

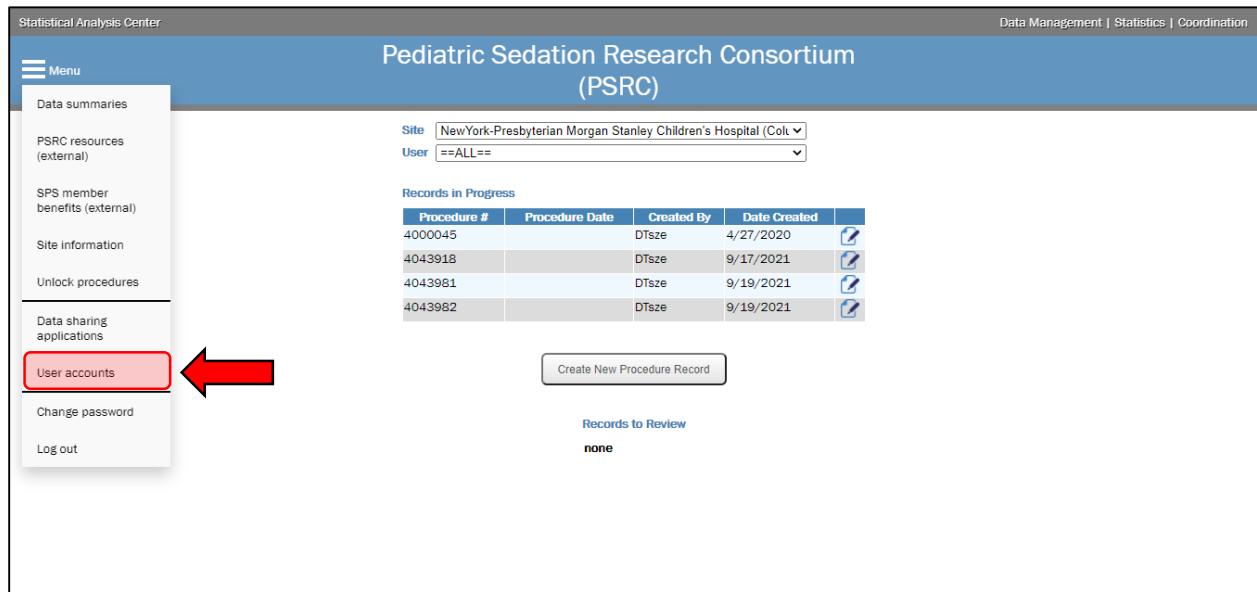
PSRC Site Administrator Guidelines

Every participating PSRC site will have **one (1)** Site Administrator. The Site Administrator will be designated in conjunction with the Research Committee Chair when a site joins the PSRC for the first time. If you wish to change the person acting as Site Administrator for your site, the current Site Administrator must make this request with the Research Committee Chair. Site Administrators cannot transfer their role to another person on their own. Site Administrators can also be Site Reviewers.

The Site Administrator is responsible for the following tasks at their respective site:

1. **Adding new users**
2. **Removing inactive users**
3. **Unlocking accounts for users who have their accounts locked because:**
 - a. Did not login and change their password within 14 days of being added
 - b. More than 5 failed login attempts
4. **Designating Site Reviewers**
 - a. Contact the Research Committee Chair to add a Site Reviewer

How to Access PSRC User Account Management Tool:



