

Castor

Castor eConsent Study Participant User Guide

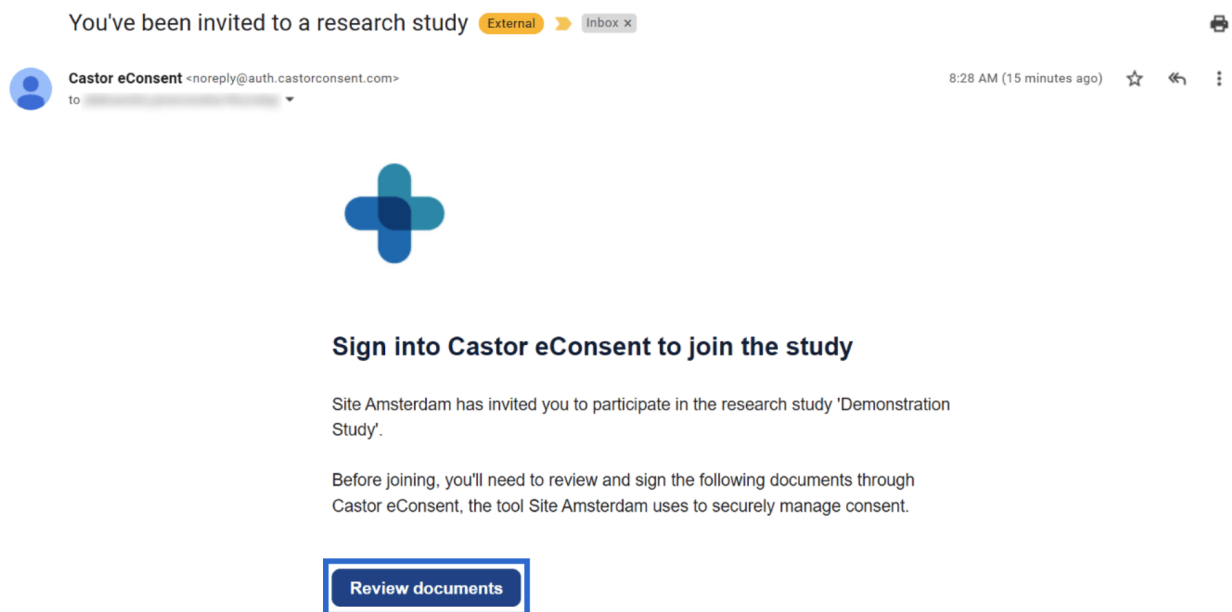
Version 2022.5

1. Register an account	3
2. Log In	6
3. Manage account settings	8
4. Signing a eConsent form	10
4.1 Electronic signing	12
4.2 Joining a video-call for a remote electronic signing	15
5. Further Information	17

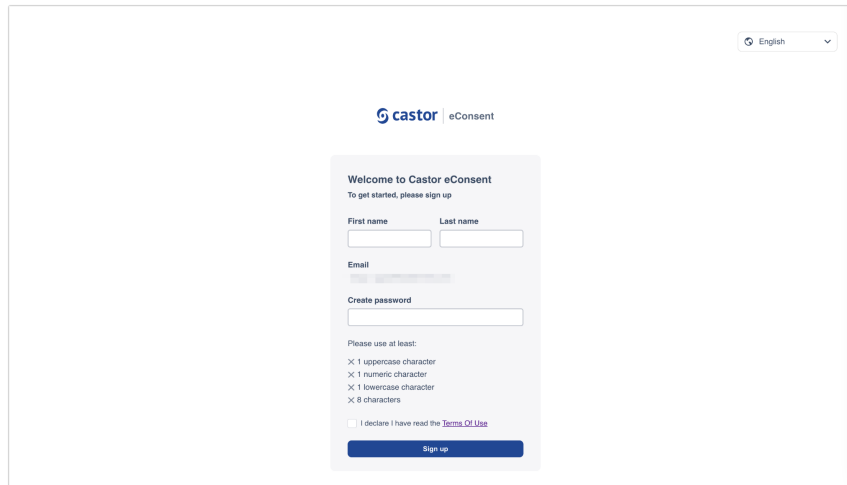
1. Register an account

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:



