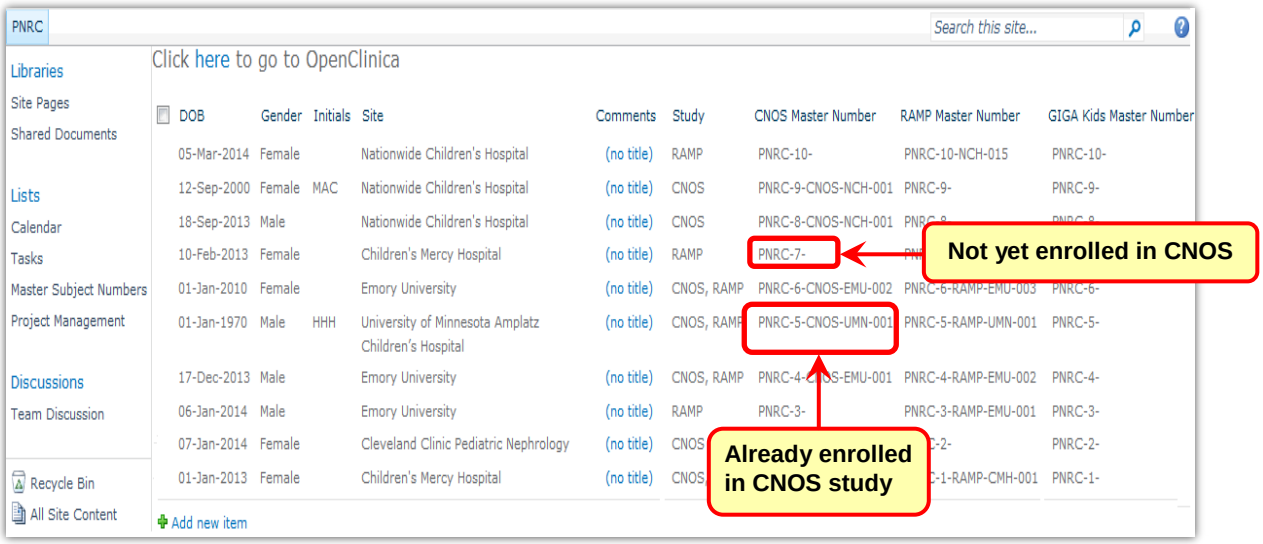
Step 2: Compare your subject's date of birth (DOB), gender, and initials with the subjects listed on the PNRC webpage. If a match is not found, proceed to the "**Create a New Subject Record**" section, following this section.

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**).

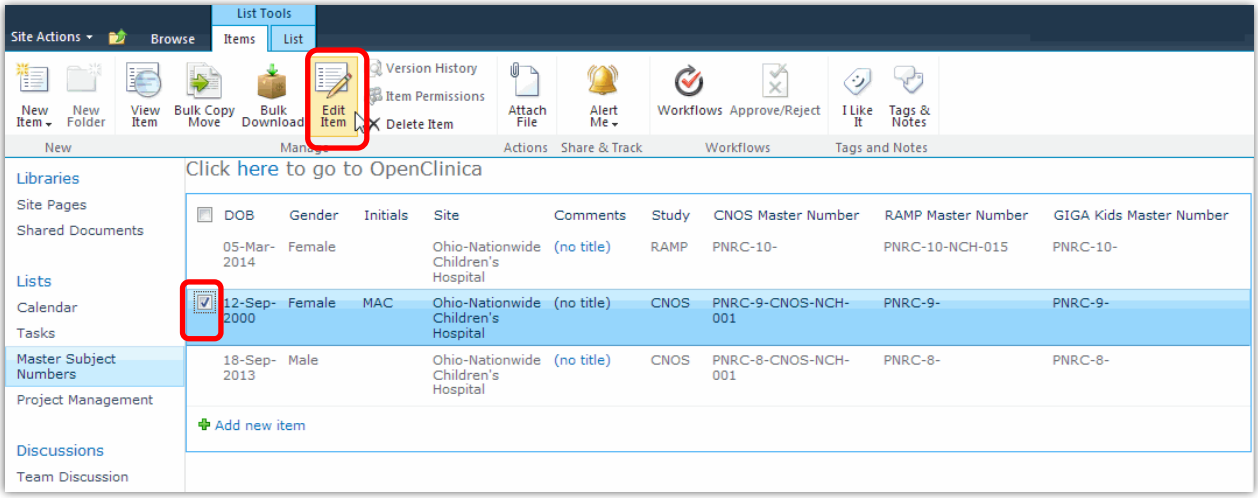


Step 4: If the subject has already been enrolled in the study, the Master Number would be similar to "PNRC-5-CNOS-UMN-001." If the subject is not enrolled yet, the Master Number will only have the first part (PNRC-7-) of the Master Number.

