

Castor

Castor eConsent Study Participant User Guide

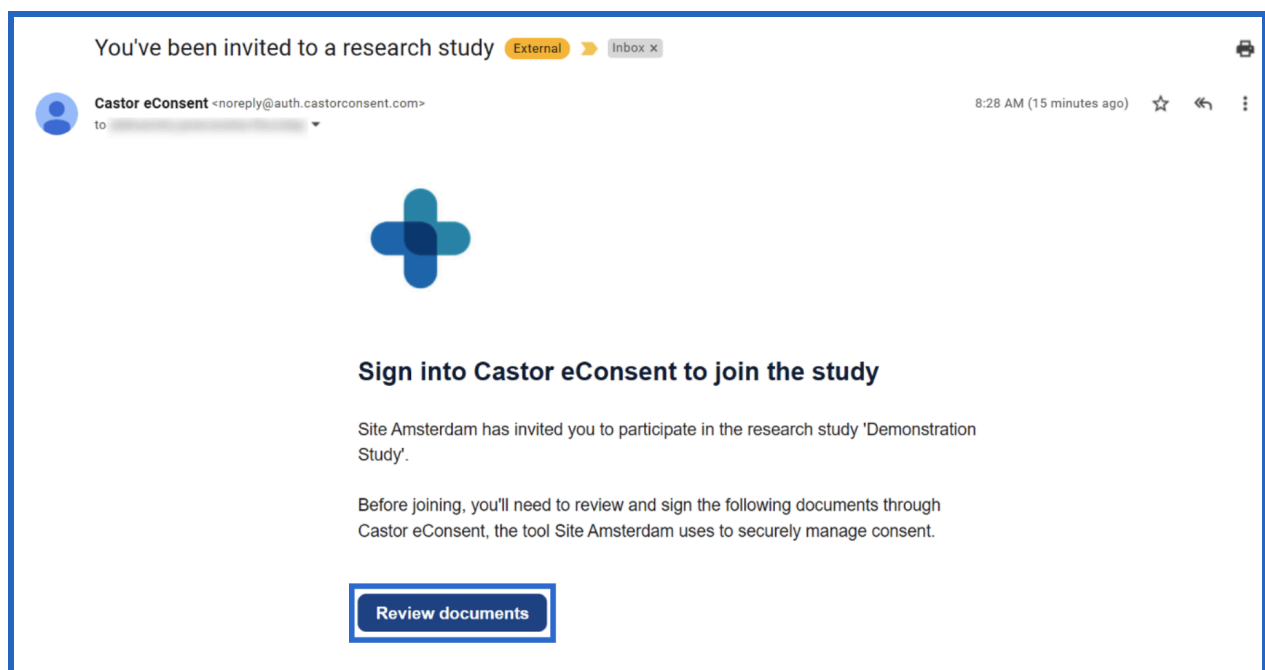
Version 2025.1

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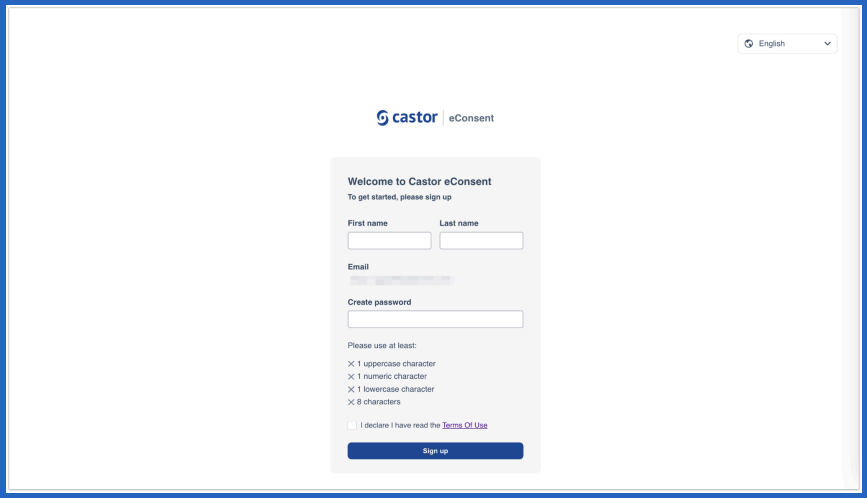
1. Register an account

Before you are able to participate in a study and submit your consent, you will first need to be invited and then create an account for eConsent.

After you have been added to the study, an email will be sent. By pressing the ‘Review documents’ button, you will be able to join the research study.

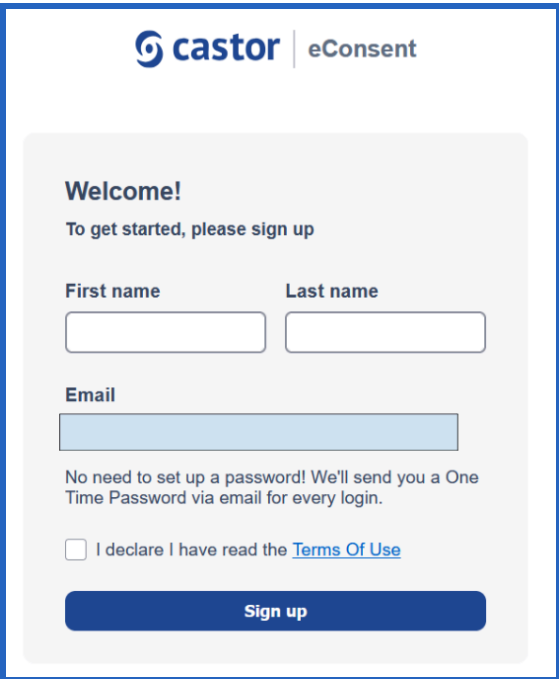


You will then be redirected to the registration page:



To complete the registration process, please accept the Terms of Use and provide the following details:

- First name
- Last name
- Email will be automatically pre-filled
- Create password

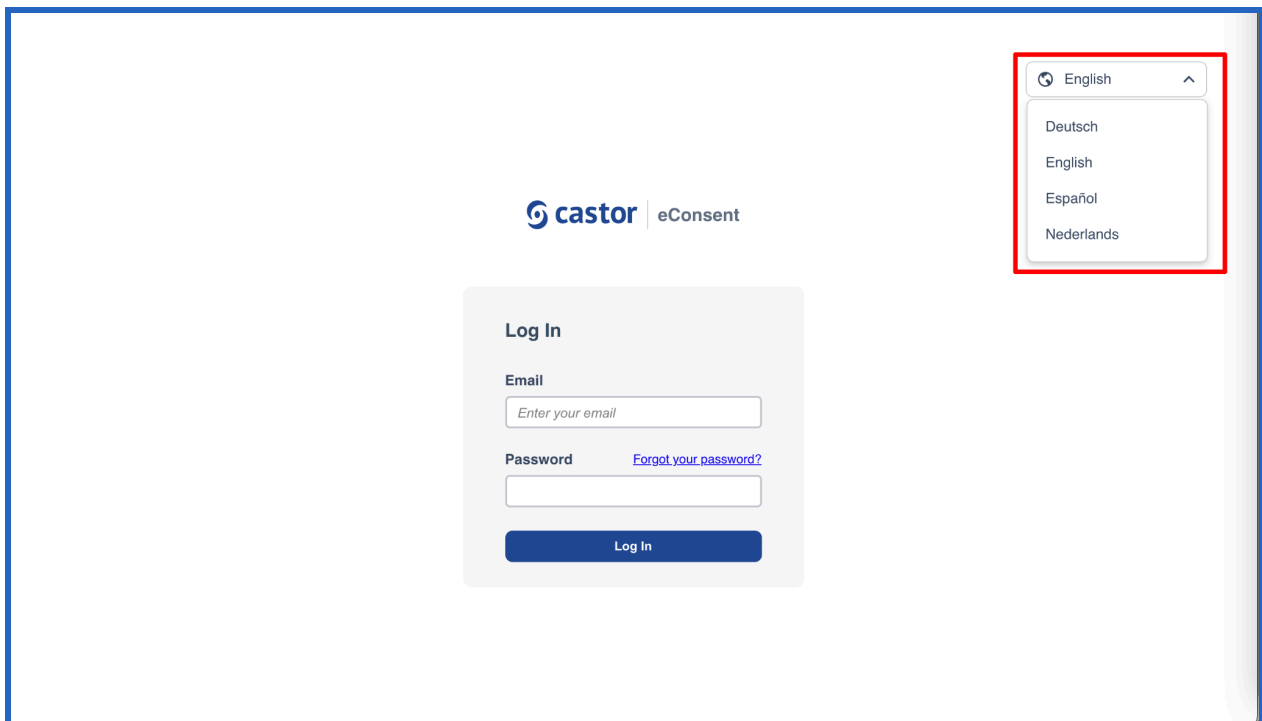


For the studies built after the system release 2025.1 you will only be asked to provide your first and last name.

