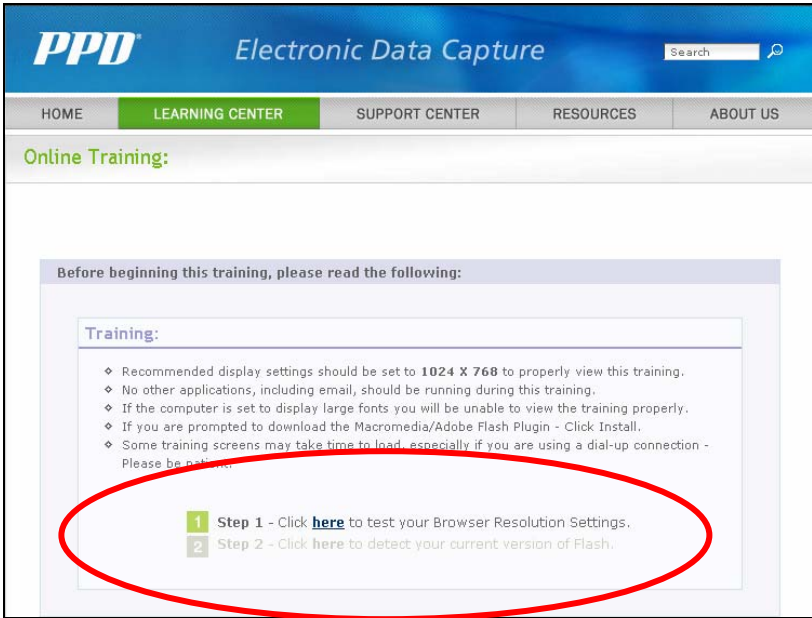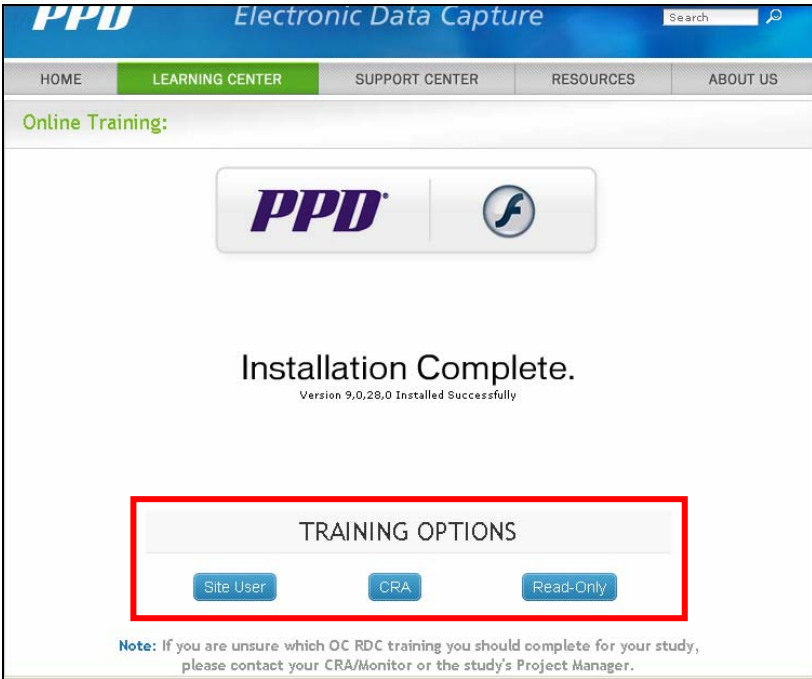# OC RDC 4.5.3 Online Training for Sites, Sponsors and External CRAs/Clinical Monitors