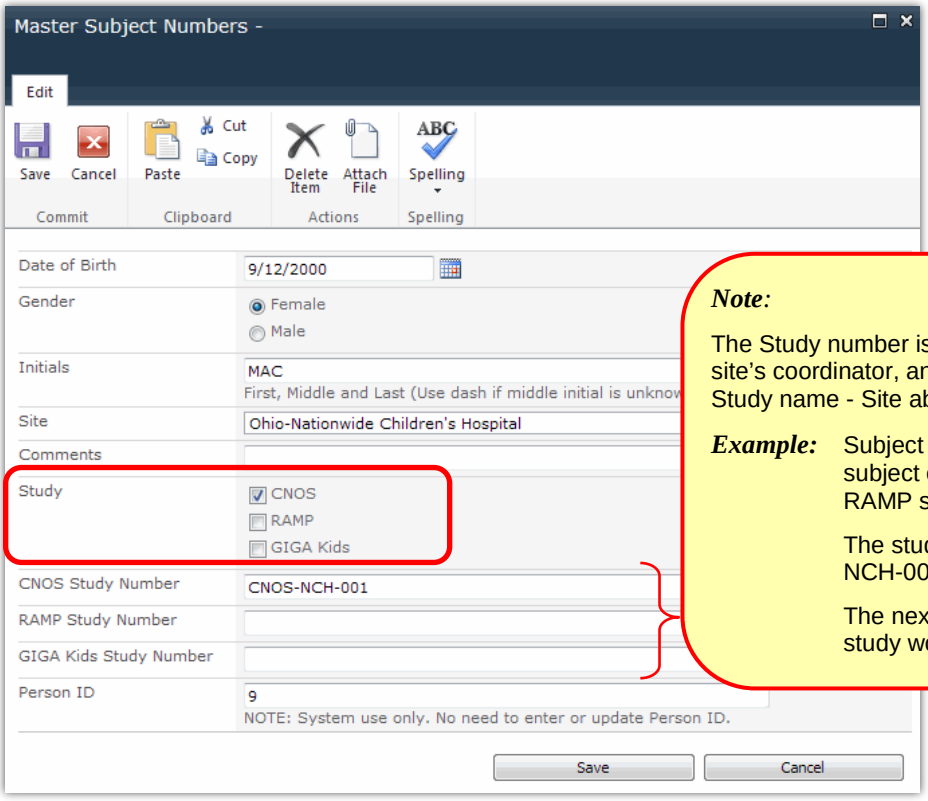
Note: The first part of the Master Number —PNRC - ##, which the system generates, and this number should be entered as the <u>Person ID</u> when you add a new subject to your study in OpenClinica.



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."



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



Note:

The Study number is manually created by the site's coordinator, and it contains the Study name - Site abbreviation - 3 digits.

Example: Subject John Doe, is the fifth (5th) subject enrolled at NCH for the RAMP study.

The study number would be "RAMP-NCH-005."

