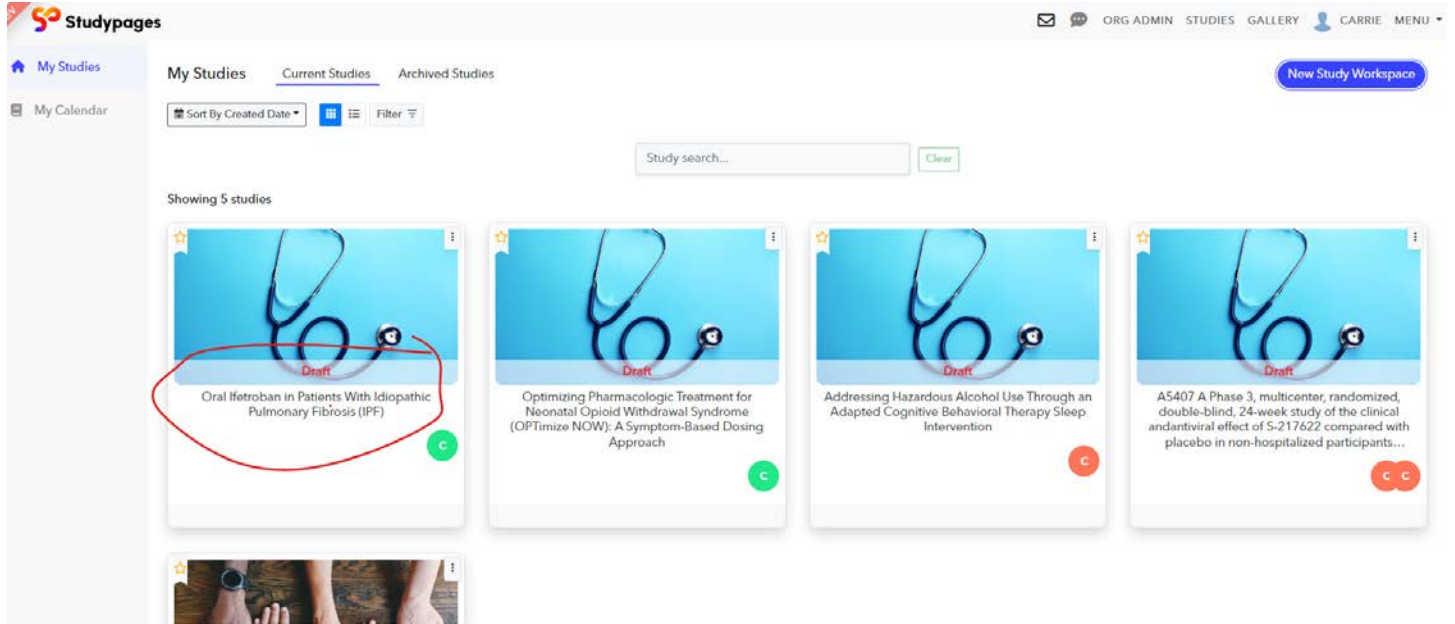


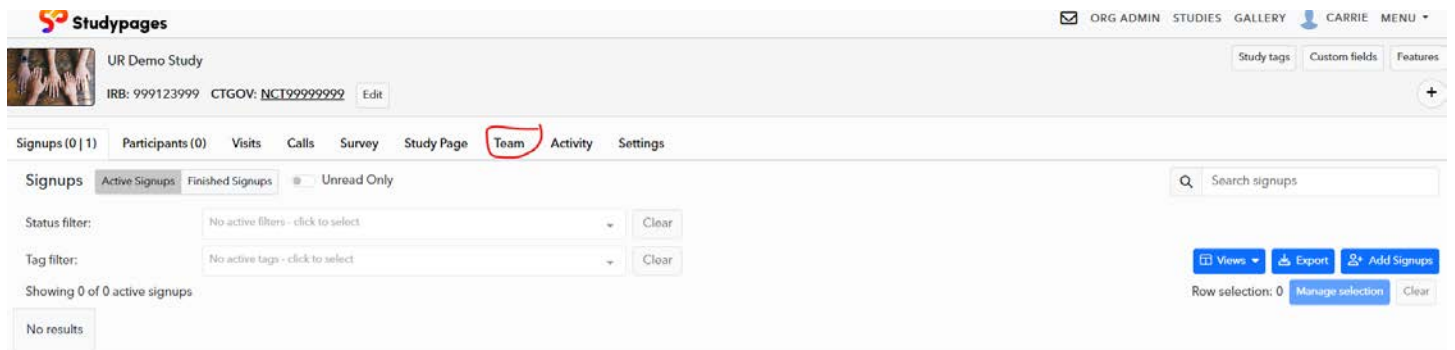
UR CTSI Guideline for Inviting Team Members