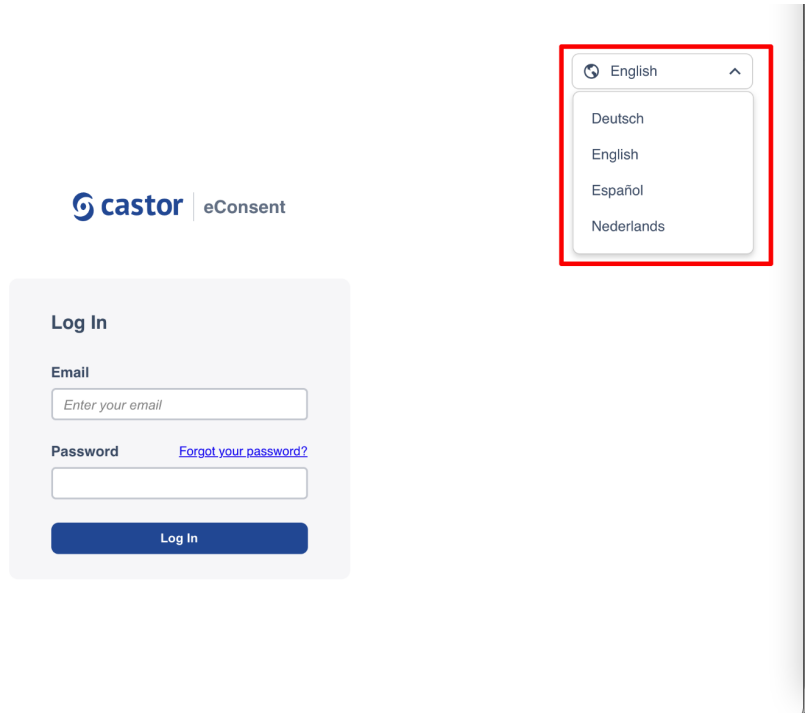
To complete the registration process, please accept the Terms of Use and provide the following details:

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

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.



The screenshot displays the Castor eConsent login page. At the top center is the Castor eConsent logo. Below it is a 'Log In' section with an 'Email' field (placeholder: 'Enter your email'), a 'Password' field, and a 'Log In' button. A link for 'Forgot your password?' is next to the password field. On the right side, a language selection dropdown menu is highlighted with a red box. The menu shows 'English' as the selected language, with an upward arrow icon. Below it, the following languages are listed: Deutsch, English, Español, and Nederlands.

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Log In

Email

Password [Forgot your password?](#)

Log In

English ^

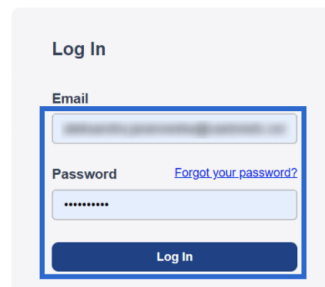
- Deutsch
- English
- Español
- Nederlands

2. Log In

Once the registration is complete, you will then be redirected to the login page. To login into the system, provide the email address and password.