In order to gain access to Oracle Clinical Remote Data Capture 4.5.3 for this clinical trial, you must complete the following:
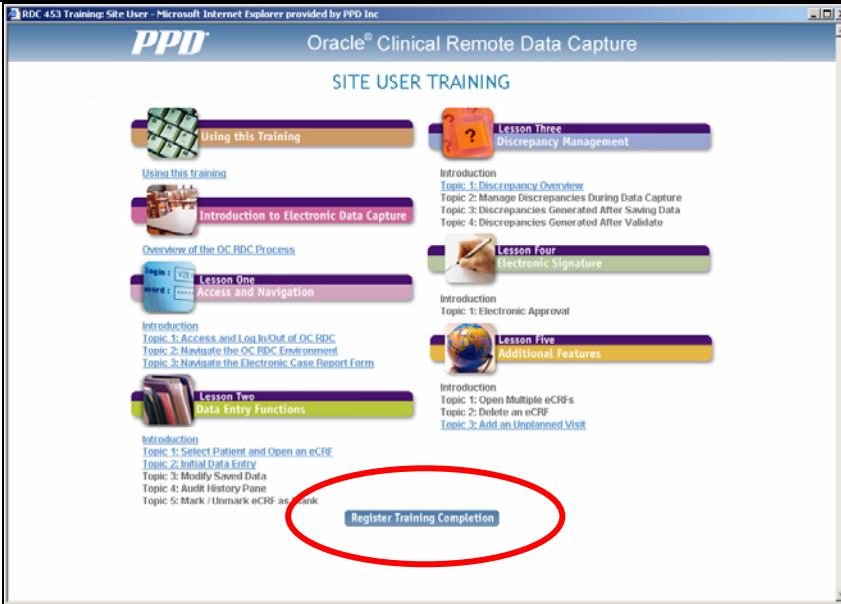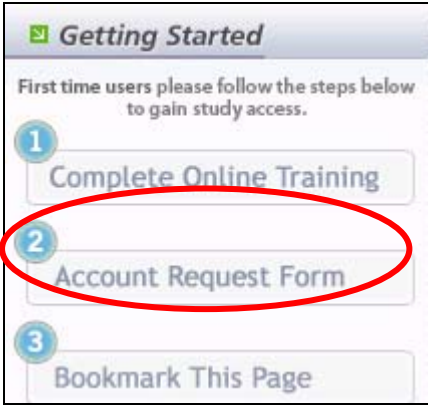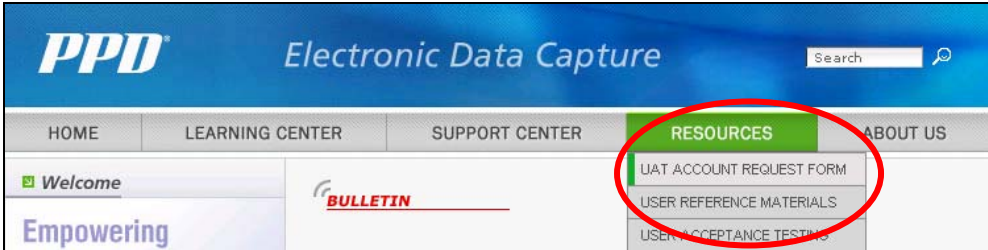1. Perform Oracle Clinical Remote Data Capture (OC RDC) system training
2. Complete and submit an online Training Completion Form
3. Complete and submit an online RDC Account Request Form

STEP	
1. LAUNCH Internet Explorer	Internet Explorer opens.
2. ENTER the following URL for your study in the Address field: http://edc.ppdi.com/html/server1 (RTPOCP) http://edc.ppdi.com/html/server2 (BRUOCP) http://edc.ppdi.com/html/server3 (AUSOCP) http://edc.ppdi.com/html/server4 (AUSOC2P) If you are not sure which URL to use, contact your Study Team.	
3. Press **ENTER**.	The EDC Website displays.
4. CLICK either the **Learning Center=>Online Training** menu command or the **#1 Complete Online Training** link from the EDC website. **NOTE**: If you have already performed PPD's OC RDC 4.5.3 training and need to only request access to your specific study, CLICK option #2, **Submit Account Request Form**, under the Getting Started section and go to **Steps 13-15**.	

Version 1.2
17 May 2010

OC RDC 4.5.3 Online Training for Sites, Sponsors and External CRAs/Clinical Monitors

