



1. Technical instructions for creating new user account in ClinicalTrials.gov

- Researchers can request a new user account by sending an email to CDO (compliance@ki.se). The following information should be included in the email:
 - The Full Name of the researcher.
 - Email address of researcher.
 - Telephone number of researcher.
- CDO will create a new user account in ClinicalTrials.gov.
- The system will automatically create a new user ID (first initial and last name).
- The researcher will receive an email from ClinicalTrials.gov confirming that they have been registered for a user account.
- The email will include instructions for creating a password and log in information.
- Once completed, the researcher can log in using these credentials.
- The “organization” used for logging in is “Karolinska”.

2. Technical instructions for creating new user account in EudraCT

- Select “Register” at the main log in homepage.
- Select “Create a new EMA account”.
- Fill in the fields with red asterisk as these are mandatory and must be entered.
- Once all mandatory information has been entered, review the data protection statement, and select “Register”.
- Use the ‘drop menu’ to select 3 security questions and enter your answers.
- Answer the “Capcha question” and select “Next”.
- The researcher will receive an email with a “One Time Token”.
- Enter the “One Time Token” in the field and select “Confirm”.
- The researcher will then receive an email with registration and log in information.
- The system will automatically create a new user ID (Last name and first initial).
- Use the credentials to log into EudraCT.
- The user can manage the account by selecting on “Manage Account”.