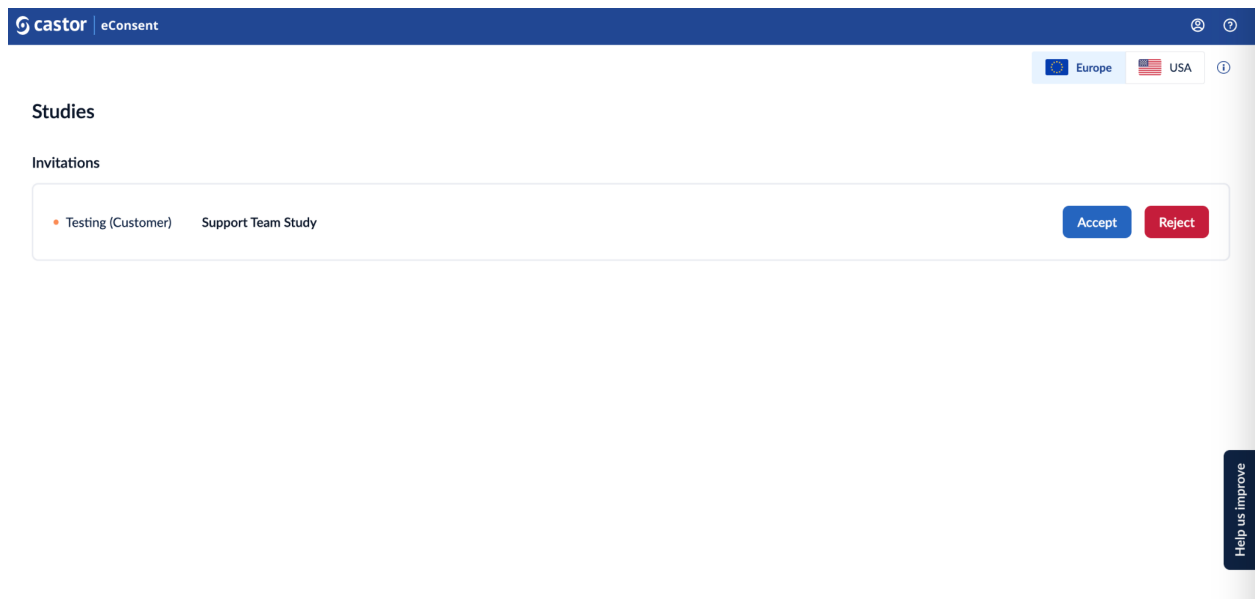
 English 

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The screenshot shows a login form titled "Log In" on a light gray background. The form has two input fields: "Email" and "Password". The "Email" field contains a placeholder email address. The "Password" field contains a series of dots. To the right of the "Password" field is a blue link that says "Forgot your password?". Below the input fields is a blue button with the text "Log In".

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.

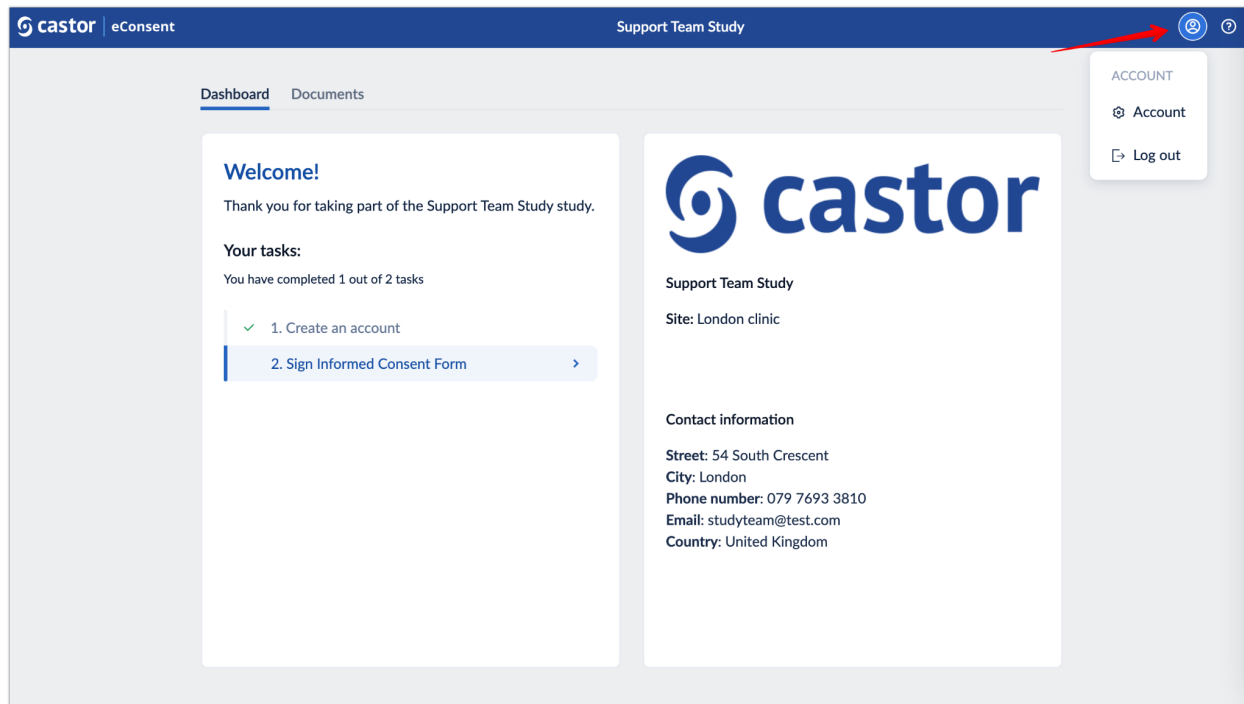


You can use the following links based on the location of your study, US or Europe:

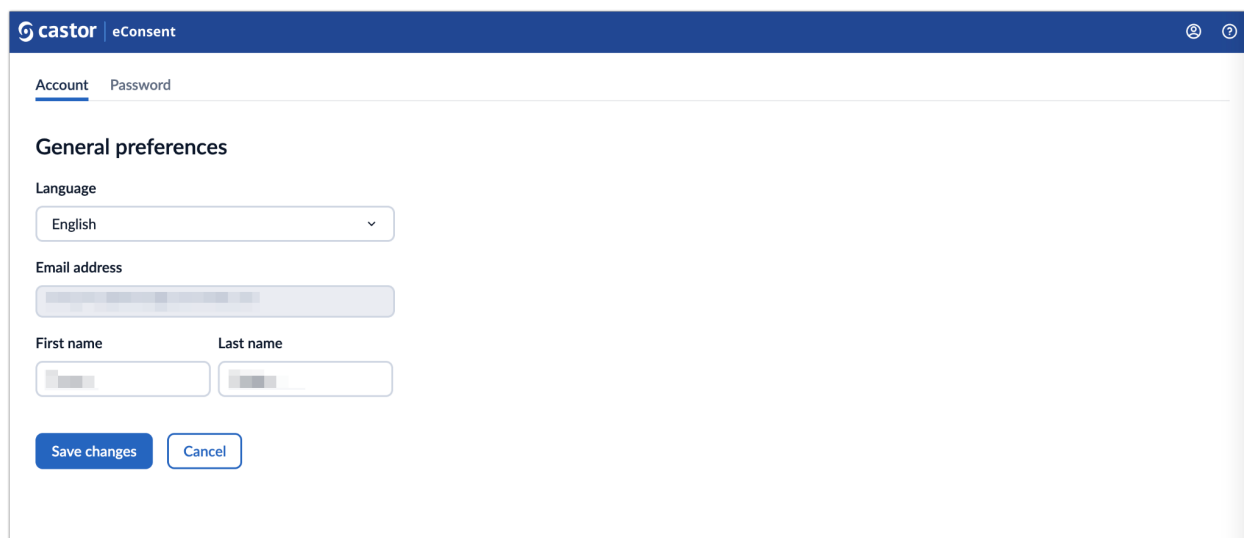
- US eConsent - <https://us.castorconsent.com/>
- EU eConsent - <https://eu.castorconsent.com/>

3. Manage account settings

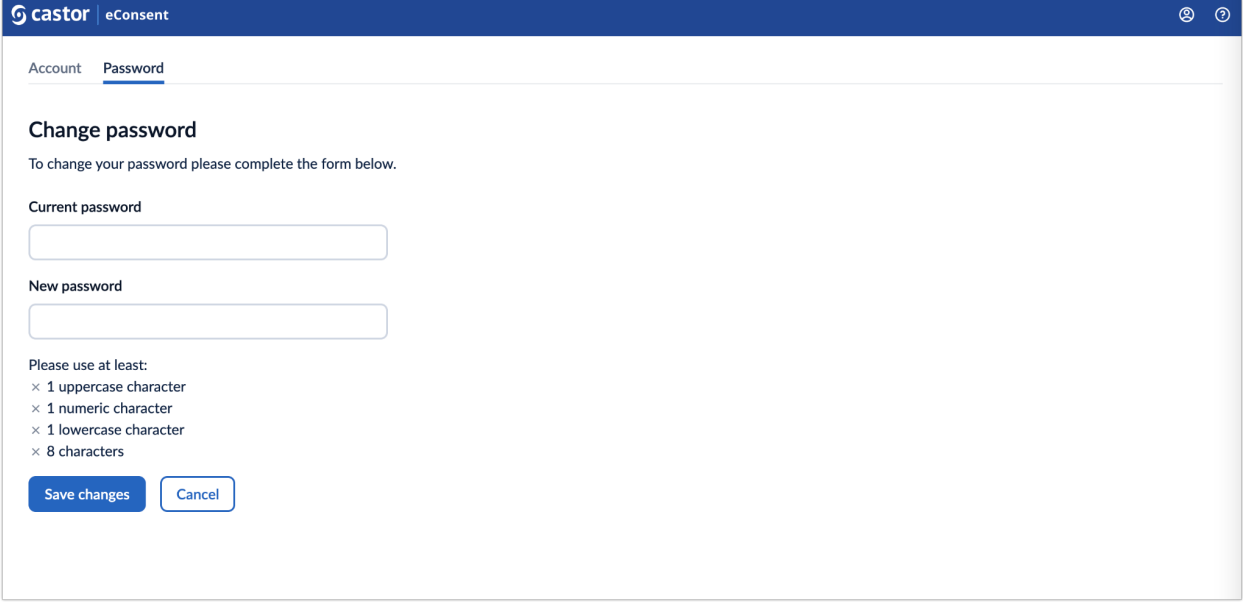
By clicking on the Account icon, you can manage your account settings.