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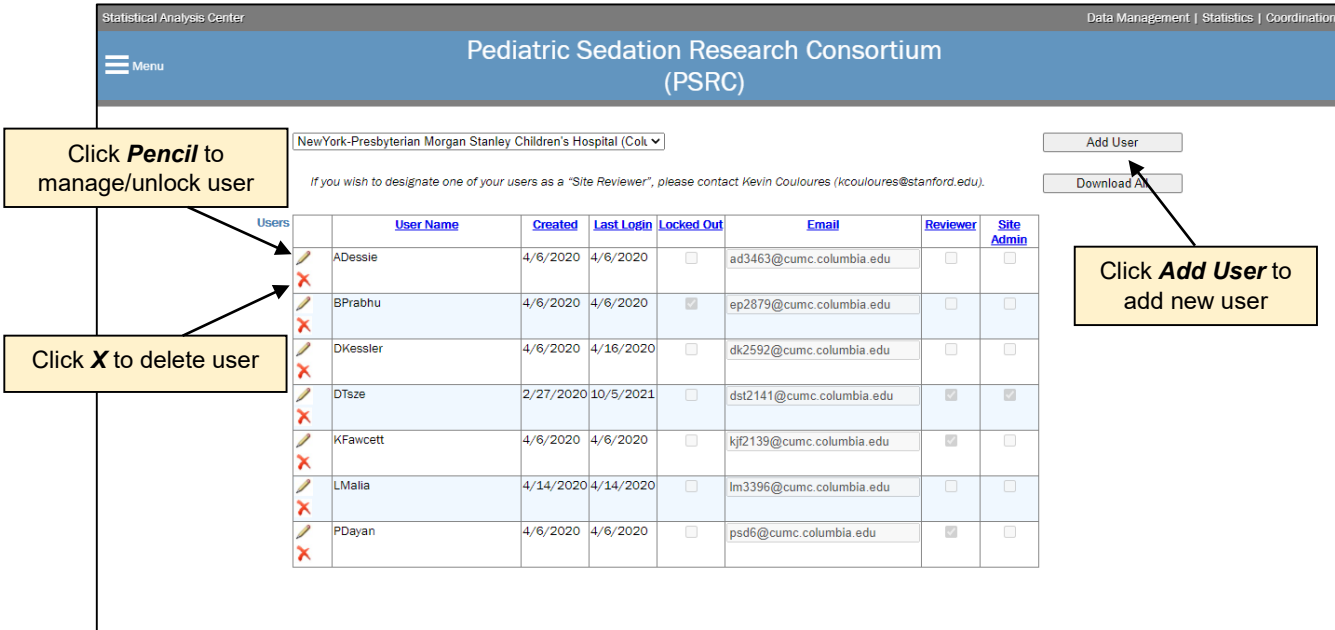
Site: User:

Records in Progress

Procedure #	Procedure Date	Created By	Date Created	
4000045		DTsze	4/27/2020	
4043918		DTsze	9/17/2021	
4043981		DTsze	9/19/2021	
4043982		DTsze	9/19/2021	

Records to Review
none

How to Manage User Account:



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NewYork-Presbyterian Morgan Stanley Children's Hospital (Col.)

If you wish to designate one of your users as a "Site Reviewer", please contact Kevin Couloures (kcouloures@stanford.edu).

