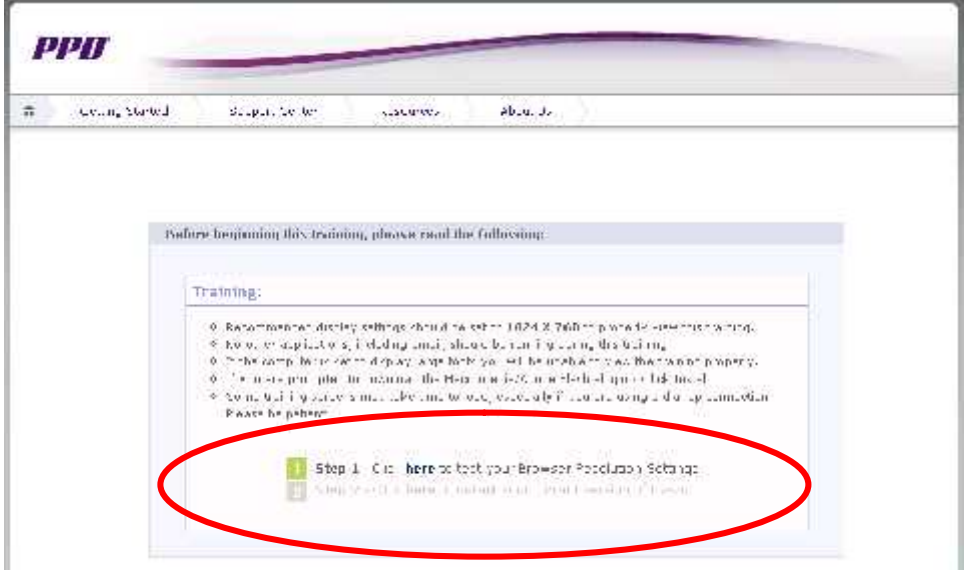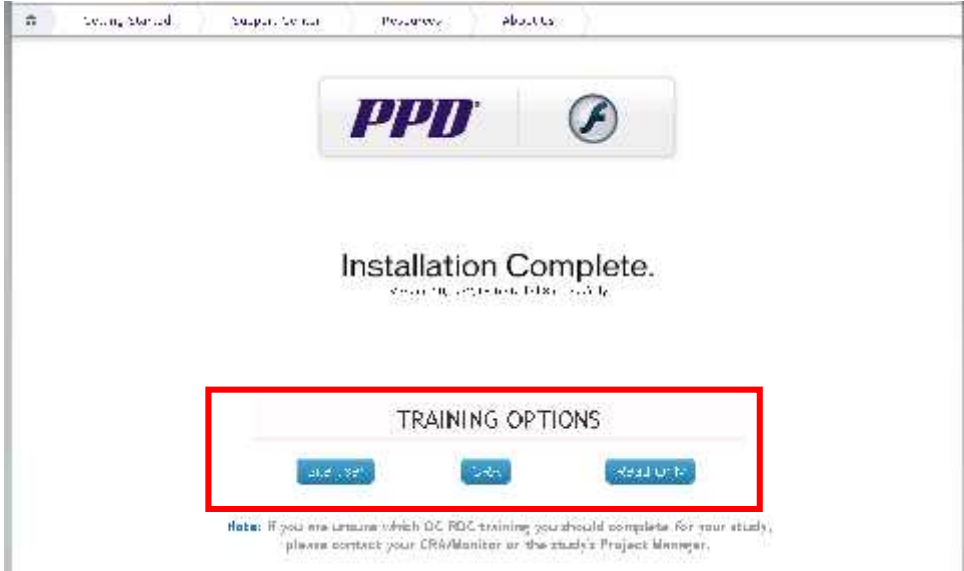|	Oracle® Clinical Remote Data Capture v4.6.x (OC RDC)
PPD	
Online Training for Sites, Sponsors and External CRAs / Clinical Monitors	

In order to gain access to Oracle Clinical Remote Data Capture 4.6.x for this clinical trial, you must complete the following:
1. Perform Oracle Clinical Remote Data Capture (OC RDC) system training
2. Complete and submit an online Training Completion Form
3. Complete and submit an online RDC Account Request Form

STEP	
1. LAUNCH Internet Explorer	Internet Explorer opens.
2. ENTER the following URL for your study in the Address field: http://rdc.ppdi.com/server1 (OCDB5P) http://rdc.ppdi.com/server2 (OCDB3P) http://rdc.ppdi.com/server3 (OCDB2P) http://rdc.ppdi.com/server4 (OCDB1P) http://rdc.ppdi.com/server5 (OCDB4P) If you are not sure which URL to use, contact your Study Team.	
3. Press **ENTER**.	The EDC Website displays.
4. CLICK either the **Getting Started=>Online Training** menu command or the **Complete Online Training** link from the EDC website. **NOTE**: If you have already performed PPD's OC RDC 4.6.x training and need to only request access to your specific study, CLICK **Submit Account Request Form** under the Getting Started section and go to **Step 14**.	