After filling out the details and accepting the Terms of Use, click on the 'Sign up' button to complete the registration.

Should you already have an account registered in eConsent, after clicking on the 'Review documents' button, you will be directed to the eConsent login page where you can log in with your existing eConsent credentials.

During login and signup, you will be able to select your preferred language for the interface.



castor | eConsent

Log In

Email

Password [Forgot your password?](#)

Log In

English ^

Deutsch

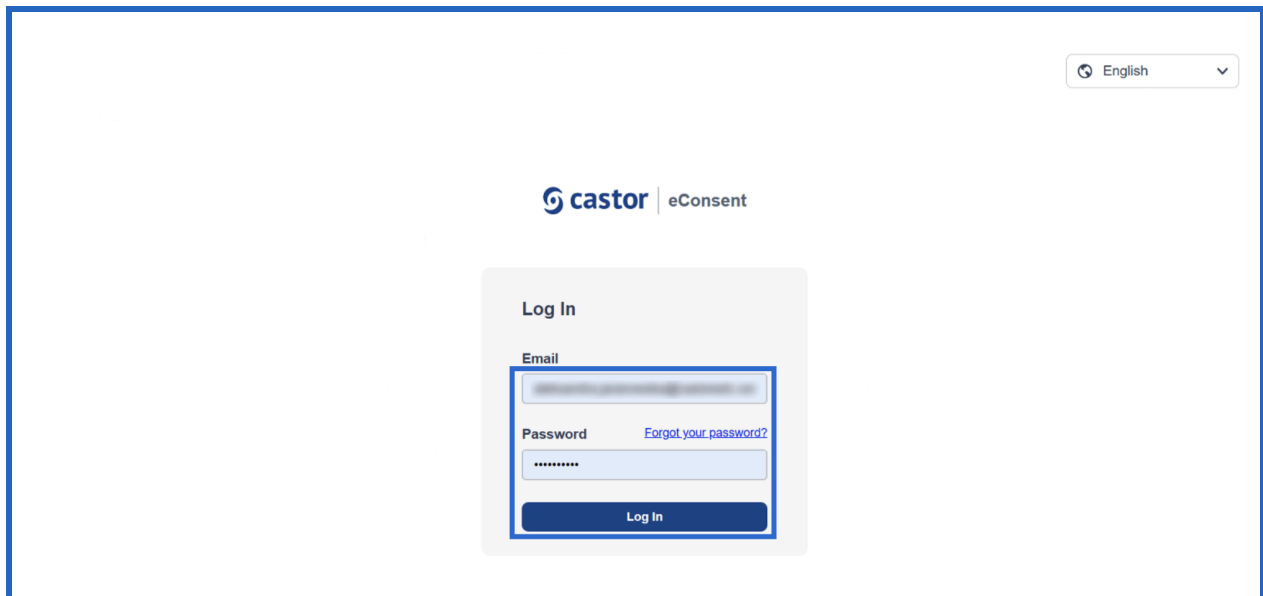
English

Español

Nederlands

2. Log In

Once the registration is complete, you will then be redirected to the login page. To login into the system (if this is the study created **before** system release 2025.01) you will be asked to provide the email address and password.



English

castor | eConsent

Log In

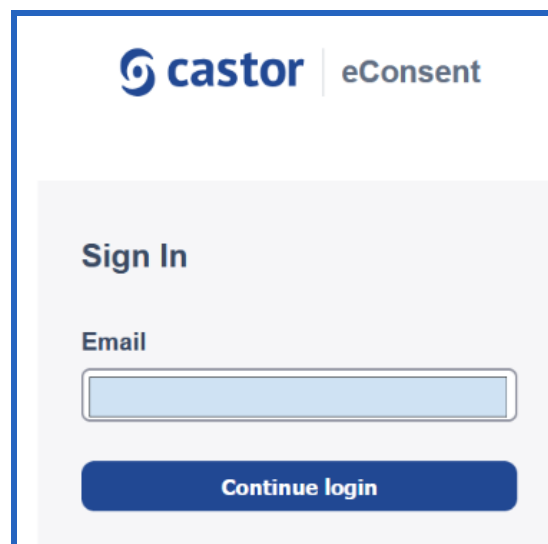
Email

Password [Forgot your password?](#)

Log In

For the studies created after the system release 2025.01 the traditional passwords are released with one-time passwords (OTP) sent via email.

To login you will be asked to provide your email address and press the “Continue login” button.



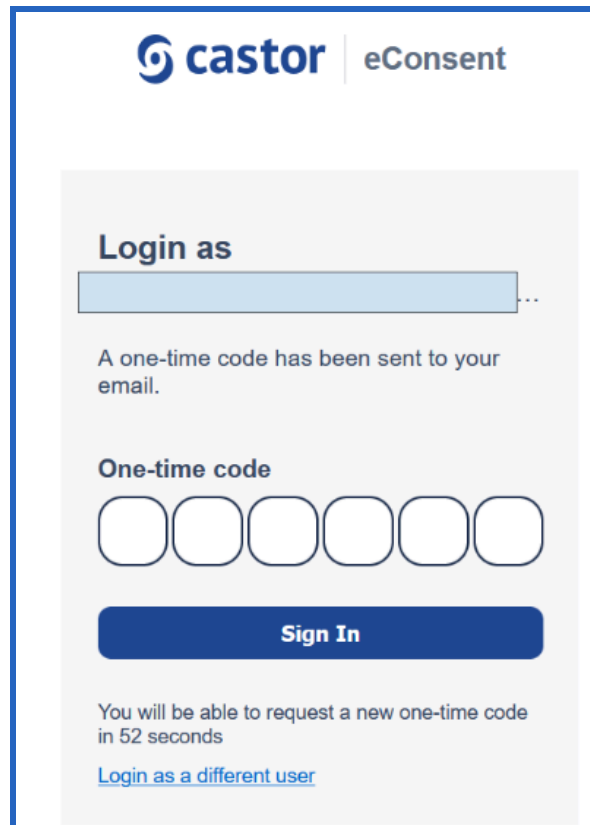
castor | eConsent

Sign In

Email

Continue login

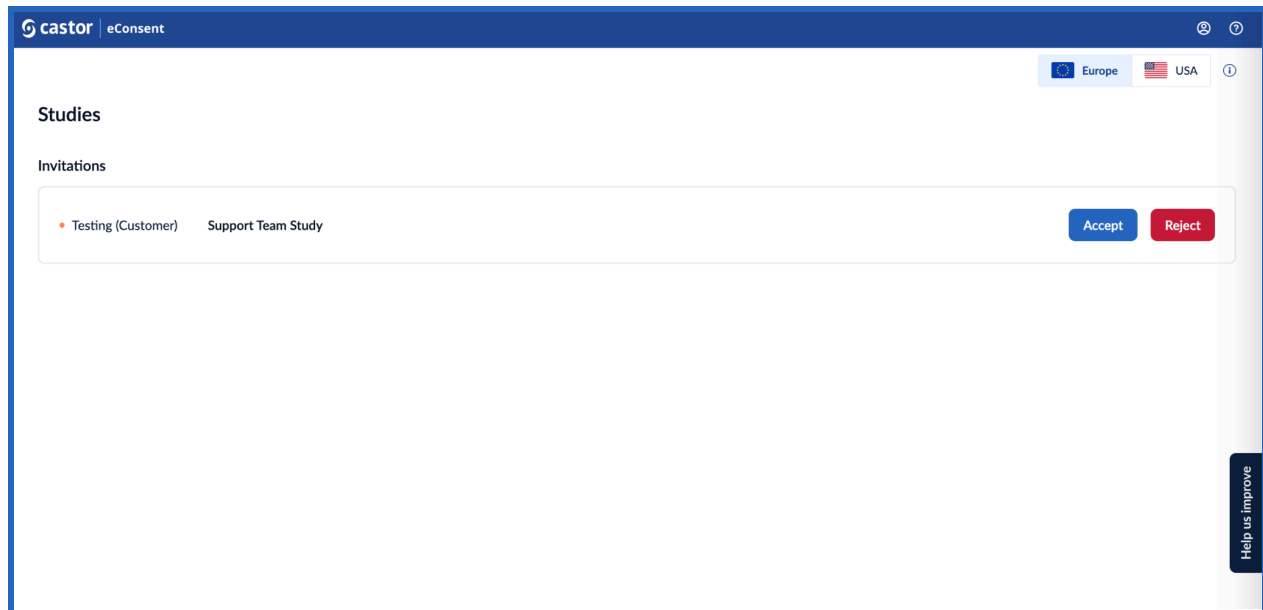
In the next step, you will receive an email with a one-time code. You will be asked to enter this code to complete your login.



