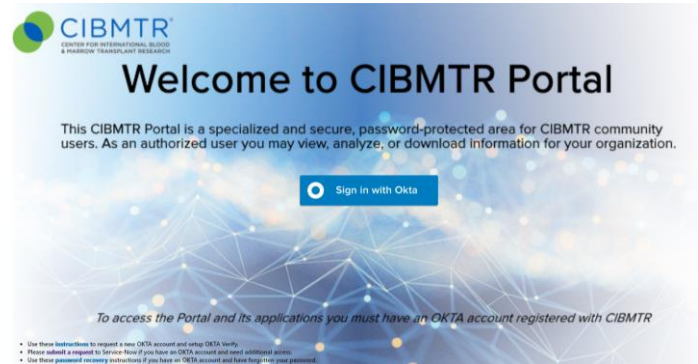


Every Tuesday, COVID Impact Reports will be uploaded to the CIBMTR Portal. Primary data managers and CC-PDC will receive an email if their center has a report that week in the CIBMTR Portal.

## Logging in to the CIBMTR Portal

1. Go to the CIBMTR Portal landing page:  
[portal.cibmtr.org](https://portal.cibmtr.org)
2. Click on Sign in with Okta\*
3. Enter your FN3 username and password
4. Click on “Send Push”
5. Approve the push notification on your mobile device



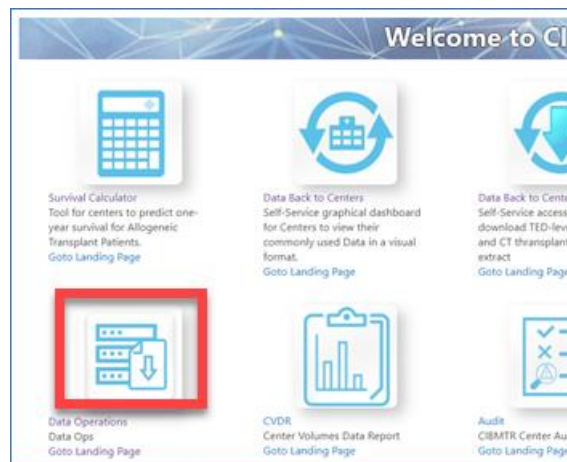
Use these [instructions](#) to setup Okta Verify. If you do not have a user account, please ask your primary Data Manager to create one for you in the [Network Partner Portal](#).

Please submit a request to [CIBMTR Center Support](#) if you have any **trouble accessing** the CIBMTR Portal or if you have a user account and **need additional access**. Choose category “CIBMTR Center Maintenance” and then “CIBMTR Portal Help.”

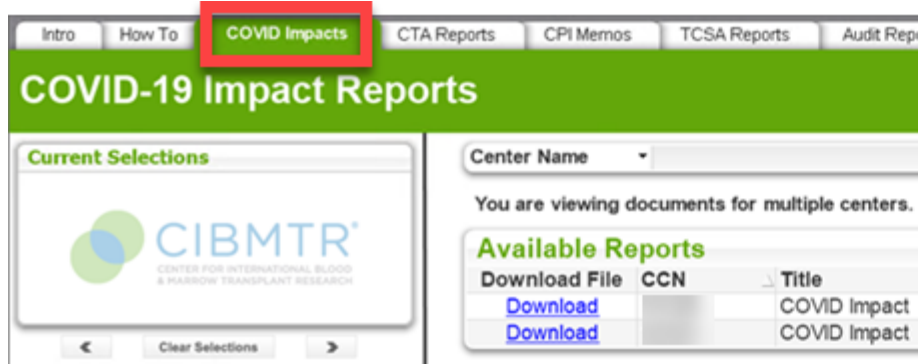
\*If you use an alternate form of multifactor authentication, you may also click on “Sign in with Okta” and follow the steps for access.