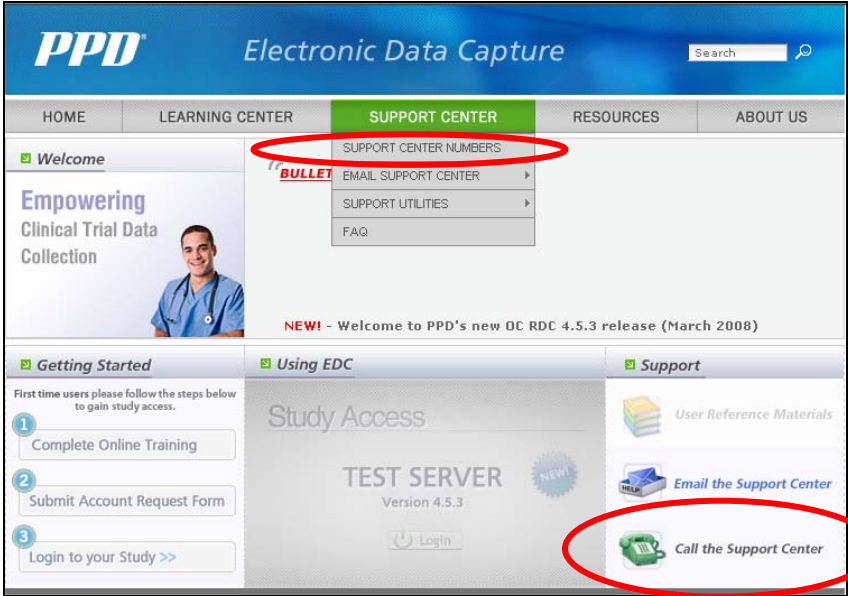| STEP	
5. CLICK the **Here** link for steps 1 and 2 to test your Browser resolution and version of Flash. For any issues with testing your Browser and Flash version, contact the EDC Support Center. **EDC Support Center Toll Free Number:** **1-866-765-0279** **in the US and Canada** **See Page 5 to acquire 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 PPD or external CRAs, Data Managers and PVG personnel. - **Read Only** – for PMs, CTMs, Sponsors or Auditors.	

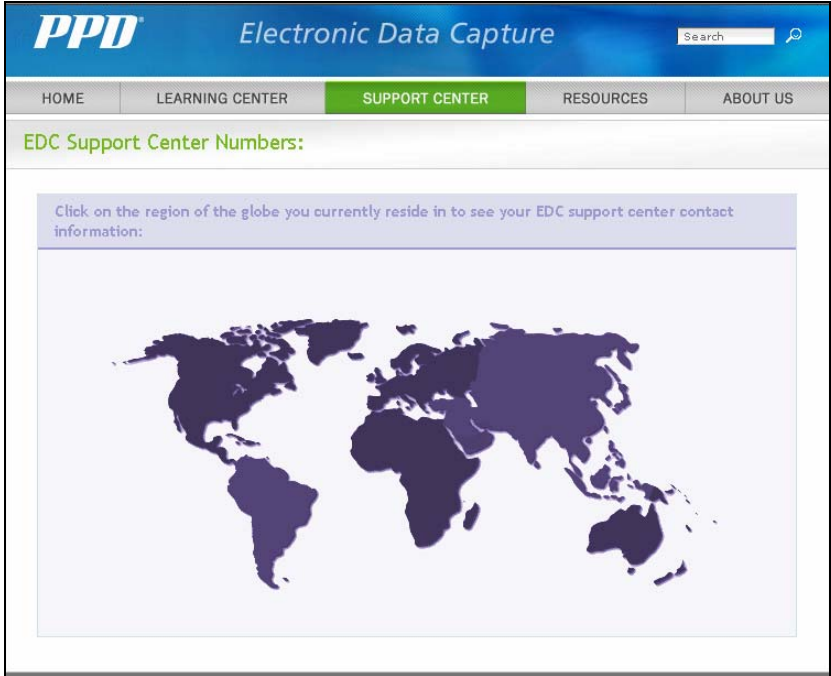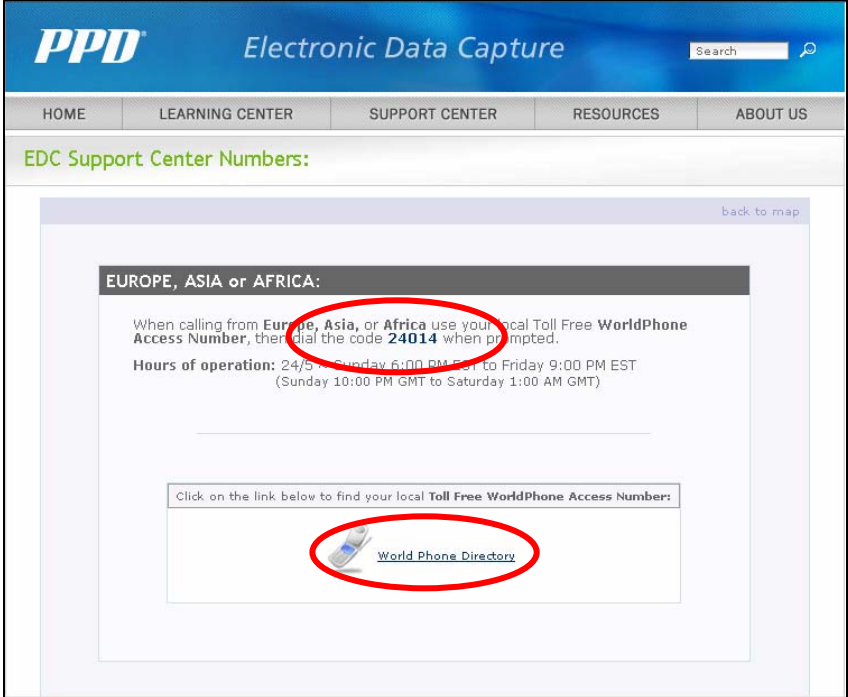| STEP	
7. The Training content screen displays. **NOTE:** If you have already performed PPD's OC RDC 4.5.3 training and need to only submit your Training Form, go to **Step 9**. 8. CLICK a Lesson Topic to begin training. Training is not considered complete until all modules have been reviewed. 9. When finished with <u>ALL</u> modules, CLICK the **Register Training Completion** button.	
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. 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, SELECT **Resources> UAT Account Request Form** for access to the study **test and production** databases	