The image shows a login interface for the Castor eConsent system. At the top, the Castor logo and 'eConsent' text are displayed. Below this, the heading 'Login as' is followed by a text input field. A message states: 'A one-time code has been sent to your email.' Underneath, the heading 'One-time code' is followed by six empty rounded square boxes for entering the code. A prominent blue 'Sign In' button is centered below the code boxes. At the bottom, a message indicates: 'You will be able to request a new one-time code in 52 seconds', followed by a blue link that says 'Login as a different user'.

Next, press the “Sign In” button.

In the next step the eConsent will be opened with Study name displayed and two buttons Accept/Reject. To continue, the invitation must be accepted. Rejecting will end the consent process and it will not be possible to revert this action.

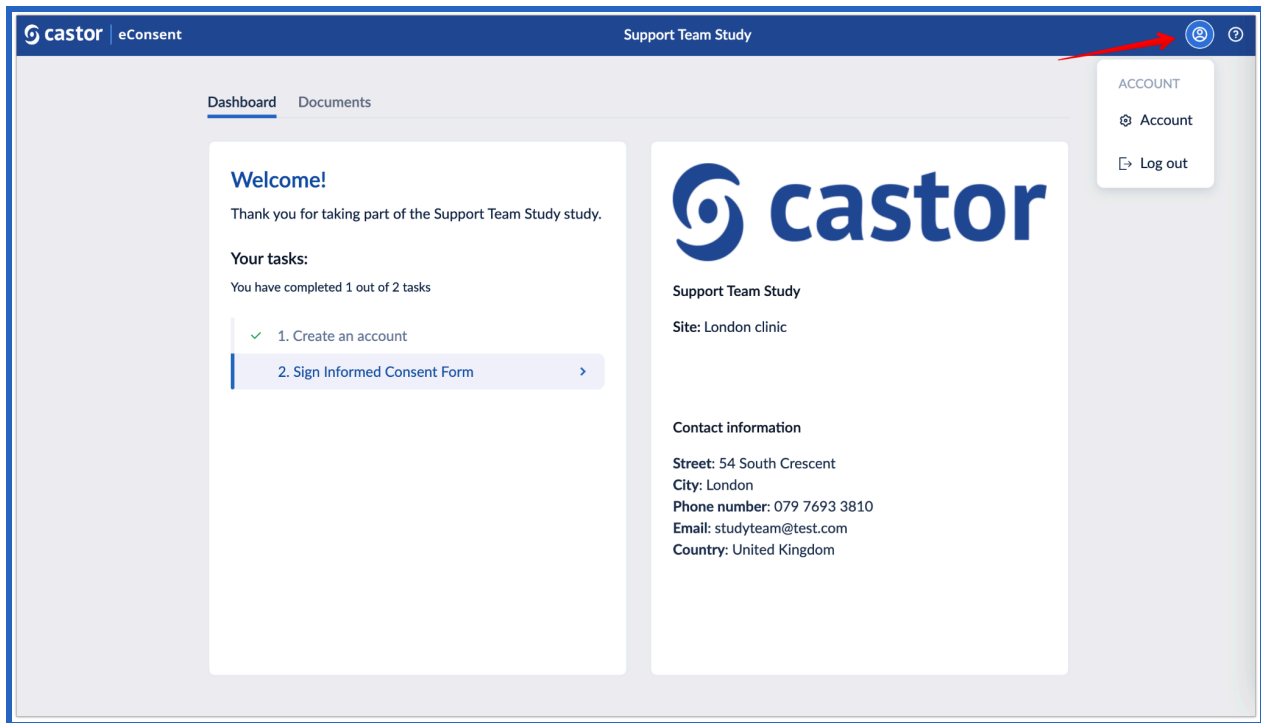


You can use the following links based on the location of your study, US or Europe:

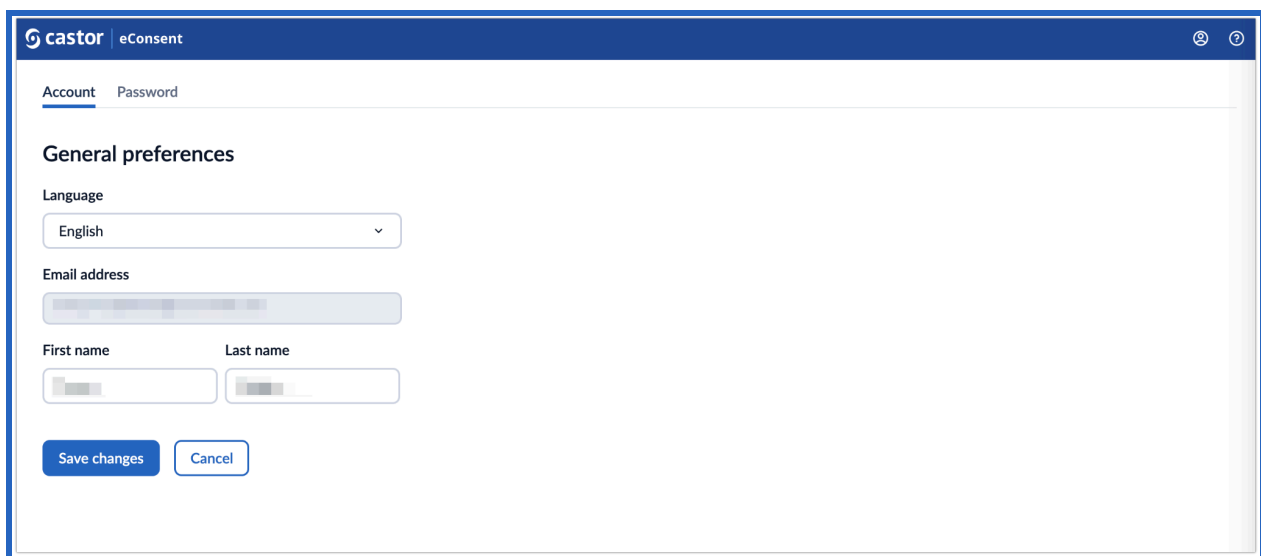
- US eConsent - <https://us.castorconsent.com/>
- EU eConsent - <https://eu.castorconsent.com/>

3. Manage account settings

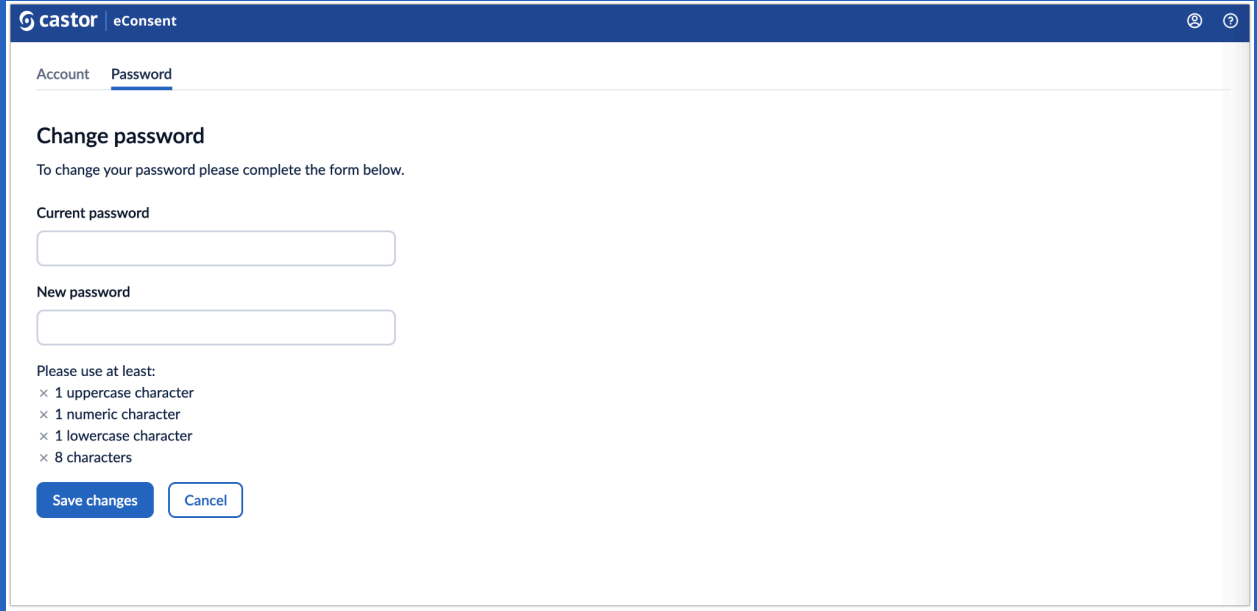
By clicking on the Account icon, you can manage your account settings.



The Account tab allows you to set preferences such as choosing the preferred language, changing First and Last name.



The Password tab allows you to set a new password.