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 the 'eConsent' interface with the 'Password' tab selected. It features a 'Change password' section with two input fields for 'Current password' and 'New password'. Below these fields, a list of password requirements is provided: 1 uppercase character, 1 numeric character, 1 lowercase character, and 8 characters. At the bottom, there are 'Save changes' and 'Cancel' buttons.

castor eConsent

Account **Password**

Change password

To change your password please complete the form below.

Current password

New password

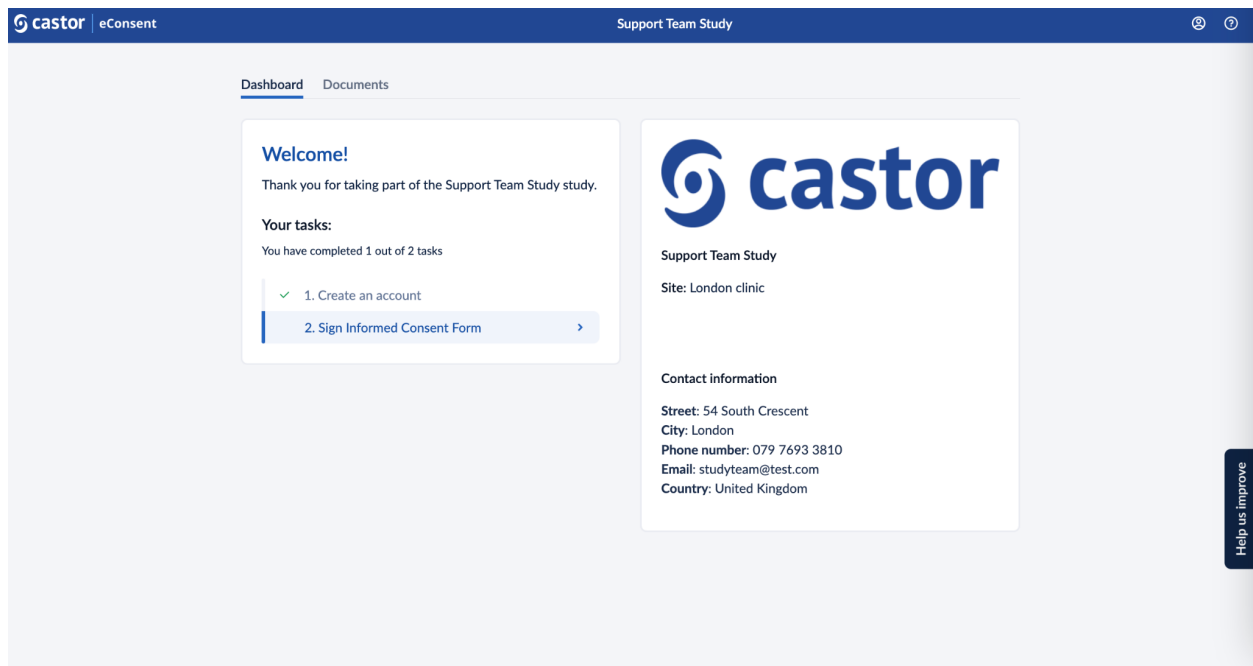
Please use at least:

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

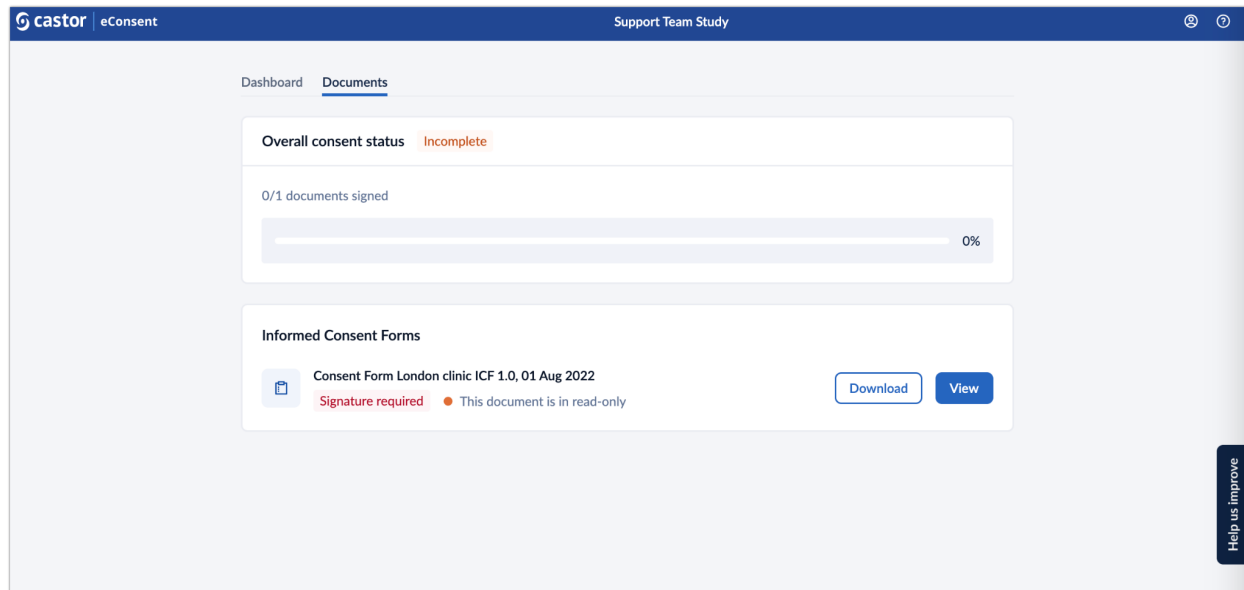
Save changes Cancel

4. 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:

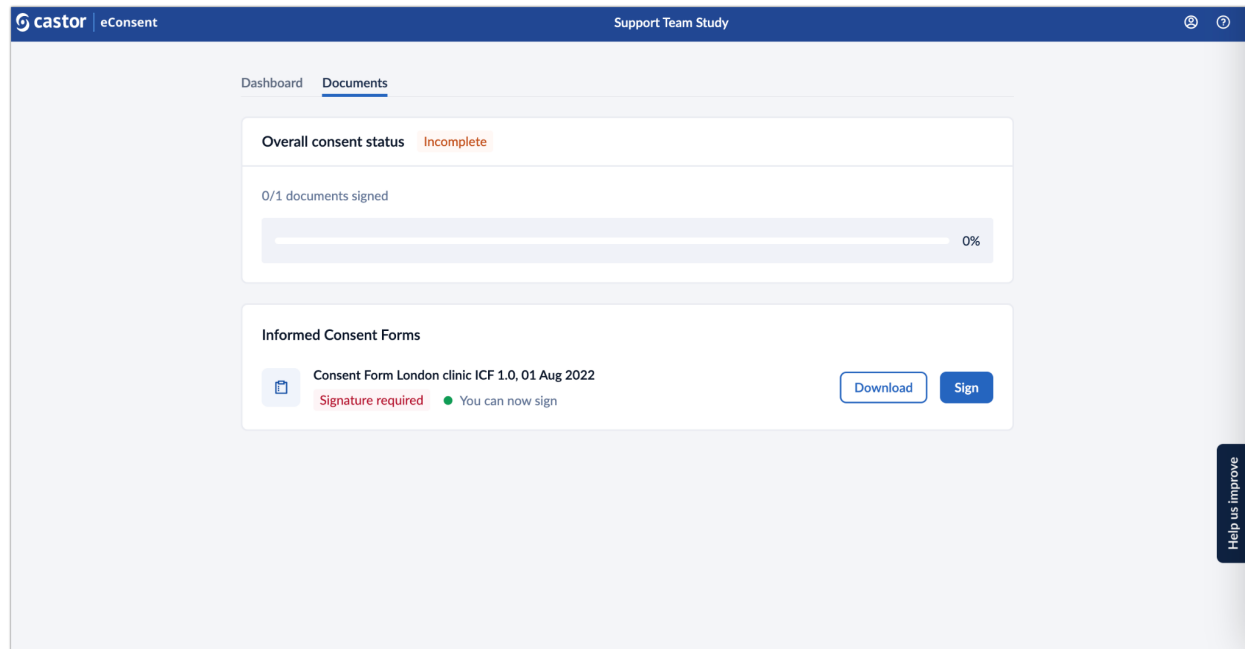


If you are seeing the message 'This document is read-only', it means that the consent form is not available for signature yet and the study admin needs to activate it first. You can preview the form by pressing on the 'Download' or 'View' buttons.

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

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

Signature


Submit Clear

Study team member signature

Date
-

Full name

Authentication ×

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

Email address

Password

Submit Cancel

Help us improve

6. Press the 'Submit' button to complete the signature submission.

- After the form has been signed, press the arrow to return to the 'Documents' overview:

←

Consent form: London clinic ICF 1.0, 01 Aug 2022

This form has already been signed

Download

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
11 February 2023, 03:59:59 PM GMT+1

