InForm at Imperial College London
User Activation Form (UAF)

You must complete this UAF before we can provide you with an active login for the InForm system.

**User Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Trial name:</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

**InForm User Role:**

- Data Entry
- Data Checker (Monitor)
- Data Sign Off (PI)
- Data Sign Off (CI)
- Read Only
- Co-ordinator
- Un-blinding
- Other

If ‘Other’ please specify: _______________________________ 

**Enter the name of the hospital/trust you require access to:** Click here to enter text.

If you need access to multiple sites please let us know on a separate page if necessary.

**How did you receive your training?**

- In person at Imperial College London
- E-learning course via Imperial College London
- Externally via another organisation

You must provide evidence to validate this training

**User Instructions**

1. The completed UAF must be sent to inform.support@imperial.ac.uk. Any one of the following should be CC’d: Trial Co-ordinator, PI or the Trial Mailbox otherwise your request may be processed later than normal.
2. Once we have filed your training certificates and UAF and access has been authorised we will send an email with your user name and password for your trial. This password must be changed on your first log into the system.
3. Please make sure this form is also filed in the Trial Master File.
4. Once your new password has been set you can choose a password hint question for use with the password recovery feature, please ensure your email address is valid so that you receive any new passwords correctly.
5. To terminate your access please check this box □ and resend the form to us with the termination request in the body of the email.

**User Acknowledgement**

By signing below, you are acknowledging that:

1. You have been trained in the use of InForm.
2. You will create your own private password unknown to anyone else.
3. You understand that you are not allowed to share passwords. Any suspected fraudulent use of the InForm system should be reported to Imperial College at the address below.
4. You accept giving us your personal data (i.e. your name, email address etc.)
5. You accept that your electronic signature is equivalent to your hand-written signature in legal terms.

Please note: a typed signature or an image of your signature is not acceptable. You can also wet sign and then scan the document.
| Name: Click here to enter text. |
| Date: Click here to enter text. |
| Signature: |

X

InForm User

**Trial Co-ordinator/PI Acknowledgement**

By signing below, you are acknowledging that:

1. You are the Trial Co-ordinator or the PI. If the user is the PI you are the Trial Coordinator or you are the PI if the user is the Trial Coordinator.
2. You verify that the person named above has received training and requires access to the trial with the user access define above.
3. You verify that the details entered are correct, specifically the Role and the Hospital access requested.
4. You accept giving us your personal data (i.e. your name, email address etc.)
5. You are not countersigning your own form.
6. You accept that your electronic signature is equivalent to your hand-written signature in legal terms.

**Please note:** a typed signature or an image of your signature is not acceptable. You can also wet sign and then scan the document.

Name: Click here to enter text.

Date: Click here to enter text.

Signature:

X

Trial Co-ordinator or PI

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