The screenshot shows a web browser window with the Castor eConsent interface. The top navigation bar includes the Castor logo and the text 'eConsent'. Below this, there are two tabs: 'Account' and 'Password', with 'Password' being the active tab. The main heading is 'Change password'. Below the heading is a sub-instruction: 'To change your password please complete the form below.' The form contains two input fields: 'Current password' and 'New password'. Below these fields, there is a list of password requirements: 'Please use at least:' followed by four bullet points: '× 1 uppercase character', '× 1 numeric character', '× 1 lowercase character', and '× 8 characters'. At the bottom of the form are two buttons: 'Save changes' (a solid blue button) and 'Cancel' (an outlined button).

castor eConsent

Account Password

Change password

To change your password please complete the form below.

Current password

New password

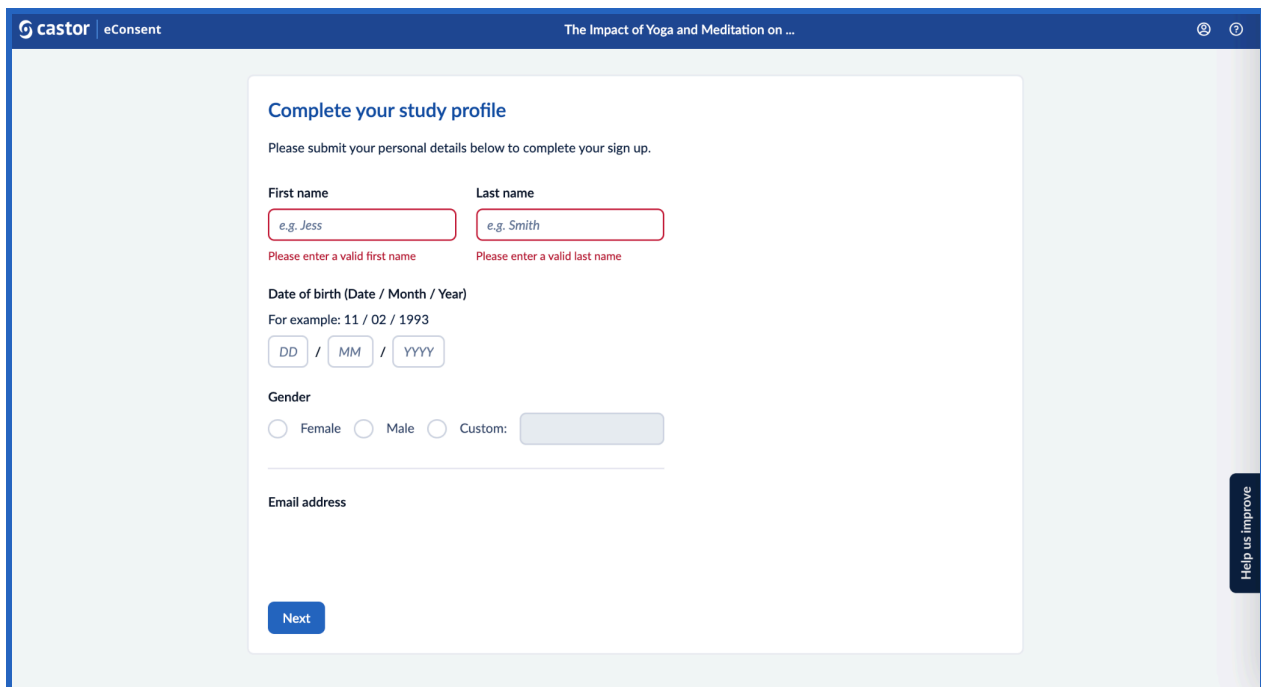
Please use at least:

- × 1 uppercase character
- × 1 numeric character
- × 1 lowercase character
- × 8 characters

Save changes Cancel

4. Study Profile

Some studies might require filling out additional details, such as name, date of birth, gender. In this case, you will be requested to complete study profile:



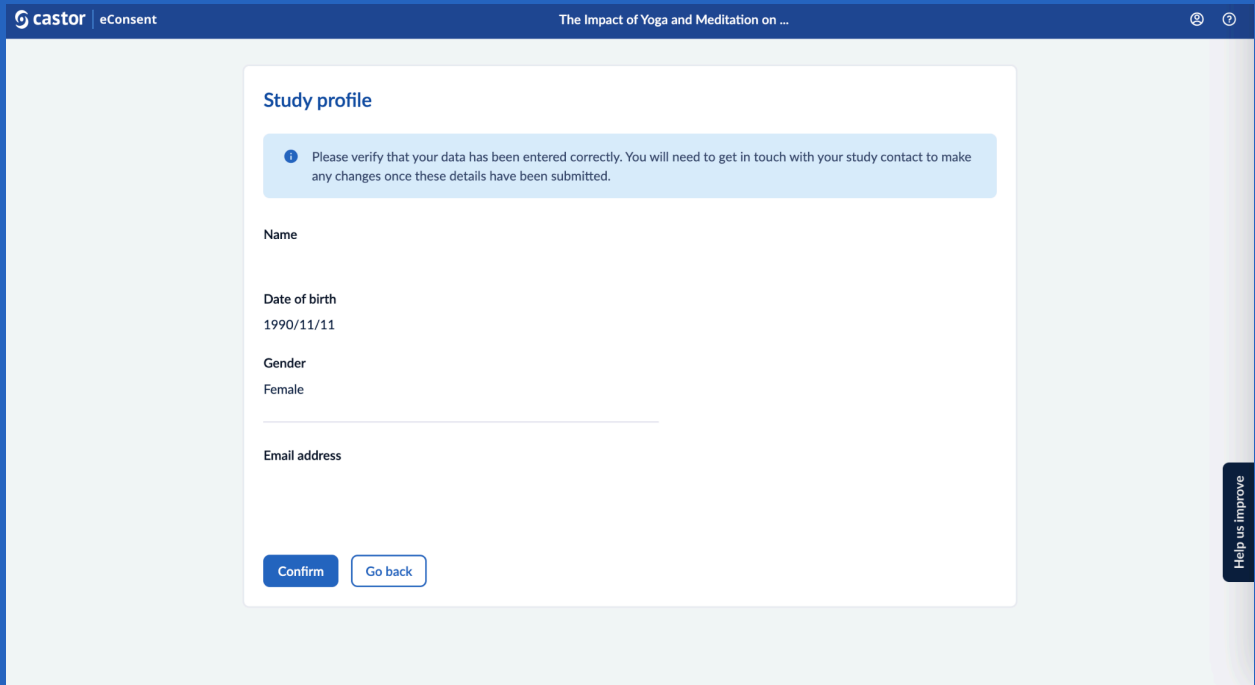
The screenshot shows a web browser window with the Castor eConsent interface. The title bar reads 'The Impact of Yoga and Meditation on ...'. The main content area is titled 'Complete your study profile' and includes the instruction: 'Please submit your personal details below to complete your sign up.'.

The form contains the following fields and options:

- First name:** A text input field with the placeholder 'e.g. Jess'. Below it, a red error message reads 'Please enter a valid first name'.
- Last name:** A text input field with the placeholder 'e.g. Smith'. Below it, a red error message reads 'Please enter a valid last name'.
- Date of birth (Date / Month / Year):** A section with the instruction 'For example: 11 / 02 / 1993'. It features three input fields labeled 'DD', 'MM', and 'YYYY' separated by slashes.
- Gender:** A section with three radio button options: 'Female', 'Male', and 'Custom:'. The 'Custom:' option is followed by a text input field.
- Email address:** A text input field.

A blue 'Next' button is located at the bottom left of the form. On the right side of the browser window, there is a vertical button labeled 'Help us improve'.

After filling out the necessary information, click on the 'Next' button to save the changes. You will be asked to verify that your data has been entered correctly. You will need to get in touch with your study contact to make any changes once these details have been submitted.



Study profile

Please verify that your data has been entered correctly. You will need to get in touch with your study contact to make any changes once these details have been submitted.

