Introduction

Frontier Science Foundation is a not-for-profit research organization dedicated to the improvement of data management and statistical quality in clinical trials and medical research. The Frontier Science Portal is maintained with the primary purpose of providing information and tools to assist site and laboratory staff with the data management facet of their clinical trial work.

Finding the Frontier Science Portal

The Frontier Science Portal is accessed from the Frontier Science Foundation home page (<u>https://www.frontierscience.org/</u>).

Logging on to the Frontier Science Portal

The Frontier Science Portal provides access to documents, reports, applications, and resources for registered users of Frontier Science websites. Portal features include:

- Standard navigation tabs and buttons
- Application-specific help
- Dynamic notification of new or updated content

Applying for and Changing Portal Access

Complete the <u>New User Registration Form</u> at <u>https://www.frontierscience.org/register</u> to register for a Portal account, or to request a change in your level of access or permissions.

Accessing the DMC Portal

Logging In

Once your Portal account is active, you can access the Portal by going to <u>www.frontierscience.org/portal</u> or by clicking the *Portal* link from the <u>Frontier Science home page.</u>



Password Policy

A login screen appears. Enter your user name in the format *lastname.firstname* as indicated on your registration confirmation email, and the password that you set up when registering for Portal web access.

Your password must be a secure password that contains between 10 and 50 characters, a combination of upper-case and lower-case letters, and at least one number and special character.

Frontier Science Portal Login Username: Password: Login Login Login Login Login Login Privacy and Terms of Use Site of Use This computer system is the one to perform various system maintenance tasks that control to the ongoing stability of DMC computer and communications system. This computer system is unathorized use, and to verify security procedures. Use of the forther Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the system. Online Portal Training is available here.	Frontier Science Portal Login Image: Ima	b	Frontier Science Home Portal Home Help
Login Username: training.user Password: Image: Login Login Login help? Register for a Portal account Reset password Privacy and Terms of Use This is computer system is monitored with privacy accommodations for all lawful purposes, including: ensuing that is use is authorized, for management of the system, suitorized use, and to verify security procedures. Use of the forther Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the system.	Login Username: training.user Password: Image: Login Login Login help? Reset password: Image: Login Privacy and Terms of Use Login help? Register for a Portal account Privacy and Terms of Use Privacy and Terms of Use This computer system is monitored with privacy accommodations for all lawful purposes, including: ensuing that its use is authorized, for management of the system, so the first security procedures. Use of the Frontier Science Computer system, authorized use, and to verify security system. Online Portal Training is available here.	Frontier Science Portal	
Username: training.user Password: Image: Comparison of the processing of the pr	Username: training.user Password: Image: Comparison of the provided and the provi	Login	This is the Frontier Science Computer System
Privacy and Terms of Use This computer system is monitored with privacy accommodations for all lawful purposes, including: ensuring that its use is authorized, for management of the system, to facilitate protection against unauthorized use, and to verify security procedures. Use of the frontier Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the system.	Privacy and Terms of Use This computer system is monitored with privacy accommodations for all lawful purposes, including: ensuring that its use is authorized, for management of the system, to facilitate protection against unauthorized use, and to verify security procedures. Use of the Frontier Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the system. Online Portal Training is available here.	Username: training.user Password: Login Login help? Reset password	This is the Frontier Science Computer System. All databases at the DMC are offline for maintenance each Friday and Saturday night from 11:50 PM to 12:10 AM Eastern time. All Data Management Center (DMC) computing systems will be offline between 3:00 PM and midnight, Eastern Time, on the first Saturday of each month. This will be done to perform various system maintenance tasks that contribute to the ongoing stability of DMC computer and communications systems.
Online Portal Training is available here.	Online Portal Training is available here.	Privacy and Terms of Use	This computer system is monitored with privacy accommodations for all lawful purposes, including: ensuring that its use is authorized, for management of the system, to facilitate protection against unauthorized use, and to verify security procedures. Use of the Frontier Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the system.
			Online Portal Training is available here.

If you are a new user, click *Register for a Portal Account*. Our User Support staff will need to verify your request, so access is not instantaneous.

If you are an active user, the *Reset Password* link allows you to reset your web password.

Terms of Use

If you are logging into the Portal for the first time, you must first review and acknowledge the Frontier Science Foundation *Terms of Use*.

frontier science foundation	ut Us 🗸 🛛 Services & Solutions 🗸	Project Portfolio	Careers Contact Us	Portal	<u><u></u></u>
Terms of Use			Privacy Policy Privacy Notice Cookie Policy		
Terms of Use			Terms of Use ePortal Terms of Use		
Revised: February 14, 2021			corporate bocuments		
THESE TERMS ESTABLISH AN AGREEMENT WITH THESE TERMS UPON THE EARLIER OF: (A) VISITI "ACCEPT" OR "AGREE" SELECTOR; OR (C) ORDEF PRODUCTS OR SERVICES THAT WE MARKET THR INCLUDE A WAIVER OF THE RIGHT TO A JURY T 1. Introduction	YOU, AND YOU AGREE TO BE BOU IG THIS WEBSITE; (B) CLICKING T NG, PAYING FOR, RECEIVING OR DUGH THIS WEBSITE. <u>NOTE: THE</u> RIAL.	ND BY HE JSING ANY SE TERMS			
1.1 Terms of Ose					
This website is owned and managed by Frontier	Science & Technology Research	and Torms			
of Use ("Terms") apply to this website, our othe	r Marketing Channels (defined be	low), and			
the transactions related to our products and set	vices.				
1.2 About Us					
We are a nonprofit corporation performing serv	ces on a worldwide basis related	to clinical			
trial projects involving a variety of diseases. Am	ong other services, we train proje	ct			
members, develop study protocols, collect, ana	yze and manage project-related o	lata, and			-

