**Sealed Envelope at Imperial College London**

**User Activation Form (UAF)**

Please complete the form to gain access to Sealed Envelope on the OpenClinica studies at Imperial College London.

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| **User Information for Access** |
| **1. Does the user have a Sealed Envelope account:**  **2. Full Name:** Click or tap here to enter text.**3. Email Address:** Click or tap here to enter text. |
| **How did you complete your training?** |
| [ ]  In person at Imperial College London | [ ] E-learning course via Imperial College London | [ ]  (SepTiC Sealed Envelope (Unblinded Pharmacist) Training Slides |
| **Invitation to the Study** |
| **Study Name: SepTiC****New User Role:**

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| --- | --- | --- | --- |
|  |  |  |  |
|  |  | If other, please specify Unblinded Pharmacist |

**Sites access is required for:** Click or tap here to enter text. |
| **User Instructions** |
| 1. The completed UAF and SepTiC training log must be sent to cds\_support@imperial.ac.uk after the Study Manager or CI has countersigned the form.
2. The user will be invited to the study once the CDS Team have filed the SepTiC training log and UAF.
3. An email from Sealed Envelope with a link to the study will be automatically generated and sent to the user. Users should check their spam emails and add Sealed Envelope to the safe-senders list.
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| **User Acknowledgement** |
| **ALL USERS**I acknowledge that: 1. I will create my own private password unknown to anyone else.
2. I understand that I am not allowed to share passwords. Any suspected fraudulent use of the system should be reported to Imperial College at the address below.
3. I accept giving my personal data (i.e. my name, email address, phone number etc.)
4. I accept that my electronic signature is equivalent to my hand-written signature in legal terms. **Please note: a typed signature or an image of the signature is not acceptable.**

**FOR NON-COLLEGE USERS**1. I will have access to information which is of a confidential nature (including potentially participant data and other personal data) (“Confidential Information”).

I understand that where I come across such Confidential Information, I will:* keep the Confidential Information secret and confidential; and
* not copy, use or exploit the Confidential Information in any way, except for or in connection with my work for my PI.

If I need to use any Confidential Information for any other purpose, I will discuss this first with the Sponsor and obtain their written consent. I will continue to abide by these confidentiality obligations after the end of my role, with no limit in time. 1. I confirm that I have read, understood and will comply with the policies, codes of practice, guidelines, and the PI’s instructions.
 |
| **Name:** **Date:** Signature must be electronic or in wet ink, images of signatures cannot be accepted. Double-click on the “X” in the signature field to sign in Word. | **Signature:**  |
| **Study Manager (Sponsor) or CI** |
| I acknowledge that: 1. If the user requesting access is the Study Manager, then I am the CI, or if the user requesting access is the CI, then I am the Study Manager.
2. I am not countersigning my own form.
3. The details entered are correct, specifically the Role and the Site access requested.
4. The user requires access to Insight for reporting functions, if stated.
5. I accept giving my personal data (i.e. my name and signature)
6. I accept that my electronic signature is equivalent to my hand-written signature in legal terms. **Please note: a typed signature or an image of the signature is not acceptable**
 |
| **Name:** **Date:** Signature must be electronic or in wet ink, images of signatures cannot be accepted. Double-click on the “X” in the signature field to sign in Word. | **Signature:** |

Please send or email a signed copy of this form to: Imperial Clinical Trials Unit, Imperial College London, Stadium House, 68 Wood Lane, London, W12 7RH. Email: cds\_support@imperial.ac.uk