Name

Date of birth
1990/11/11

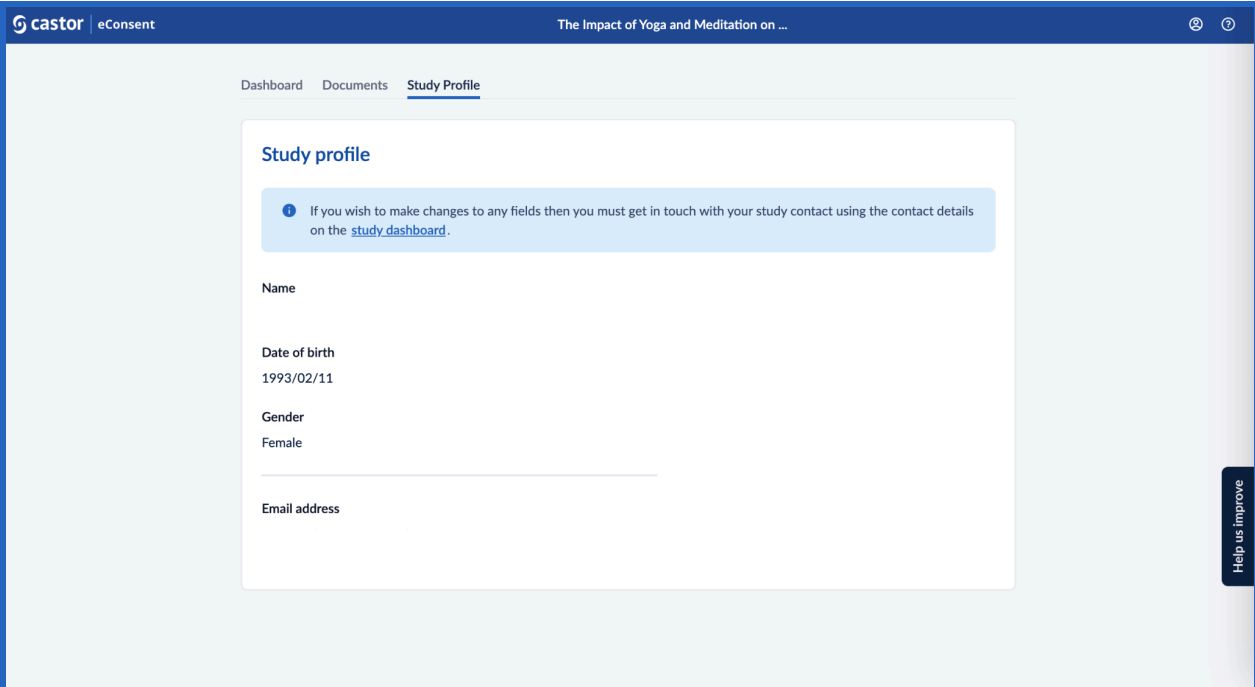
Gender
Female

Email address

[Confirm](#) [Go back](#)

[Help us improve](#)

This information will be shown in the 'Study Profile' tab:



Study profile

If you wish to make changes to any fields then you must get in touch with your study contact using the contact details on the [study dashboard](#).

Name

Date of birth
1993/02/11

Gender
Female

Email address

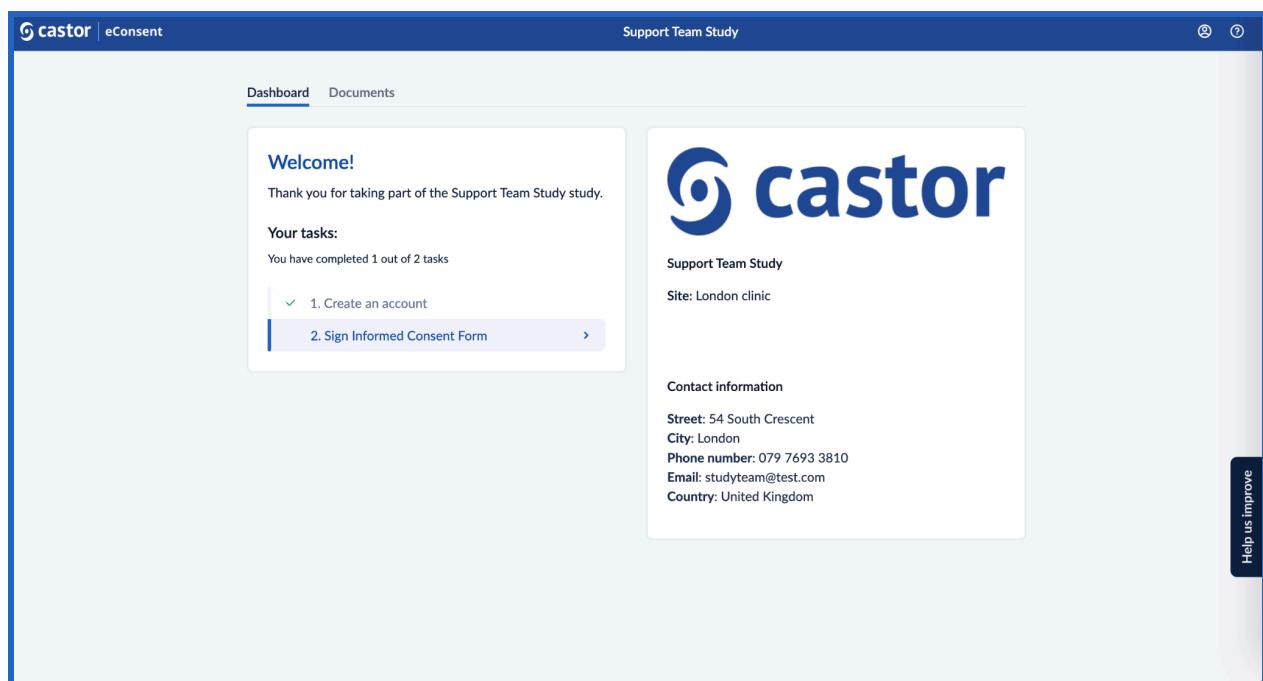
[Confirm](#) [Go back](#)

[Help us improve](#)

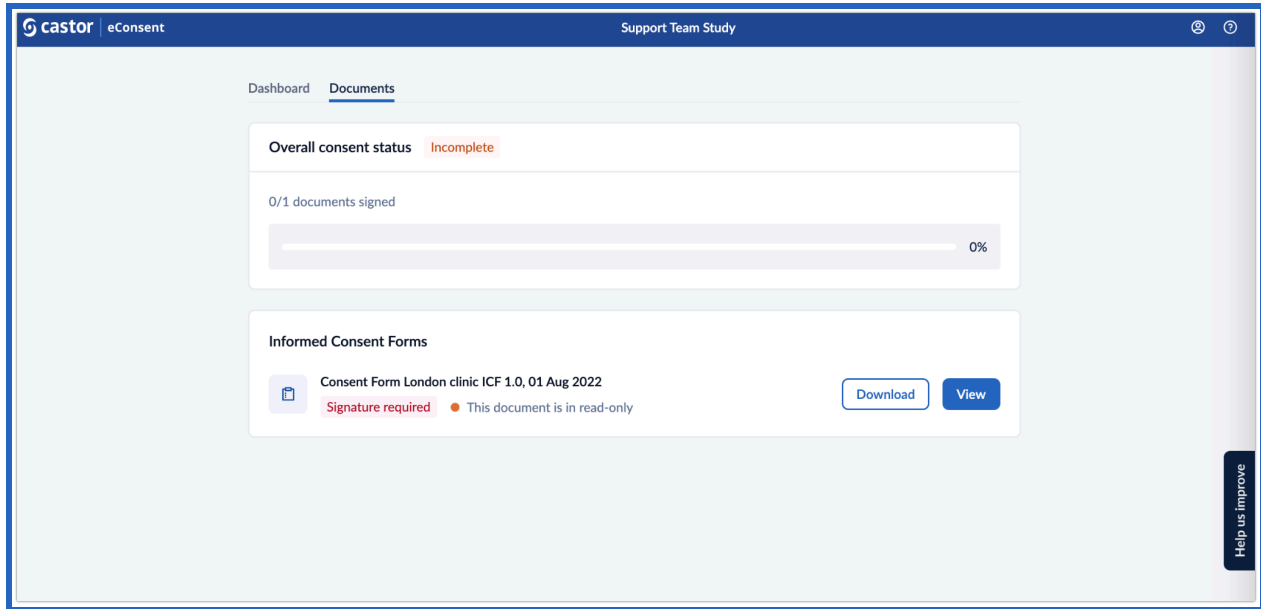
If you wish to make changes to any fields then you must get in touch with your study contact using the contact details on the study dashboard.

5. Signing a eConsent form

After the study invitation has been accepted, you will be redirected to the 'Dashboard' tab where you will be able to view the study related information and any outstanding tasks (for example Create an account or Sign Informed Consent Form).