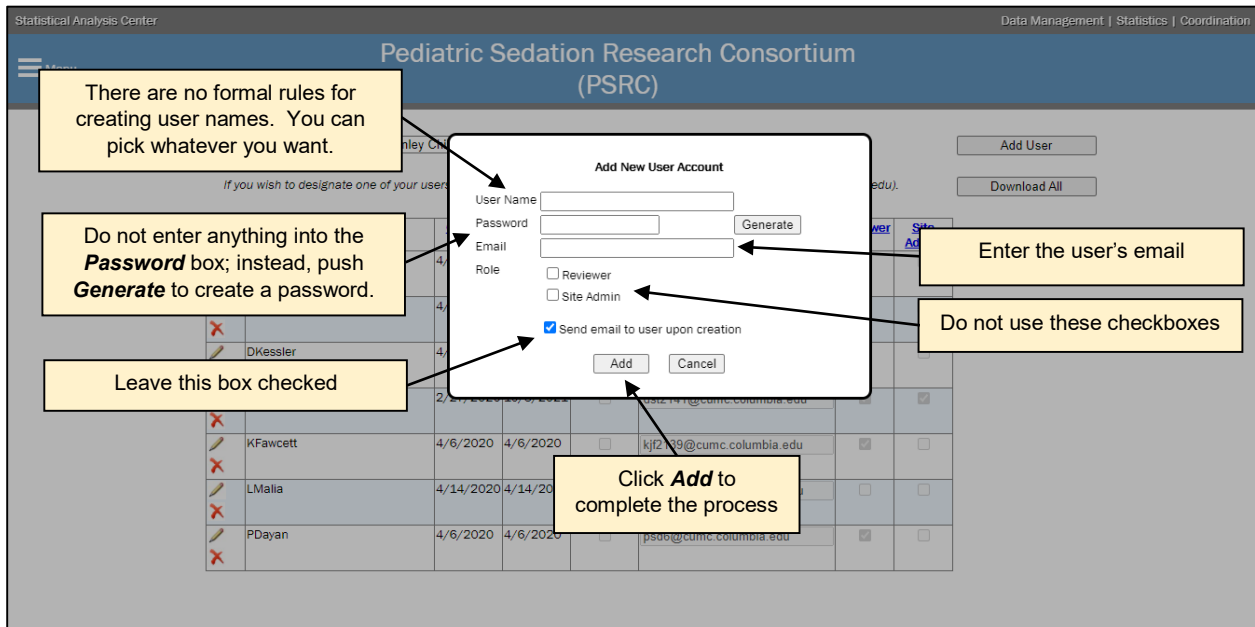
Buttons: Add User, Download All

Users	User Name	Created	Last Login	Locked Out	Email	Reviewer	Site Admin
	ADessie	4/6/2020	4/6/2020	<input type="checkbox"/>	ad3463@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
	BPrabhu	4/6/2020	4/6/2020	<input checked="" type="checkbox"/>	ep2879@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
	DKessler	4/6/2020	4/16/2020	<input type="checkbox"/>	dk2592@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
	DTsze	2/27/2020	10/5/2021	<input type="checkbox"/>	dst2141@cumc.columbia.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	KFawcett	4/6/2020	4/6/2020	<input type="checkbox"/>	kjf2139@cumc.columbia.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	LMalia	4/14/2020	4/14/2020	<input type="checkbox"/>	lm3396@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
	PDayan	4/6/2020	4/6/2020	<input type="checkbox"/>	psd6@cumc.columbia.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Callouts:

- Click **Pencil** to manage/unlock user
- Click **X** to delete user
- Click **Add User** to add new user

Adding New Users:



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NewYork-Presbyterian Morgan Stanley Children's Hospital (Col.)

If you wish to designate one of your users as a "Site Reviewer", please contact Kevin Couloures (kcouloures@stanford.edu).

Buttons: Add User, Download All

Add New User Account

User Name

Password

Email

Role

Reviewer

Site Admin

Send email to user upon creation

Callouts:

- There are no formal rules for creating user names. You can pick whatever you want.
- Do not enter anything into the **Password** box; instead, push **Generate** to create a password.
- Leave this box checked
- Enter the user's email
- Do not use these checkboxes
- Click **Add** to complete the process















Unlocking User Accounts:

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Site: NewYork-Presbyterian Morgan Stanley Children's Hospital (Col) Add User

If you wish to designate one of your users as a "Site Reviewer", please contact Kevin Couloures (kcouloures@stanford.edu). Download All

Users	User Name	Created	Last Login	Locked Out	Email	Reviewer	Site Admin
 	ADessie	4/6/2020	4/6/2020	<input type="checkbox"/>	ad1463@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
 	BPrabhu	4/6/2020	4/6/2020	<input checked="" type="checkbox"/>	ep2879@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
 	DKessler	4/6/2020	4/16/2020	<input type="checkbox"/>	dk2592@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
 	DTsze	2/27/2020	10/5/2021	<input type="checkbox"/>	dst2141@cumc.columbia.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 	KFawcett	4/6/2020	4/6/2020	<input type="checkbox"/>	kjf2139@cumc.columbia.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 	LMalia	4/14/2020	4/14/2020	<input type="checkbox"/>	lm3396@cumc.columbia.edu	<input type="checkbox"/>	<input type="checkbox"/>
 	PDayan	4/6/2020	4/6/2020	<input type="checkbox"/>	psd6@cumc.columbia.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Uncheck this box to unlock a user account

Click **Save** when you have finished unlocking the user account