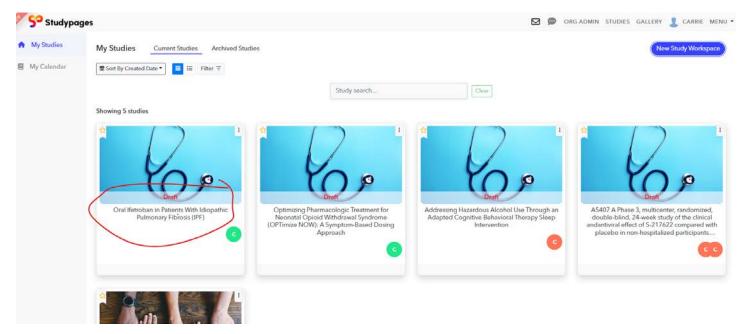




UR CTSI Guideline for Inviting Team Members

GENERAL NOTES

• Ready to add team members? Log in to <u>Studypages</u>, then click on the study of interest.



• Navigate to the Team Tab.

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Showing 0 of 0 active si	ignups	Row selection: 0 Manage selection Clear
No results		

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

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Coordinator	Coordinator	Coordinator	Member	
Coordinator	Coordinator	Coordinator	Member	
C Cody Gardner	Carrie Dykes	Ŧ		
Member	Member			
Invite from existing team is <u>not required</u> for new members to join Make Invite required	n			
None				

• 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.

Type to search	
Role*	
Coordinator	
Add User	

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

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Cody Gardner	E Carrie Dykes	1				
Member	Member					
Invite from existing team is not required for new members to jo	an .					
Make invite required						
Study Invites						
None						





• 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 nam	le	
Role		
Coordinator		

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