By clicking on the 'Sign Informed Consent Form', you will be redirected to the 'Documents' tab to choose an electronic consent form for signing:

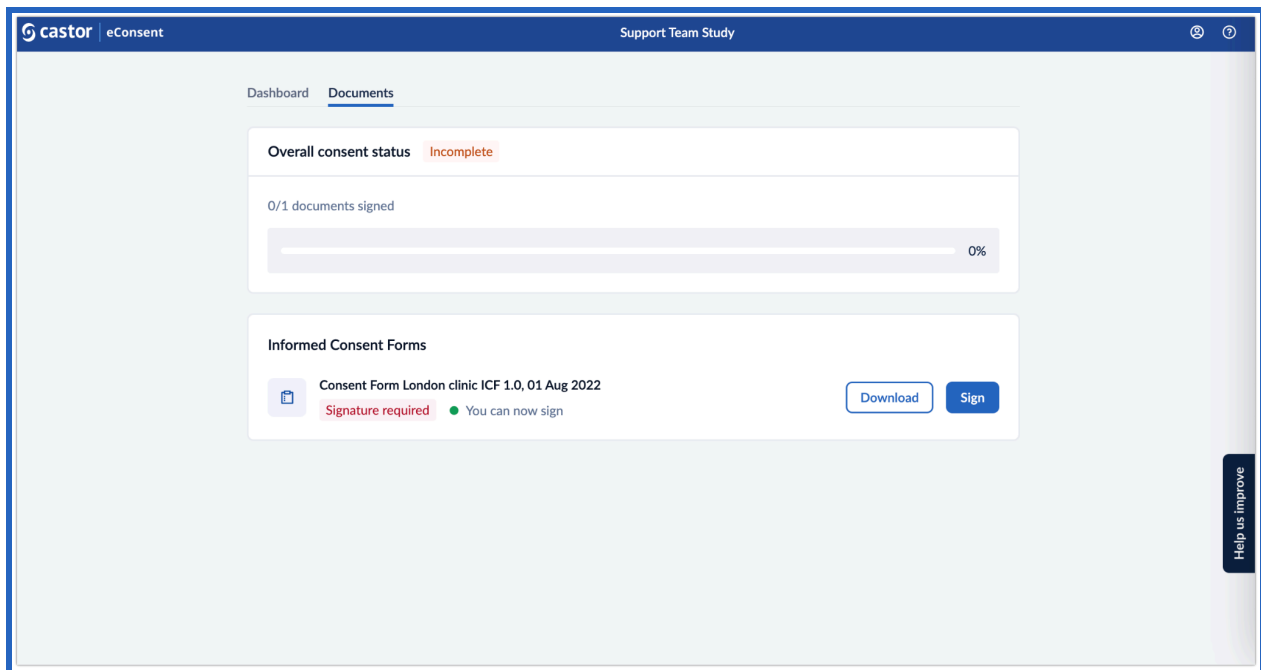


If you are seeing the message 'This document is read-only', it means that the consent form is not available for signature yet and the study admin needs to activate it first. You can preview the form by pressing on the 'Download' or 'View' buttons.

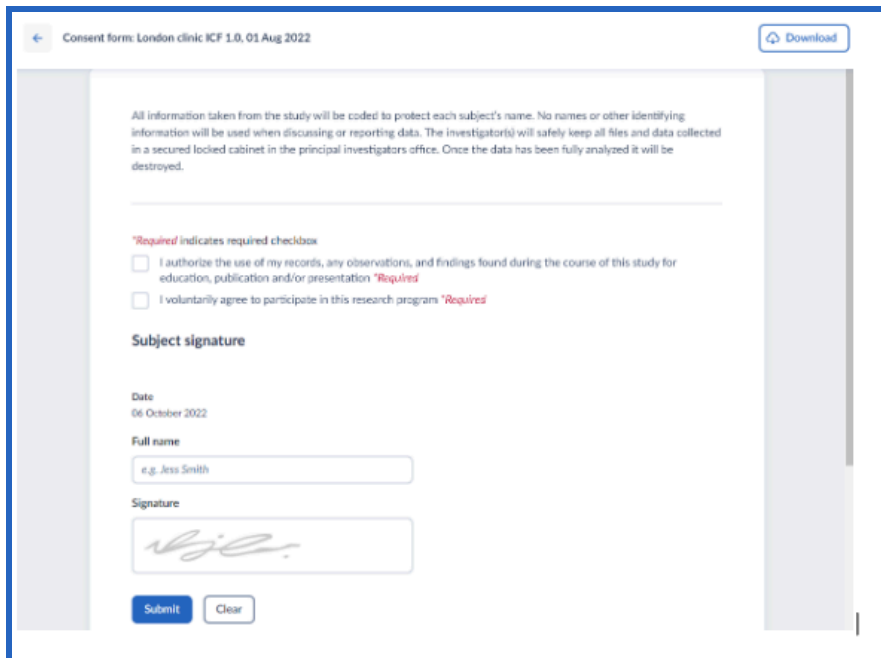
4.1 Electronic signing

After the form is activated by the study admin, follow the steps below:

1. Press the 'Sign' button to sign the form:



2. Upon selecting 'Sign', you will be redirected to the form.
3. Please select the fields, type your full name, add the electronic signature.



← Consent form: London clinic ICF 1.0, 01 Aug 2022 Download

All information taken from the study will be coded to protect each subject's name. No names or other identifying information will be used when discussing or reporting data. The Investigator(s) will safely keep all files and data collected in a secured locked cabinet in the principal investigators office. Once the data has been fully analyzed it will be destroyed.

*Required indicates required checkbox


☐ I authorize the use of my records, any observations, and findings found during the course of this study for education, publication and/or presentation *Required

☐ I voluntarily agree to participate in this research program *Required

Subject signature

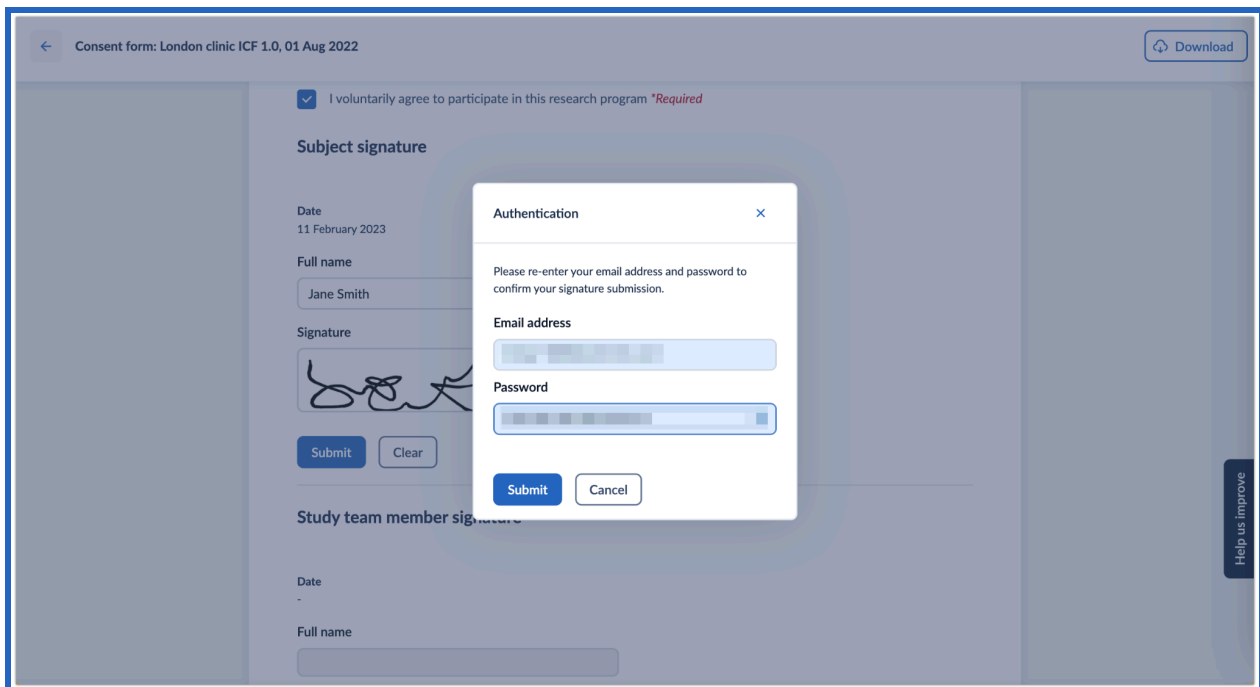
Date
06 October 2022

Full name
e.g. Jess Smith

Signature


Submit Clear

4. Press the 'Submit' button to proceed to the next step.
5. You will be asked to authenticate your account by providing your login credentials:




← Consent form: London clinic ICF 1.0, 01 Aug 2022 Download

☒ I voluntarily agree to participate in this research program *Required

Subject signature

Date
11 February 2023

Full name
Jane Smith

Signature


Submit Clear

Authentication ×

Please re-enter your email address and password to confirm your signature submission.

