



TCT | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR

Audience: *International and Domestic Data Managers*

We are excited to announce the 2021 TCT Meetings have transitioned into **The 2021 TCT Meetings Digital Experience**, taking place all online **February 8-12, 2021**, with various sessions held the **weeks of February 1st and 15th**. Sessions will take place between the hours of approximately 9:00am - 5:00pm CST; however, attendees will have the opportunity to view accredited sessions for an extended period post-session to claim continuing education credit.

The *Clinical Research Professionals / Data Management Track* will take place **Monday, February 1, 2021 – Thursday, February 4, 2021** via Webex from 10:00am – 2:00pm CST each day. For a complete list of topics and times, please refer to the [agenda](#).

Registration is **open** for **The 2021 TCT Meetings Digital Experience and The Clinical Research Professionals / Data Management Track**. Click [HERE](#) for further details and registration. If you have any difficulties registering, please email TCTMRegistration@conferencedirect.com

Registration Fees

	Available through January 7	Available through February 12
Allied Health Professional <i>*member rates</i>	\$60	\$110

New Data Manager Onboarding

Audience: *International and Domestic Data Managers*

Part of the TCT | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR

CIBMTR Data Operations offers new data manager onboarding twice a year. In person each February at The TCT | Transplantation & Cellular Therapy Meetings and each August/September virtually.

New Data Manager Onboarding is for individuals with **six months or less experience (hire date July 1, 2020 - December 31, 2020)** at their center. The classes include interactive training in our FormsNet3 training environment along with topics that are pertinent to new data managers to assist in submitting quality data.

Next Virtual Class:
February 15 - 19, 2021
10:00am - 2:00pm CST Daily

Format

The classes will be led by CIBMTR Data Operations subject matter experts via Webex.

Registration

Registration is **open** via the 2021 TCT | Transplantation & Cellular Therapy Meetings Digital Experience [website](#). If you will *only* be attending New Data Manager Onboarding and *not* The 2021 TCT Meetings Digital Experience, you **MUST** email etuschl@mcw.edu to receive a registration code otherwise the

**Registration will close when we receive 35 participants.
Currently we have 13 data managers registered.
A waitlist will not be available for this class**

The cost of the class is \$125. Data managers must attend all sessions as the classes build off each other.

Registered participants will receive Webex invites in January 2021. The invites will include directions, pre-work, and links to electronic class materials.

Registration Refund and Cancellation Policy

No refund will be issued for cancellations. A replacement attendee, from the same center, may be sent in place of the original registrant.

Gaining Access to CIBMTR Systems

Audience: *International and Domestic Primary Data Managers and Medical Directors*

Creating an Account in the Network Partner Portal

To get someone access to CIBMTR systems (FormsNet3™, the CIBMTR Portal, and CIBMTR Center Support) the person will need an account to be added in the **Network Partner Portal** and, if applicable, be given a role in FormsNet3. The center's primary data manager* or medical director can add the person to the center staff at <https://nmdp.service-now.com/partner/>.

This is generally done using "**Create New User**", however, some users **may already have NMDP accounts**. If by chance it says the user already exists, then it is necessary to add a new center association by choosing "**Modify User**" and then "**Add an existing user...**" The person can be found in the system using their email address, associated with the new center as applicable, and given a role.

The account will be configured **based on the role** given to the person in the Network Partner Portal. All users have access to **CIBMTR Center Support**, select **CIBMTR Portal Application(s)**, and may also have access to **FormsNet3**. Please refer to the **Network Partner Portal Role Reference Guide** below for further details. The account takes about an hour and a half to process and applications will be available as outlined below.

CIBMTR Center Support

Once an account is established, all questions and requests should be submitted via **CIBMTR Center Support** at <https://nmdp.service-now.com/csm>. Clinical, technical, and procedural questions may be submitted. They will be routed to the appropriate teammates for a response. Questions and requests submitted in other ways, by email, for example, may not be responded to in a timely manner as the team is now working first on questions and requests that come in via [CIBMTR Center Support](#).

FormsNet3™

A new staff member will be able to start working in FormsNet3 **approximately an hour and a half** after the new account request is submitted provided they have been set up in the application. For a **FormsNet3** user, once the account is created, the person should be given an application user role in FormsNet3. Without a role, the user will not be associated with a center and will be unable to access the Recipient tab in the FormsNet3 application. To give someone a role, the primary data manager should find the username in the dropdown in the Security Toolset on the Admin tab in the FormsNet3 application. The username is the first letter of the person's first name and up to seven letters of their last name (sometimes followed by a number.) Generally, the role to be given is "FN3_REC_DATA_MANAGER", but could also be the primary data manager role, or even a view-only role(s) which are listed in the Security Toolset.

The CIBMTR Portal

Access to the **CIBMTR Portal** will also be set up based on the submission of the account creation request in the Network Partner Portal. Access to each portal application is governed by the role assigned (see Network Partner Portal Role Reference Guide below.) It may take **up to two business days** for the user to be fully activated. To expedite the setup, please put in a request via [CIBMTR Center Support](#). Please include information that the account was already created in the Network Partner Portal.