Full name
Jane Smith

Signature

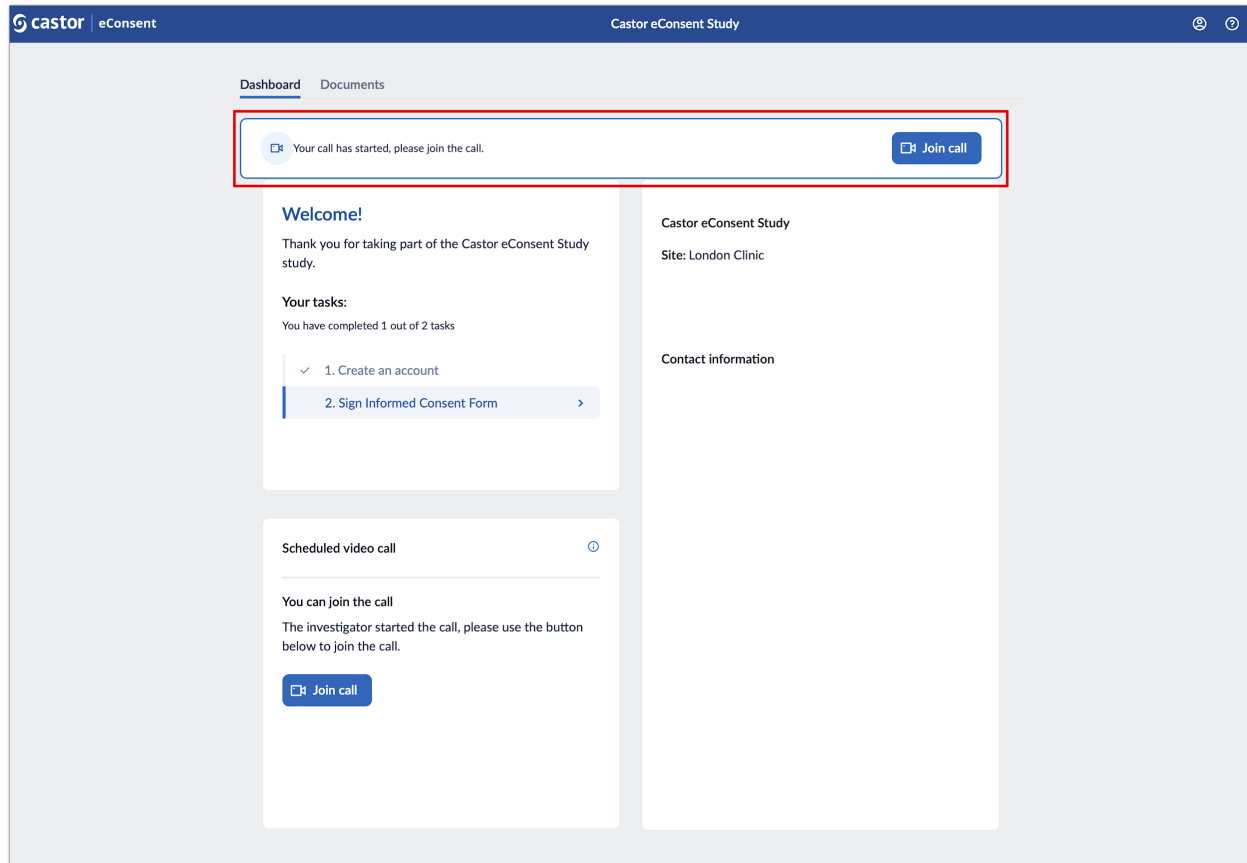

Submit Clear

Help us improve

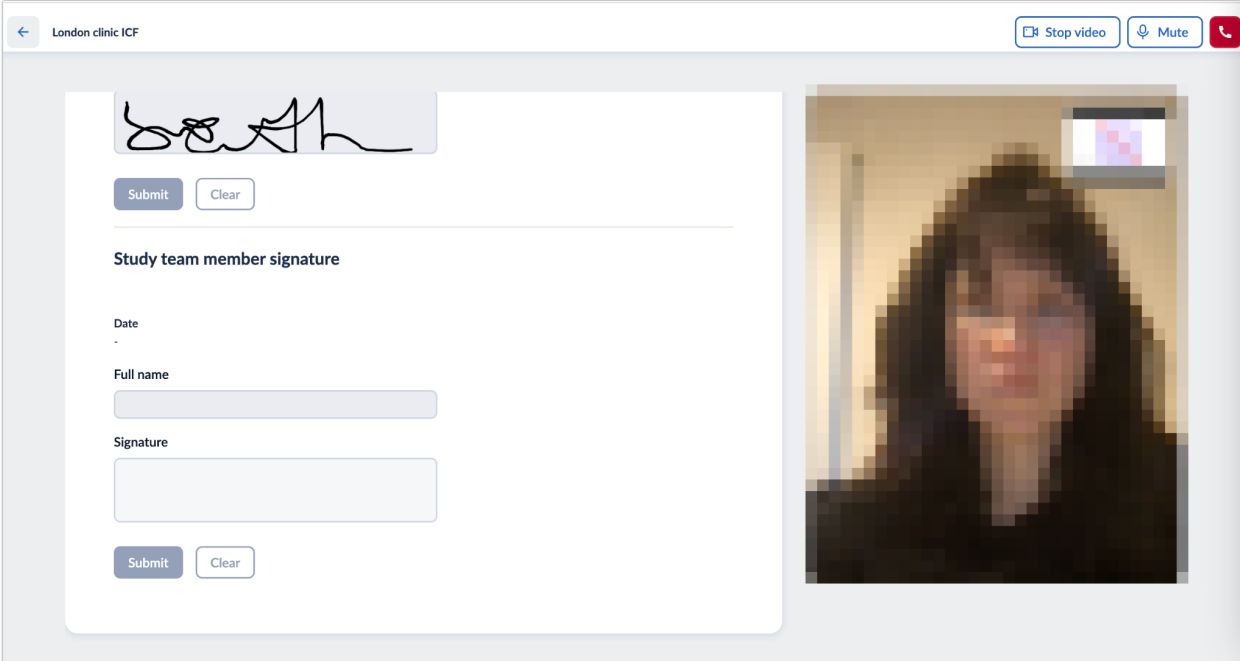
4.2 Joining a video-call for a remote electronic signing

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:



London clinic ICF

Stop video Mute

Signature

Submit Clear

Study team member signature

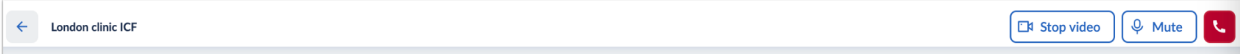
Date

Full name

Signature

Submit Clear

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



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Stop video Mute

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.