Email address

Password

Submit Cancel

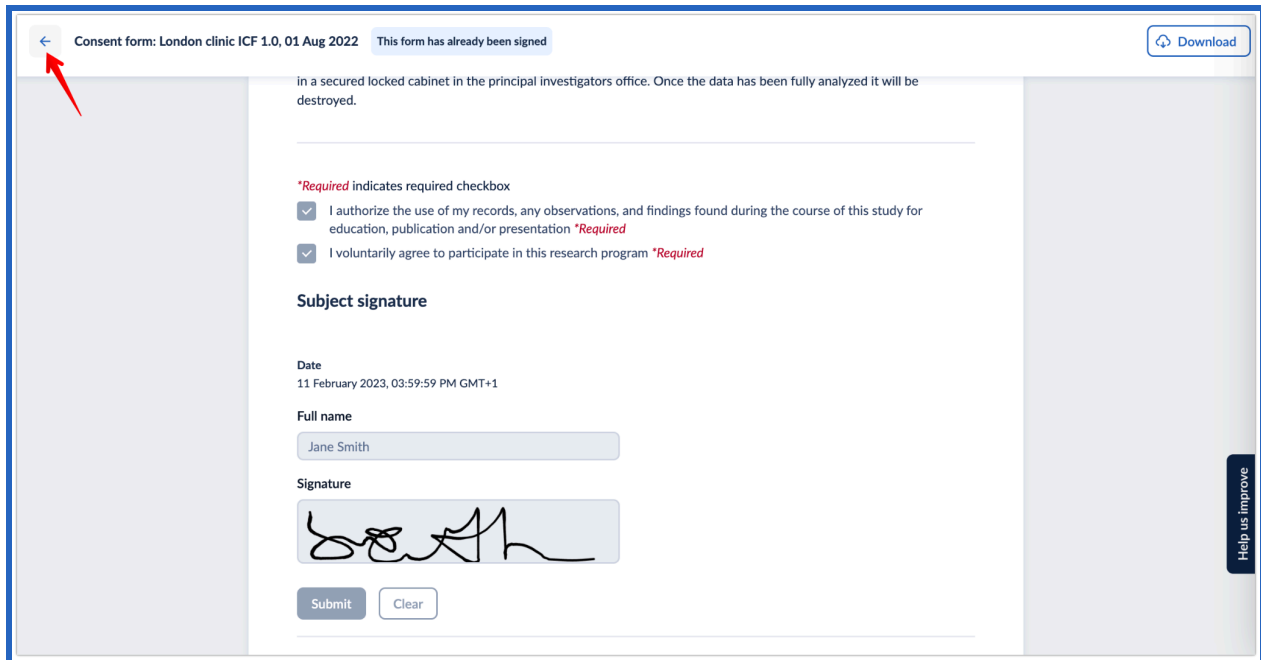
Study team member signature

Date
-

Full name

Help us improve

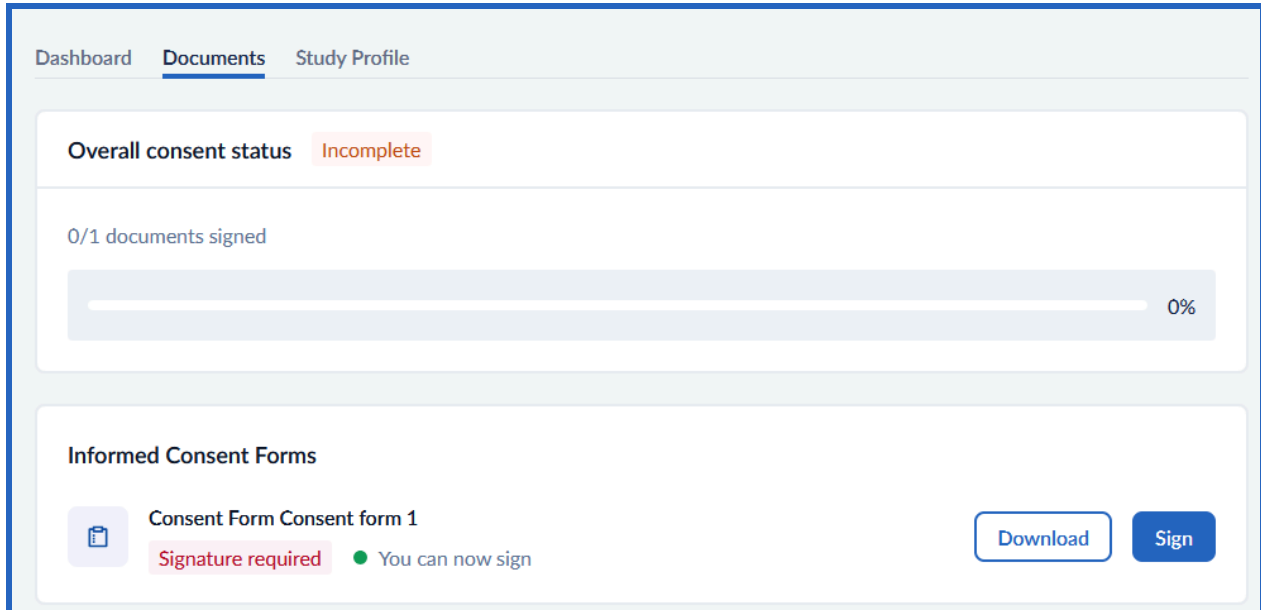
6. Press the 'Submit' button to complete the signature submission.
7. After the form has been signed, press the arrow to return to the 'Documents' overview:



The screenshot displays a web interface for a consent form titled "Consent form: London clinic ICF 1.0, 01 Aug 2022". A red arrow points to a back arrow icon in the top left corner. The form status is "This form has already been signed". A "Download" button is in the top right. The main content area includes a paragraph about data storage, two checked checkboxes for authorization and participation (both marked as required), and a "Subject signature" section. The signature section shows the date "11 February 2023, 03:59:59 PM GMT+1", the full name "Jane Smith", and a handwritten signature. At the bottom of the signature section are "Submit" and "Clear" buttons. A vertical "Help us improve" button is on the right side.

For studies created after the 2025.1 system release:

To sign the form start from pressing the 'Sign' button:



Dashboard Documents Study Profile

Overall consent status **Incomplete**

0/1 documents signed

0%

Informed Consent Forms

Consent Form Consent form 1

Signature required ● You can now sign

Download Sign

Under the “Participant signature section of the consent form, enter your full name. If the form's settings allow for two types of signatures, choose the one you prefer.



Participant signature

Date
14 April 2025

Full name
e.g. Jess Smith

Signature
Type signature Draw signature

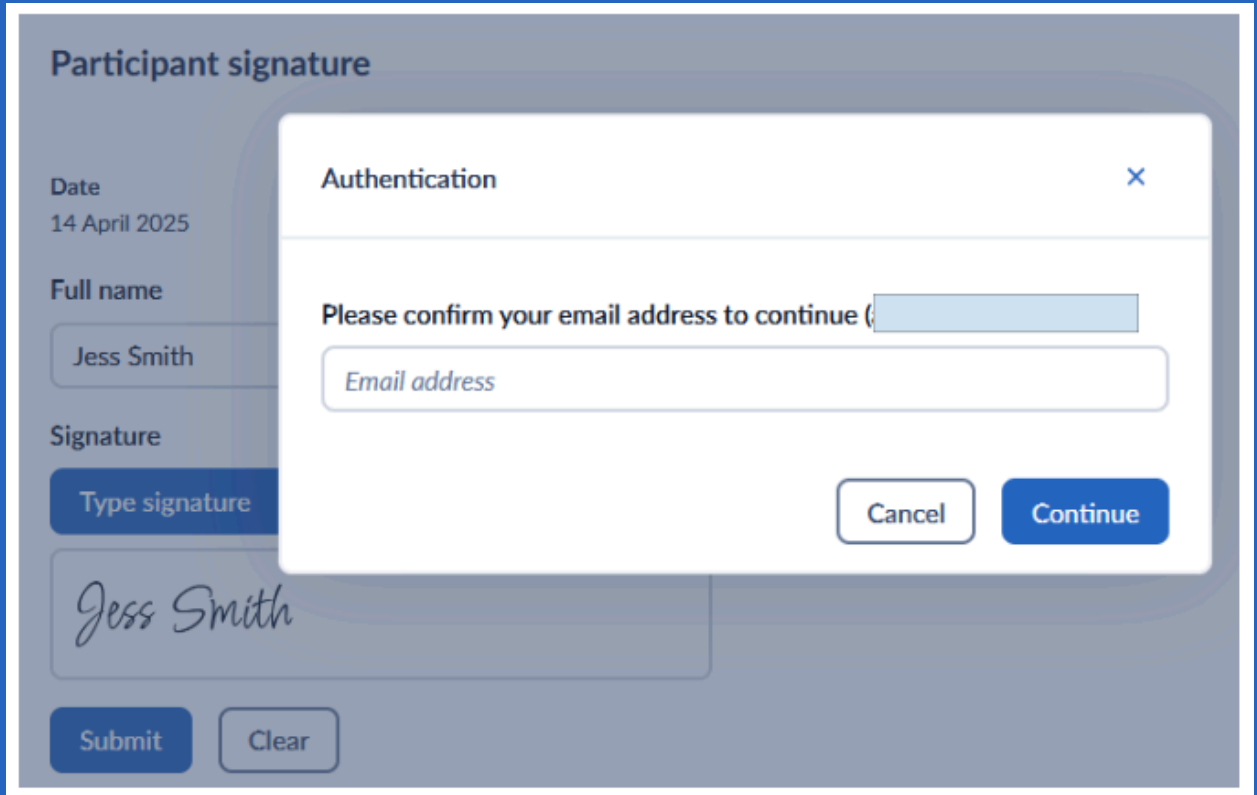
Type signature here...