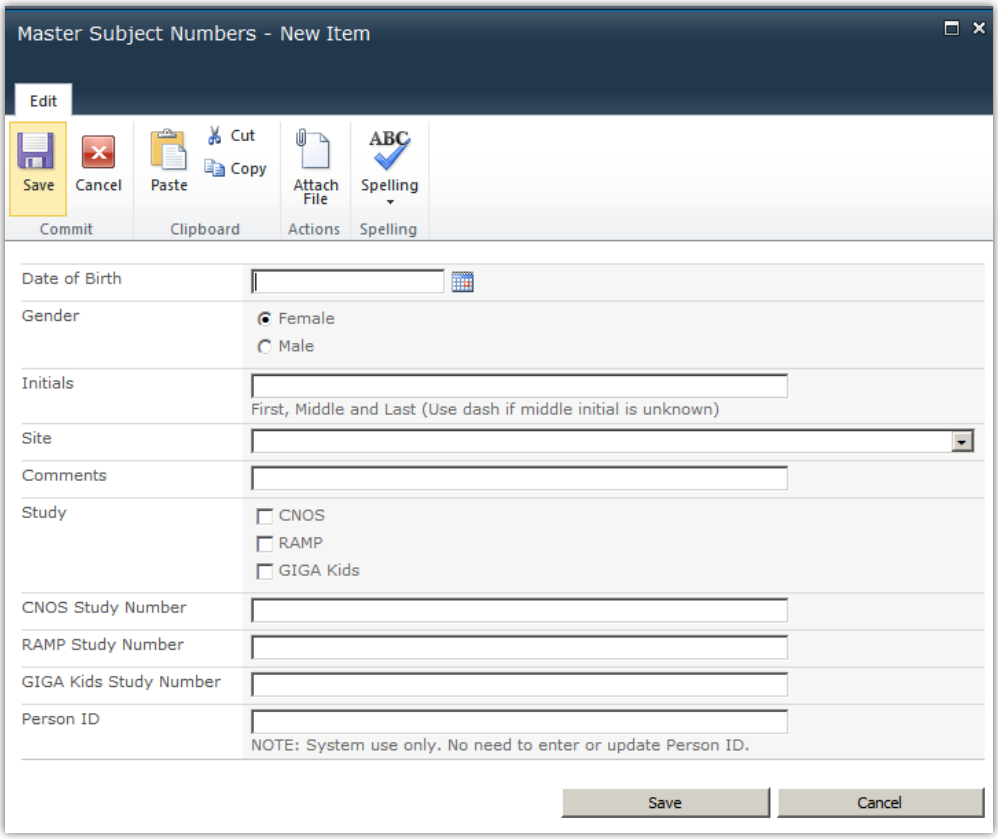
The next subject enrolled for the study would be "RAMP-NCH-006."

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

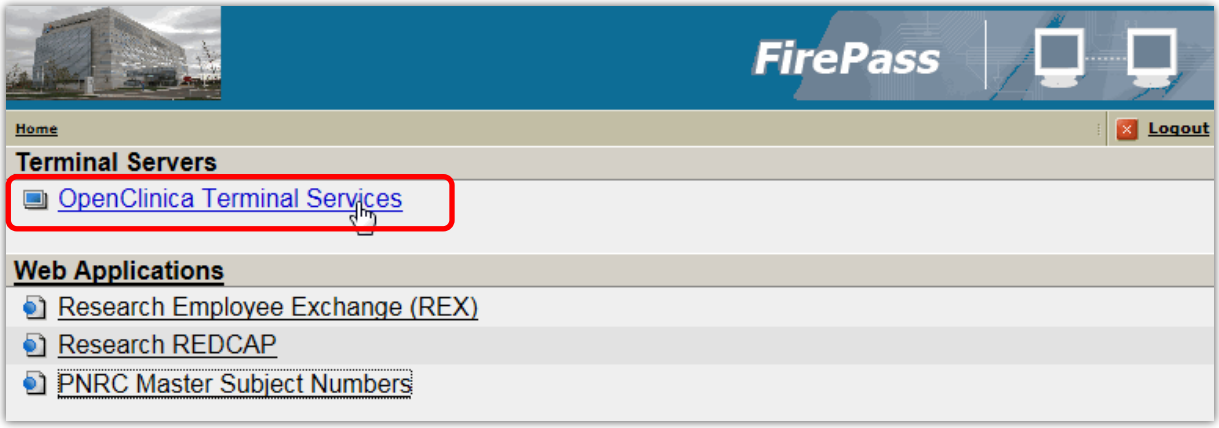
Step 1: If you did not find a match in the "**Accessing Master Subject Number List**" section, then the individual has not been enrolled in any PNRC related study. Click on the "Add new item" option at the bottom of screen to create a new record for the subject.

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.