*If you are not sure who the primary data manager at your center is, please submit a request via [CIBMTR Center Support](#), or have a colleague submit a ticket on your behalf requesting the information.

Network Partner Portal Role Reference Guide

U.S. Centers			
Network Partner Portal Role	CIBMTR Portal	FormsNet3	CIBMTR Center Support
Primary Data Manager	<ul style="list-style-type: none"> Data Back to Center Center Performance Analytics Survival Calculator Center Volumes write access 	<ul style="list-style-type: none"> Recipient tab Admin tab 	<ul style="list-style-type: none"> Full Access
Medical Director	<ul style="list-style-type: none"> Data Back to Center Center Performance Analytics Survival Calculator Center Volumes write access 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
Data Manager	<ul style="list-style-type: none"> Data Back to Center Center Performance Analytics Survival Calculator Center Volumes view only 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
Center Administrator	<ul style="list-style-type: none"> Data Back to Center Center Performance Analytics Survival Calculator Center Volumes view only 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
FACT-JACIE Quality Manager	<ul style="list-style-type: none"> Data Back to Center Center Performance Analytics Survival Calculator Center Volumes view only 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
Staff Physician	<ul style="list-style-type: none"> Survival Calculator 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Full Access
Financial Staff	<ul style="list-style-type: none"> Finance Payments 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Full Access
Staff	<ul style="list-style-type: none"> Survival Calculator 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Full Access
Emergency Contact	<ul style="list-style-type: none"> Role not in use for CIBMTR research centers 		

Non-U.S. Centers			
Network Partner Portal Role	CIBMTR Portal	FormsNet3	CIBMTR Center Support
Primary Data Manager	<ul style="list-style-type: none"> Data Back to Center Survival Calculator 	<ul style="list-style-type: none"> Recipient tab Admin tab 	<ul style="list-style-type: none"> Full Access
Medical Director	<ul style="list-style-type: none"> Data Back to Center Survival Calculator 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
Data Manager	<ul style="list-style-type: none"> Data Back to Center Survival Calculator 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
Center Administrator	<ul style="list-style-type: none"> Data Back to Center Survival Calculator 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
FACT-JACIE Quality Manager	<ul style="list-style-type: none"> Data Back to Center Survival Calculator 	<ul style="list-style-type: none"> Recipient tab 	<ul style="list-style-type: none"> Full Access
Staff Physician	<ul style="list-style-type: none"> Survival Calculator 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Full Access
Financial Staff	<ul style="list-style-type: none"> Finance Payments 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Full Access
Staff	<ul style="list-style-type: none"> Survival Calculator 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Full Access
Emergency Contact	<ul style="list-style-type: none"> Role not in use for CIBMTR research centers 		

New User's First Login to CIBMTR Systems

When a new user account is created, the person will be able to log into CIBMTR systems approximately 90 minutes after the account request is completed. When the account is created, the requestor will receive a notification with the username and a separate email with a system-generated temporary password. After that email is received, the account is processing. It is necessary for the new user to wait one hour to log in.

What if I do not get the username?

If no username is received for a FormsNet3 user, the username can be found in the Security Toolset on the Admin tab in FormsNet3. For users who will not have access to FormsNet3, there is not a place to look up the username, please request the username by submitting a ticket via [CIBMTR Center Support](#).

What if I do not have a password?

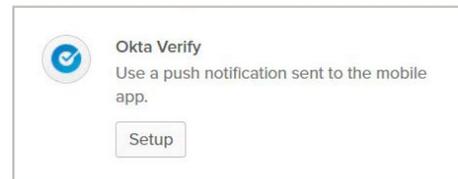
If a password was not received, or if the person who created the account is not available, and the new user has their username, it is also possible to request a password from the login screen using "Need help signing in?" and "Forgot password" and then input the **username** when prompted. That will send a link to set a password by email to the email address listed in the original account request.

Once the password is established, it will be possible to log into CIBMTR Center Support

(<https://nmdp.service-now.com/csm>) and/or FormsNet3 (<https://formsnet3.nmdp.org>). The CIBMTR Portal will be available within the following two business days.

Multifactor Authentication

Upon the first login, the user will be prompted to set up multifactor authentication using Okta or RSA. Users should select **Okta** and follow the on-screen prompts to set up the account on their mobile device or tablet (the Okta Verify app can be found in the Apple App Store or on Google Play.)



If for some reason the user is unable to use **Okta Verify** on their mobile device, the user must contact the NMDP Service Desk at 800-526-7809 x3411 (or 763-406-3411 outside the U.S.) to discuss alternate multifactor authentication options.

The Service Desk is also able to assist in resolving issues with Okta Verify setup, or the new user or one of their colleagues may request assistance by putting in a ticket via [CIBMTR Center Support](#) or searching for **New User Access to CIBMTR Systems** in the Knowledge Base in CIBMTR Center Support which has an instruction sheet attached for getting a password and Okta Verify setup.