Submit Clear

Type or draw your signature and press the “Submit” button.

In the next step enter your email address and press the “Continue” button.

Next, the system will guide you through the authentication process using another one-time code that will be sent to your email.



The screenshot shows a web interface for 'Participant signature'. In the background, there is a form with the following fields: 'Date' (14 April 2025), 'Full name' (Jess Smith), and 'Signature' (Type signature). Below the signature field is a handwritten signature 'Jess Smith'. At the bottom of the form are 'Submit' and 'Clear' buttons. Overlaid on top of this form is a white 'Authentication' modal box. The modal has a title bar with a close button (X). The main text inside the modal says 'Please confirm your email address to continue ()'. Below this text is an input field labeled 'Email address'. At the bottom right of the modal are two buttons: 'Cancel' and 'Continue'.

After using the one-time code your signature will be automatically submitted, completing the signing process.

After the form has been signed, press the arrow to return to the “Documents” overview:

← Documents
Consent form 2 1.0, 01 Apr 2025

Participant signature

Date

14 April 2025, 03:02:33 PM GMT+1

Full name

Jess Smith

Signature

Jess Smith

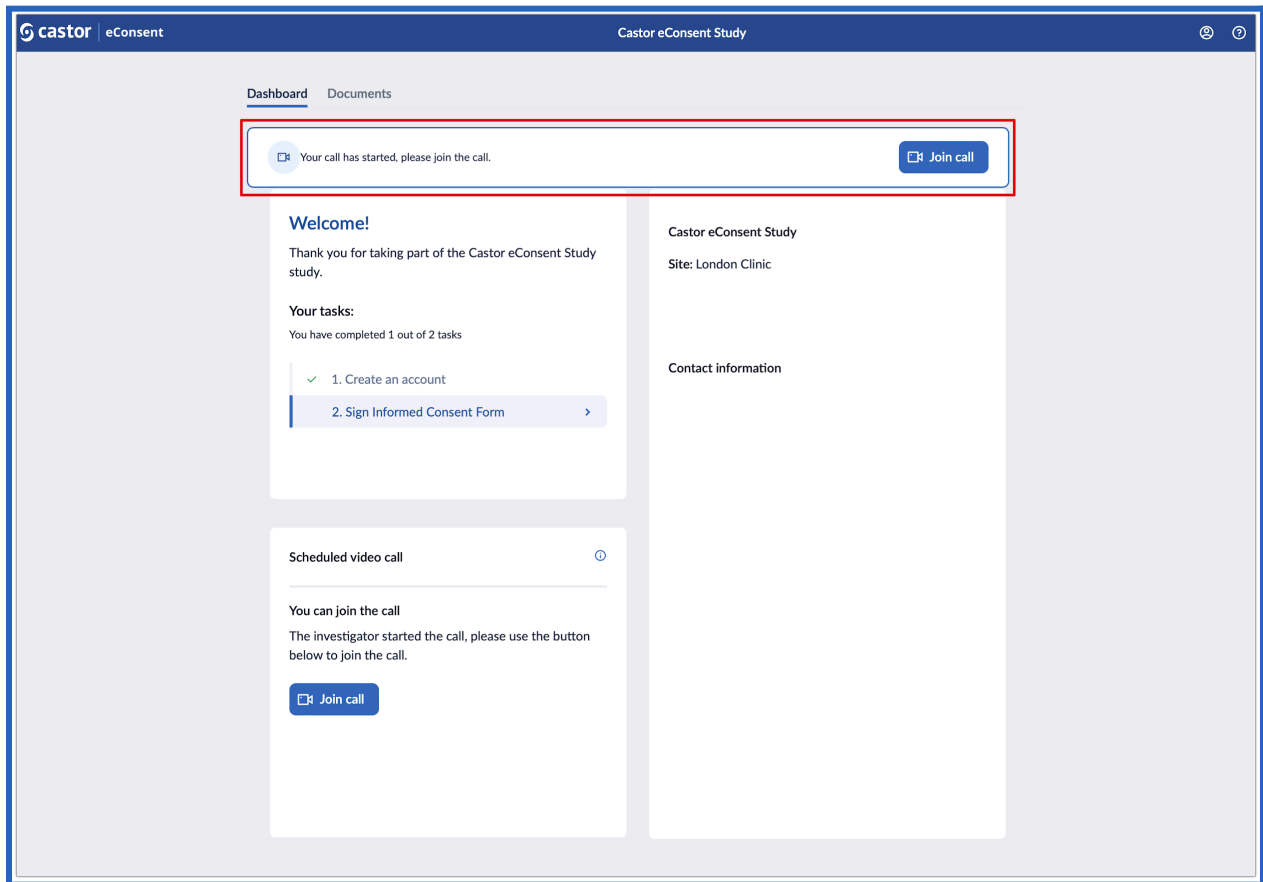
Submit

Clear

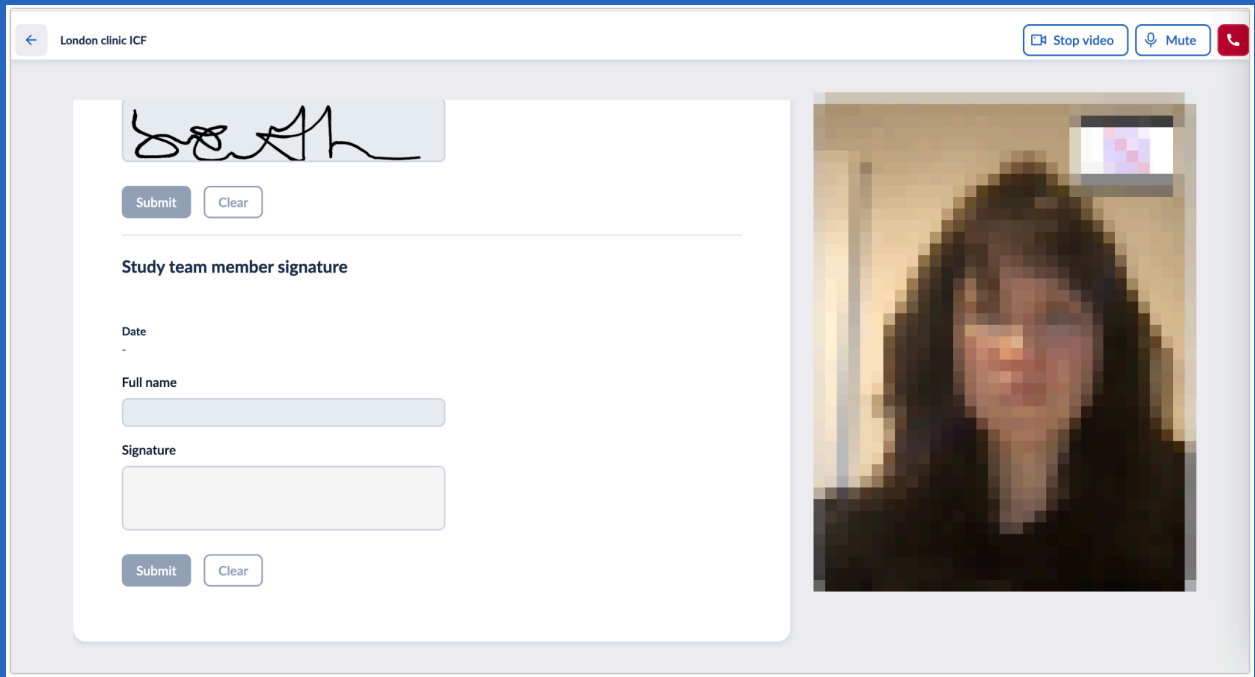
4.2 Joining a video-call for a remote electronic signing

To join a video-call, to then sign the documents remotely, follow the instructions below:

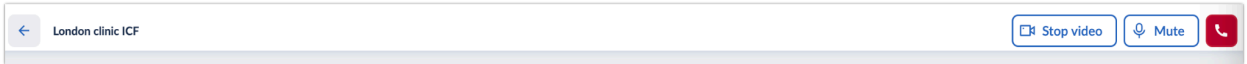
1. When the investigator initiates a call, you will see an invitation to 'Join call' within the 'Dashboard' tab.



2. After pressing the 'Join call' button, you will be redirected to the video call screen:



3. Use the options on the panel above to stop video, mute the microphone or leave the call:



Please refer to the article [Troubleshooting Video/Audio](#) on how to resolve potential video/audio issues.

5. Further Information

If you have any questions or concerns, please contact the site staff.