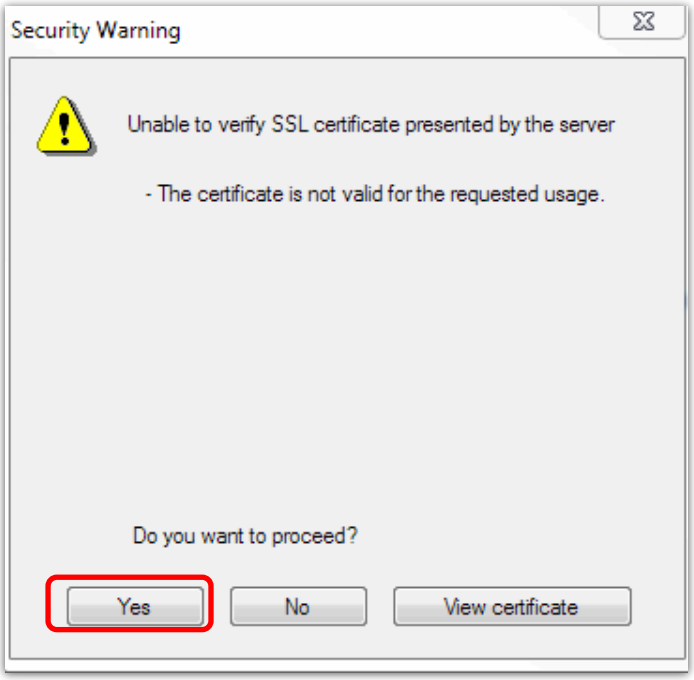


Accessing OpenClinica

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

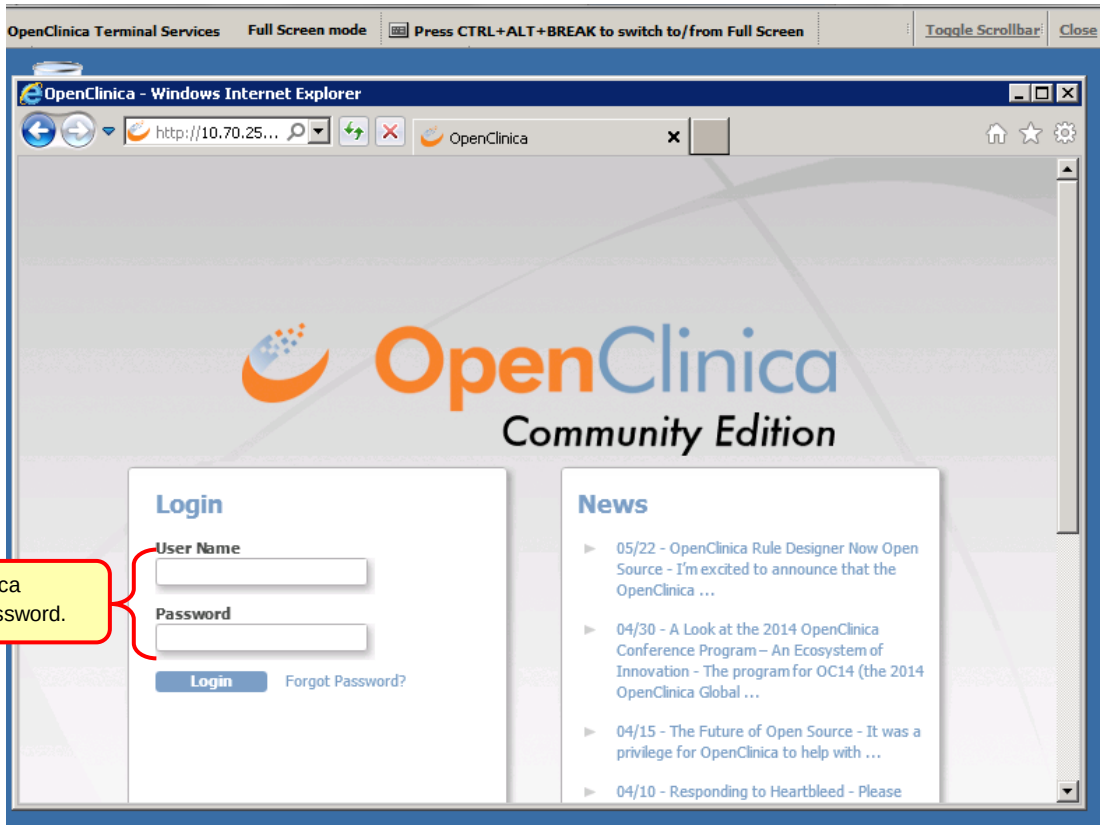


Step 2: At the following security warning window, click the "Yes" button to continue.



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

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.