

Arrangements for obtaining database usernames and passwords.

A password and logon is always required to enter the private part of the database, access the database to add baseline patient data (new patient), add / edit monitoring episodes, add adverse event episode and produce statistics for your centre as outputs.

In order to acquire a password / logon you must follow the following procedure:

- Your centre must have LREC (Site Specific) and Trust R and D approval. The Registry Office must have a copy of the letter giving LREC approval. Advice to follow and the relevant forms to complete are available on the website under “Ethical approval”.
- Your centre must be registered with the Registry office in Birmingham. A “Contributing Centre” form (available as a download) must be completed in full and forwarded to the Registry office in Birmingham either by fax or by post
- Your centre will be allocated a code e.g. BCH for Birmingham Children’s Hospital. All members of your centre who have been entered on the contributing centre registration form will be given an individual username and password.
- Each participant from each contributing centre will be allocated an individual password. This will be e-mailed to you if you have an NHS e-mail address or will be posted to you in an envelope marked CONFIDENTIAL. We prefer to e-mail the password to you over the NHS network. We are unable to send passwords to other e-mail addresses which are likely to be less secure.
- You must keep your password safe i.e. show to no one. If you lose / forget your password or have reason to believe that the password is no longer secure, please inform the Birmingham Registry office immediately who will allocate you a new password in the above way. If you forget your

password, you will see the prompt on the website, then e-mail the registry office who will allocate another for you.

- Where a member of the local research team leaves or a new member joins, the local investigator should notify the register in writing preferably using the “Contributing Centre” form explaining the new member’s role in the register. The leaving member of staff’s username will be deleted or a new username and password issued to the new staff member by the Registry office.

The ability to change passwords in the database will be controlled by limiting access within the database. Only the Data Manager and one other member of the Registry team will have be able to allocate, change and delete usernames and passwords.