STEP	
5. CLICK the **here** link for steps 1 and 2 to test your Browser resolution and version of Flash. For any issues with testing your Browser and Flash version, contact the EDC Support Center. **EDC Support Center Toll Free Number:** **1-866-765-0279** **in the US and Canada** **See Page 5 to acquire instructions for obtaining international toll free numbers**	
6. CLICK the appropriate button to launch the online training specific to your role in the study. - **Site User** – for Investigator, Sub-I, Study Coordinator or other investigative site staff. - **CRA** – for external CRAs, Data Managers and PVG personnel. - **Read Only** – for PMs, CTMs, Sponsors or Auditors. - **_NOTE - All PPD staff should train through the PPD LMS system and take the associated assessment._**	

	STEP	
7.	The training Introduction screen is displayed. 8. CLICK the Next button, or select a Lesson Name from menu on the left of the screen to begin training. Training is not considered complete until all lessons have been reviewed.	
9.	When <u>ALL</u> lessons have been completed, you will be navigated to the Register Training Completion screen. CLICK the **Next** button to register your training completion.	
10.	COMPLETE the **Training Completion Form** online. 11. SELECT an option (email, fax or print) for receiving a copy of your completed form. **A copy of your training record is required for audit purposes – file form in your study binder**. 12. CLICK the **Submit** button.	
	STEP	

	Oracle® Clinical Remote Data Capture v4.6.x (OC RDC)
PPD®	
	Online Training for Sites, Sponsors and External CRAs / Clinical Monitors

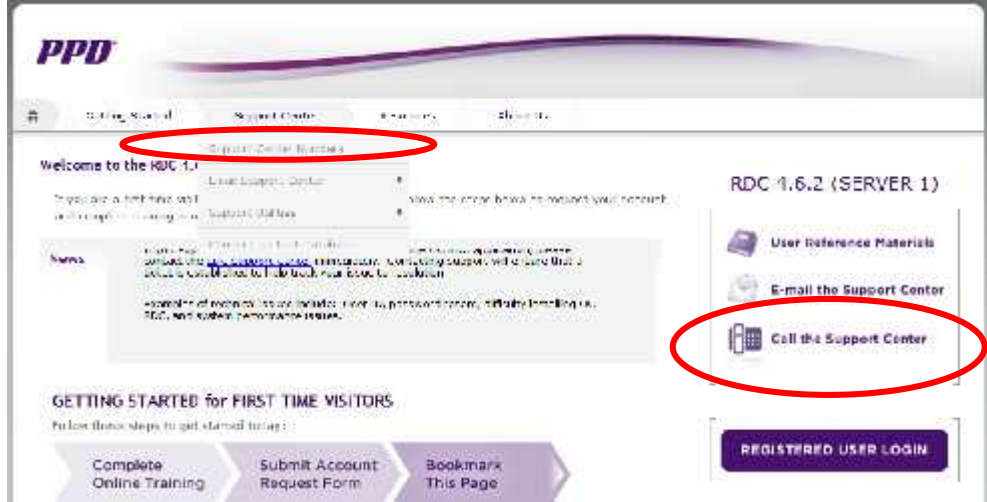|	
13. CLICK the **Account Request Form** button for access to the study **production** database. **- OR -** 14. If you will participate in User Acceptance Testing for the study, close this screen to return to the EDC website. SELECT **Resources> UAT Account Request Form** for access to the study **test and production** databases	
15. COMPLETE the **Account Request Form** online. 16. SELECT an option (email, fax or print) for receiving a copy of your completed form (for your records). 17. CLICK the **Submit** button. 18. CLICK the **Online Training** button to return to the online training or the **EDC Start Page** to return to the EDC Website. For any issues, contact the EDC Support Center. **EDC Support Center Toll Free Number:** **1-866-765-0279** **in the US and Canada** **See Page 5 to acquire instructions for obtaining international toll free numbers**	

PPD®

Obtaining Your Toll Free Code and Support Center Phone Number

STEP	
1. LAUNCH Internet Explorer	Internet Explorer opens.
2. ENTER the following URL for your study in the Address field: http://rdc.ppdi.com/server1 (OCDB5P) http://rdc.ppdi.com/server2 (OCDB3P) http://rdc.ppdi.com/server3 (OCDB2P) http://rdc.ppdi.com/server4 (OCDB1P) http://rdc.ppdi.com/server5 (OCDB4P)	
3. Press **ENTER**.	The EDC Website displays.
4. CLICK either the **Phone Icon** or the **Support Center=>Support Center Numbers** menu command**.** 5. A map of the world displays.	

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STEP	
6. CLICK on the region you reside in.	
7. Your Toll Free WorldPhone Access **code** displays. 8. CLICK the **World Phone Directory** link to obtain your toll free number	
9. CLICK on the first letter of the country you will be calling from. 10. Your toll free number will be listed next to your country. 11. When calling the EDC Support Center, use the toll free number and then enter the access code when prompted.	