

3.3 Logging In

Getting Invited

You will receive an email inviting you to participate in a study.

To Accept an Invitation:

1. Open the email.
2. Click **Let's Go**.

Welcome to New Cancer Drug!

Dear Kerry,


You've been invited to join New Cancer Drug in OpenClinica. We'll get you started in a few quick steps.

Let's Go ->

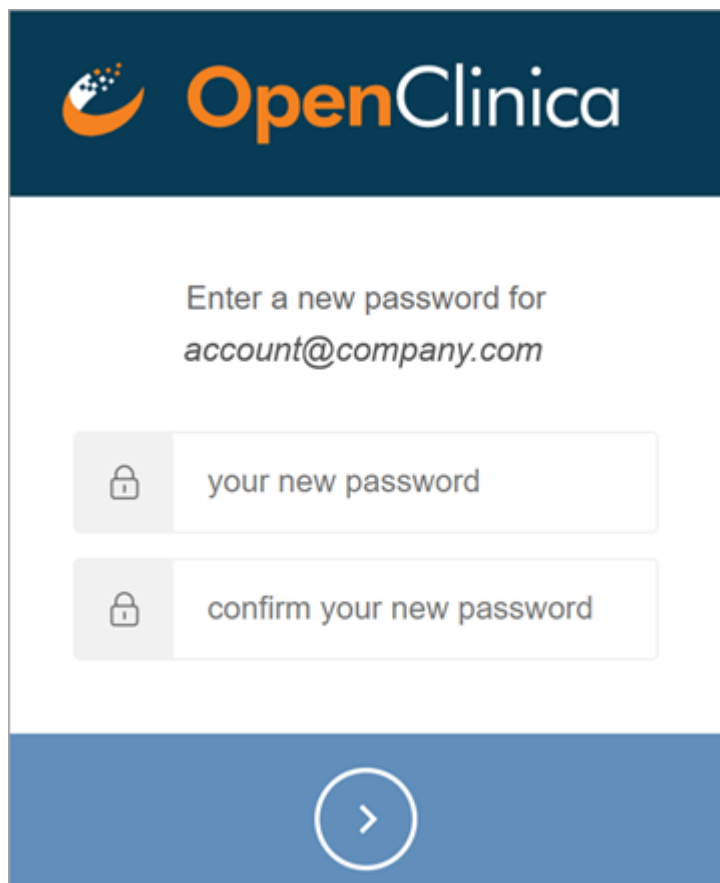
The above link will allow you to set up your login, and will only work the first time you access OpenClinica. After you've done this, you may return to OpenClinica by bookmarking the following URL: <https://cust2.openclinica-dev.io/OpenClinica/MainMenu>

OpenClinica is a simple and powerful tool for capturing and organizing your research data. It's trusted in more than 10,000 studies around the world.

Thanks!
The New Cancer Drug Team



After clicking **Let's Go**, you will be redirected to a screen asking you to set your password.

The image shows a mobile app interface for OpenClinica. At the top is a dark blue header with the OpenClinica logo. Below the header, the text "Enter a new password for account@company.com" is displayed. There are two input fields, each with a lock icon on the left. The first field is labeled "your new password" and the second is labeled "confirm your new password". At the bottom of the form is a blue button with a white right-pointing arrow.

Your Password Must:

- Be at least **8** characters in length
- Contain at least one of each of the following types of characters:
 - Lower case letters (**a-z**)
 - Upper case letters (**A-Z**)
 - Numbers (**0-9**)
 - Special characters (**!@#\$%^&***)

Note: Your environment may have different password requirements than shown above.