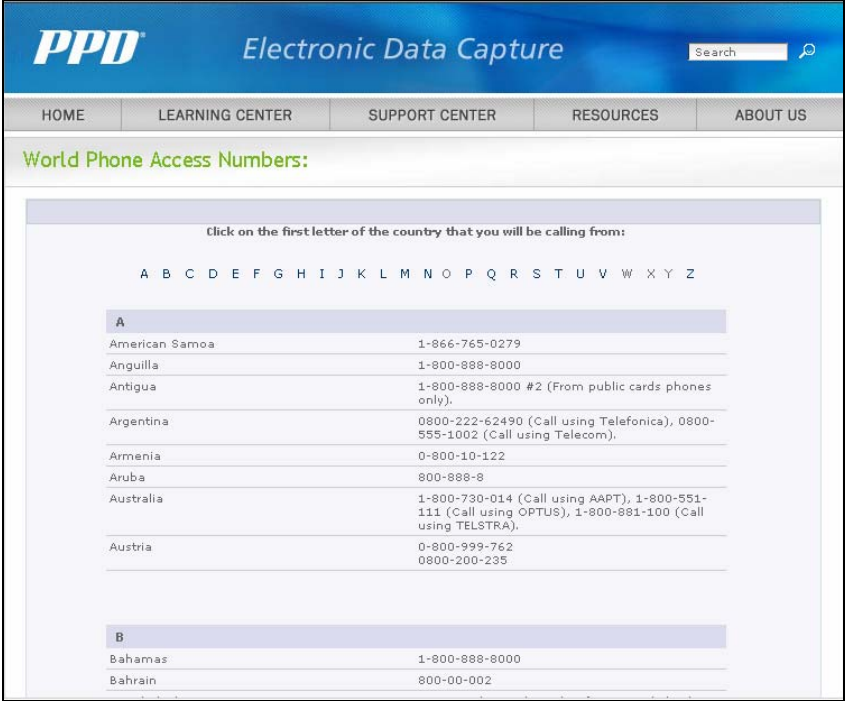| STEP	
15. COMPLETE the **Account Request Form** online. 16. SELECT an option (email, fax or print) for receiving a copy of your completed form (for your records). 17. CLICK the **Submit** button. 18. CLICK the **Online Training** button to return to the online training or the **EDC Start Page** to 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**	Oracle Clinical RDC Account Access Request Form Submission to PPD was Successful! Thank you for your submission. **Delivery confirmation: Email** Submitted form has been successfully sent as an attachment to the email address at: **joesmith@ppdi.com** An RDC Training Completion Form is required for each OC RDC mode that you use to access OC RDC. If you wish to complete additional OC RDC training now, please click the Online Training button below. If you do not wish to complete additional training at this time, please select "Home". [Online Training] [EDC Start Page]

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://edc.ppdi.com/html/server1 (RTPOCP) http://edc.ppdi.com/html/server2 (BRUOCP) http://edc.ppdi.com/html/server3 (AUSOCP) http://edc.ppdi.com/html/server4 (AUSOC2P) If you are not sure which URL to use, contact your Study Team	
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.	

Obtaining Your Toll Free Code and Support Center Phone Number

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	

Obtaining Your Toll Free Code and Support Center Phone Number

STEP	
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.	