**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** |
| **Name:** Click here to enter text.**Email:** Click here to enter text.**Study name:** Click here to enter text.**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. **InForm User Role:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Entry** [ ]  | **Data Checker (Monitor)** [ ]  | **Principal Investigator or Co-Investigator (PI)** [ ]  | **Chief Investigator (CI)** [ ]  |
| **Read Only** [ ]  | **Co-ordinator** [ ]  | **Un-blinding** [ ]  | **Other (Study Specific Role)** [ ]  |

 If ‘Other’ please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 and signed UAF must be sent to cds\_support@imperial.ac.uk and the study sponsor.
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 study.
3. Please make sure this form is also filed in the Trial Master File (TMF).
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** |
| I acknowledge that: 1. I will create my own private password unknown to anyone else.
2. I am not allowed to share passwords. Any suspected fraudulent use of the InForm system should be reported to Imperial College at the address below.
3. I accept giving my personal data (i.e. my name, email address 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 subject 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 you have read, understood and will comply with the policies, codes of practice, guidelines, and the PI’s instructions.
 |
| **Name:** Click here to enter text.**Date:** Click here to enter text.Signature must be electronic or in wet ink, images of signatures cannot be accepted. | **Signature:** |
|  **Study Manager (Sponsor) / PI Acknowledgement**  |
| I acknowledge that: 1. I am the Study Manager (Sponsor) or the PI. If the user requesting access is the PI, then I am the Study Manager (Sponsor) or I am the PI if the user requesting access is the Study Manager (Sponsor).
2. I am not countersigning my own form.
3. I verify that the UAF has been checked and details entered are correct, specifically the Role and the Site access requested.
4. I accept giving my personal data (i.e. my name, email address etc.)
5. 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:** Click here to enter text.**Date:** Click here to enter text.Signature must be electronic or in wet ink, images of signatures cannot be accepted. | **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.