In Addition:

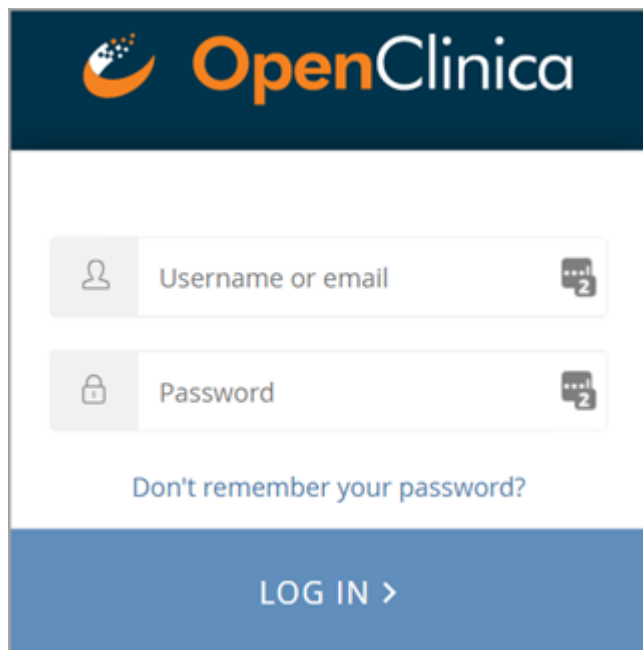
- Passwords expire every **180 days**, and users are automatically prompted to create a new password.
- User accounts are locked after **ten failed login attempts** from the same IP address.
 - The lockout resets after **15 minutes**. The login failure count resets every **24 hours**.
 - When a user tries to login after their account has been locked, it is included in the **User Audit Log** as a failed login attempt.
- If a user resets a password, it cannot be the same as the previous password.
- The password reset link is available for **24 hours**, after which, if a user has not reset the password, they must request a password reset again.
 - All reset requests are logged in the **User Audit Log**.
- Invitations to studies expire in **14 days** if they have not been accessed.
- Users are automatically logged out of OpenClinica after **one hour** of inactivity.

Note: Your environment may be configured for different behavior than shown above (except for the one hour inactivity timeout). Once you have entered a password that meets the requirements, you

will be prompted to log into OpenClinica using a supported browser. If you want to create an OpenClinica bookmark, make sure to bookmark the **Home** screen after you login instead of bookmarking the **Login** screen. After you log in for the first time, you can no longer click the **Let's Go** button on the invitation.

To Log into OpenClinica After Your First Login:

1. Enter the URL for OpenClinica into the search bar at the top of your supported browser. You can find the URL on your invitation to the study. Or, if you have bookmarked the **Home** screen, click on the bookmark.
2. Enter your username.
3. Enter your password.



OpenClinica supports using recent versions of the following browsers:

- a. Google Chrome, Microsoft Edge, Firefox, and Safari for desktop devices
- b. Google Chrome for Android devices
- c. Safari for iOS and iPadOS (Apple) devices

OpenClinica does not support Internet Explorer (IE11) or Edge Legacy (the original version of Microsoft Edge). If the environment you're working with requires multi-factor authentication (MFA), the login process has an additional step.

Multi-factor Log In

In addition to entering your **username** and **password**, you must scan a barcode and enter an access code generated by the **FreeOTP** or **Google Authenticator** app on your smartphone.

To Log In with Multi-factor Authentication:

1. Download either the **FreeOTP** ([iOS](#) or [Android](#)) app or the **Google Authenticator** ([iOS](#) or [Android](#)) app to your smartphone.
2. Scan the barcode.

You are required to set-up multi-factor authentication.

This extra security measure keeps your account safe if someone discovers your username and password. To get started, please follow the steps below. Then, each time you log in you will need to access the authentication app and enter the code it displays.

Step 1: Install one of the following applications on your mobile device:


- Google Authenticator (recommended) - (Android - iOS)
- FreeOTP - (Android - iOS)

Step 2: Open the application and scan the barcode:



Unable to scan?

Step 3: Enter the one-time code provided by the application in the box below and click Log In to finish the setup.



LOG IN >

3. Enter an access code.



Use your mobile device to open the authentication app that you previously configured to access this site and enter the code it displays.



One-time code

CANCEL

LOG IN >

Whenever prompted in the future, use the same mobile device you previously set up to receive the one-time passcode from either **Google Authenticator** or **FreeOTP**.

Functional approval by Paul Bowen. Signed on 2023-10-04 4:46PM

Approved for publication by Laura Keita. Signed on 2023-10-04 4:48PM

Not valid unless obtained from the OpenClinica document management system on the day of use.