The *Terms of Use* will be presented to you the first time you log in. After reading, click the *Agree* button in the bottom left-hand corner. Entering your login credentials and clicking *eSign* constitutes an electronic signature that you have read, understand, and agree to the terms of use for the Frontier Science Portal.

Confirm A	greement
By entering you confirm the terms of Use.	our username and password and clicking eSign, hat you have read, understand and agree to the
Username:	training.user
Password:	•••••
	Training User December 9, 2024
	eSign Cancel

Portal Contents

After logging in, you will be taken to the Portal homepage.

frontier	Welcome: Training Use Project: Project 1 (PROJECT1 Databas						
J science foundation			Portal Home	Help	Support	Options	Logout
Links and Applications List	ed by Category						
Show Most Recently Used Items							
QA Tools	Reports	Site Support					
Codebook Generator	Accrual Report	Computing Manual					
QA Report Schedule (.pdf)	Monthly QA Report	Training Pages					

Header

In the header, you can see your user name and project to the right.



Navigation buttons are below your name and project.

Button	Description
Portal Home	Returns to the Portal home page.
Help	Displays item-specific help text or documents where applicable. Help contents will change depending upon the link or application that you have clicked.
Support	Displays contact information for our User Support Department.
Options	Allows access to a password reset utility.
Logout	Logs the user out of the Portal and returns to the login screen.

Project-Specific Announcements

If there are any project-specific announcements, they will appear in the center of the header.



Footer

Links to *Privacy and Terms of Use* are found in the footer of the page.

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Frontier Science Home Privacy and Terms of Use
Copyright (c) 2024 Frontier Science & Technology Research Foundation, Inc.
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Clicking *Frontier Science Home* will return you to the Frontier Science homepage. If you wish to review the *Terms of Use*, you can access it by clicking the *Privacy and Terms of Use* link.

Body

In the body of the page, all of the links and applications are separated by category. Categories appear in the grey header above each section.



Under a category, click a link to open an item. Items available on the Frontier Science Portal will be based on access requested at registration, and for which you have been approved.

Item-Specific Help

Clicking the *Help* button on most pages in the Portal will bring up item-specific help. Contents change according to where you are in the Portal. Clicking *Help* from an application, such as the Email Directory Lookup, will bring up the Email Directory Lookup help file in a new window.

Jscience foundation						
Home > Email Directory Lookup Email Directory Lookup						
Enter all or part of a name, m		HELP_Er	hailDirectoryLookup (3). + +			×
		\rightarrow C	③ File fringe-2020/AmherstHomeDir.v8/Stalling/Downloads/HELP_EmailDirectory ♀	Ē		
Search:	1	of 5 Q		B	P	*
			Email Directory Lookup COMP REF016 (Version 1.0, 12-Sep-2023) Email Directory Lookup			
			User Guide			
			Introduction			
			About			
			The Email Management System is an email directory that lists email addresses on file with Frontier Science, as well as email groups maintained by Frontier Science.			
			Users can do the following:			
Frontier Science Home Privacy and Te			Find the email address for a person See what email groups a person is in Find the email address for a group See members of a mail group			

Returning to the Portal

To return to the Portal Home page, click Portal Home, or click Logout to end your Portal session.



User Support

If you have any questions, please contact our User Support department using the contact information in the *Support* link.

Frontier Science User Support

Hours of Operation

User Support is available 24 hours a day, 365 days a year with the exception of the holidays listed below. If you experience problems, or have questions about the Frontier Science website or systems, please contact the appropriate group listed below and provide a detailed description of the problem you encountered.

Site User Support Phone: +1 716 834-0900 x7302 Email: <u>user.support@fstrf.org</u>

Registration/Randomization Support Phone: +1 716 834-0900 x7301 Email: rando.support@fstrf.org

IBCSG Registration/Randomization Support Phone: +1 716 834-0900 x7301 Email: <u>bc.helpdesk@fstrf.org</u>

LDMS and Laboratory User Support Phone: +1 716 834-0900 x7311 Email: ldmshelp@fstrf.org

DataFax User Support Phone: +1 716 834-0900 x7302 Email: datafax.user.support@fstrf.org

OlympiA Centers User Support Phone: +1 716 834-0900 x7301 Email: <u>olympia.rando@fstrf.org</u> https://frontierscience.org/olympia/support/home.view

Observed Holidays List Support is not available on the following holidays: New Year's Day Memorial Day (US Holiday) Independence Day (US Holiday) Thanksgiving Day (US Holiday) Christmas Day

Thank you for taking the time to review this manual.