## Accessing and Downloading the COVID-19 Pandemic Impact on Hematopoietic Cell Transplantation (HCT) File

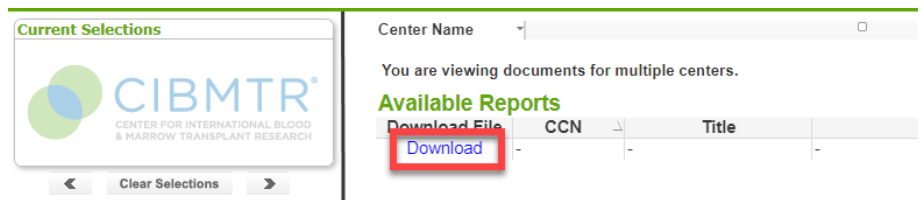
1. Click on the **Data Operations** tile on the CIBMTR landing page.



2. Click on the tab labeled **COVID Impacts**



3. Click on the blue **Download** button to download the desired file



If your center does not have any files to download, this message will be present:

**There are no files available for your center at this time.**

If you feel this is an error, please contact CIBMTR Center Support

<https://nmdp.service-now.com/csm>

## Providing Supplemental Data in the Spreadsheet

The reporting spreadsheet will contain your centers list of applicable CRIDs. Follow the directions in the headers to provide the requested data.

Answer the following questions regarding changes in approach to HCT since March 1, 2020. This is required for ALL allogeneic HCTs and requested for Submit spreadsheet via CIBMTR Center Support. Please use Category "COVID Impact to HCT"

CCN	CRID	Infusion Date	Donor Type	Patient Event ID	1. Was the HCT impacted for a reason related to the COVID-19 (SARS-CoV-2) pandemic?	2. Original date of HCT:	Date estimated	No change to planned HC date due to COVID-19 pandemic
		7/22/2020	ALLO_U					
		3/11/2020	ALLO_R					
		4/30/2020	ALLO_R					
		5/14/2020	ALLO_R					
		5/28/2020	ALLO_R					
		6/3/2020	ALLO_R					
		6/4/2020	ALLO_R					

## Uploading Supplemental Data Spreadsheet in CIBMTR Center Support

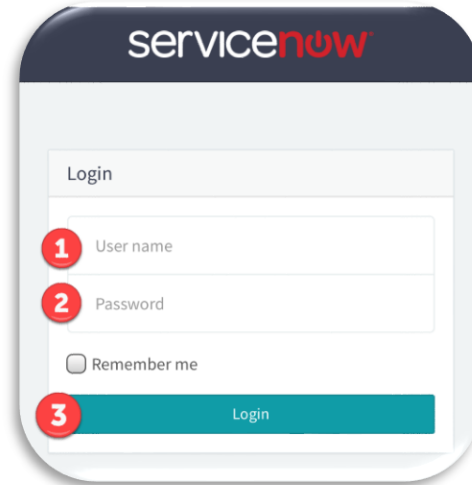
### Logging into ServiceNow:

<https://nmdp.service-now.com/csm>

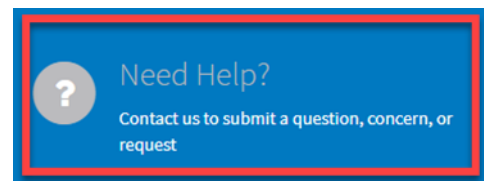
1. **Username** = FormsNet3 username
2. **Password** = FormsNet3 password
3. Click **Login**

\*if your email is incorrect in the FormsNet3 application, your primary data manager can update your email

\*if you cannot remember your FormsNet3 username and password, please contact the Service Desk 1-800-526-7809 x3411 or 763-406-3411



4. Click **Need Help?** to open a ticket to submit the completed **COVID Impact to HCT File**



Center Type

5 Transplant

\*CCN

6

What is your question regarding?

7 COVID Impact to HCT

\*Relating to:

8

COVID-19 (SARS-CoV-2) Impact on Hematopoietic Cell Transplantation (HCT) Question

Spreadsheet Submission

Describe your question in detail

9 spreadsheet submission

If you need to discuss this question via the phone, please enter your phone number and a good call back time

Keep in the Loop

11 Submit

10 Add attachments

5. Click **Center Type** and select **Transplant**
6. Select your **Center Name**
7. Click **What is your question regarding?** And select **COVID Impact to HCT**
8. Click **Relating to** and select **Spreadsheet submission**
9. Type **spreadsheet submission** in description
10. Click **Add Attachments** to upload your document
11. Click **Submit**