

<input type="checkbox"/> Create Account			<input type="checkbox"/> Reactivate			<input type="checkbox"/> Deactivate		
Name of User:		PennKey or PMACS:		Institutional Affiliation <input type="checkbox"/> ACC (Cancer Center) <input type="checkbox"/> UPHS/PSOM (Penn Medicine) <input type="checkbox"/> Other- Penn School/Institution <input type="checkbox"/> Other- Non-Penn Institution <i>If Other, Please Specify Other Institution:</i>				
Phone:		Email:						
Department:		PennID # (8 digit): <i>if non-Penn leave blank</i>						
Supervisor/Penn Sponsor Information								
Name:			Email:			Department:		

NEW ACCOUNT: SELECT GROUP ASSIGNMENT*

Functions	Group	Select
User may register, edit, and/or view protocols that they are on; enroll or manage subjects; complete Study or Patient eCRFs and forms; perform ad-hoc queries	General User	<input type="checkbox"/>
User will need Read-Only access and the ability to run ad-hoc form queries. <i>Note: It is the responsibility of the study team to request Monitor deactivation</i>	Monitor / View Only	<input type="checkbox"/>
User needs to be added to a specific Central Administrative Group (eg: CCI Sponsor) If known, please specify:	Other	<input type="checkbox"/>

**Individual study access rights are subject to Study Team determination and assigned by Study Lead.*

REACTIVATE ACCOUNT: SELECT GROUP ASSIGNMENT

Functions	Group	Select
User should retain previous access permissions and group assignment.	Reactivate As-is	<input type="checkbox"/>
User needs access permissions or group assignment updated. Please indicate what changes to implement:	Reactivate Update	<input type="checkbox"/>

Signature of Requestor

Date

Signature of Supervisor/Penn Sponsor

Date

Please sign and email the completed form to psom-ocrops@pobox.upenn.edu
or attach to your current KACE ticket: <https://helpdesk.pmacs.upenn.edu/>

For Admin Use Only:

PennCTMS Training				
Did User Complete the Following Training?	YES	NO	DATE	Signature
General User In-Person Training – PennCTMS	<input type="checkbox"/>	<input type="checkbox"/>		
KnowledgeLink e-learnings	<input type="checkbox"/>	<input type="checkbox"/>		
Online Training Exercise Script	<input type="checkbox"/>	<input type="checkbox"/>		

Assign PROD Group:	PROD Access Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Kace TICK #:
	Signature of OCR Representative Date

Signature of PMACS Support Representative

Date