GENERAL NOTES

- o Ready to add team members? Log in to [StudyPages](#), then click on the study of interest.



- o Navigate to the Team Tab.

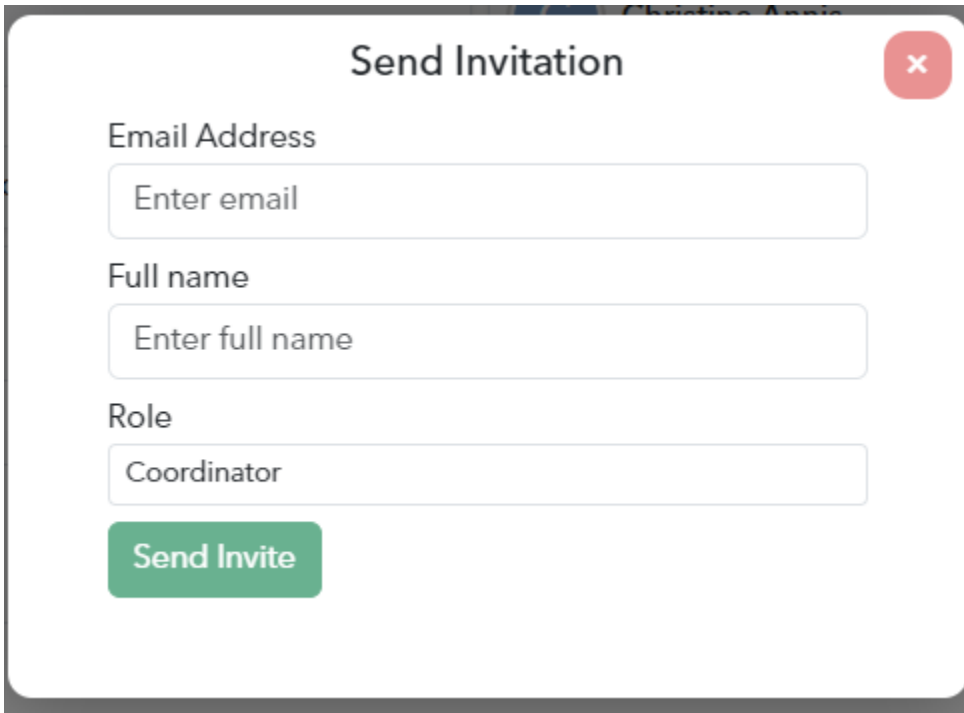


- o Check to see if your team mate has an account. Click the Add button.

- Type their first name and last name to see if they are in the system. If their name appears, select and then choose the most appropriate Role from the dropdown menu. Then hit add user.

- If their name doesn't appear on the list, press the Invite button.

- Enter their email, Full Name (First Last) and select the most appropriate role from the dropdown list.



Send Invitation

Email Address

Enter email

Full name

Enter full name

Role

Coordinator

Send Invite

They will receive an email invitation from the system and can then log into Studypages using the UR or URMIC single sign on. Once they have signed in you can use these instructions to add them to the team.