

Castor

Castor eConsent Study Participant User Guide

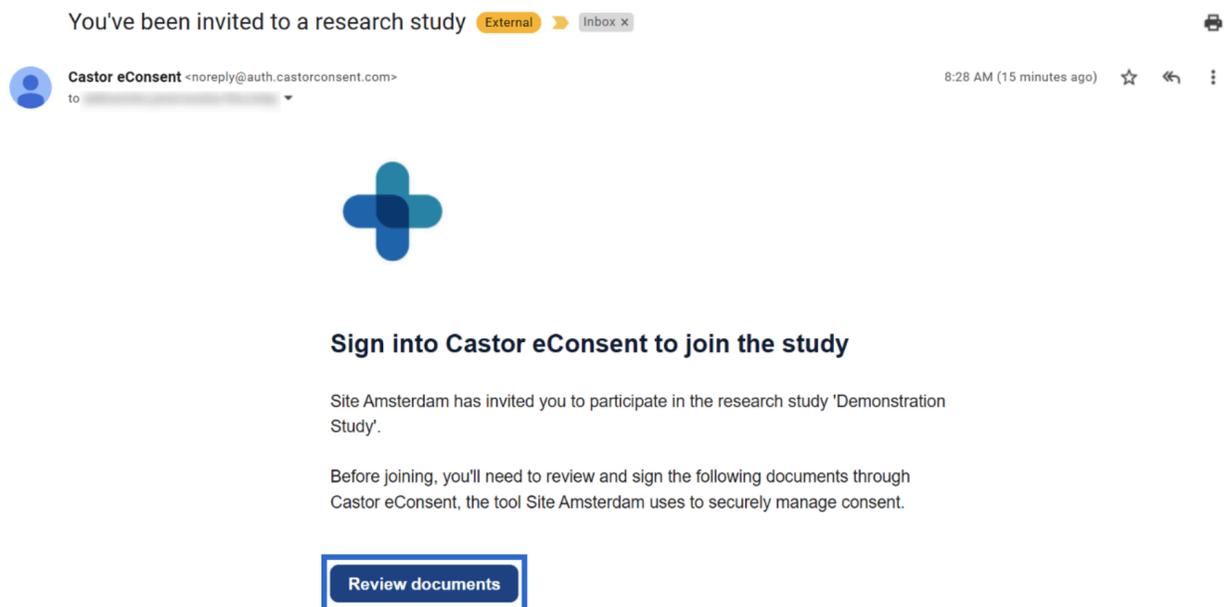
Version 2024.1

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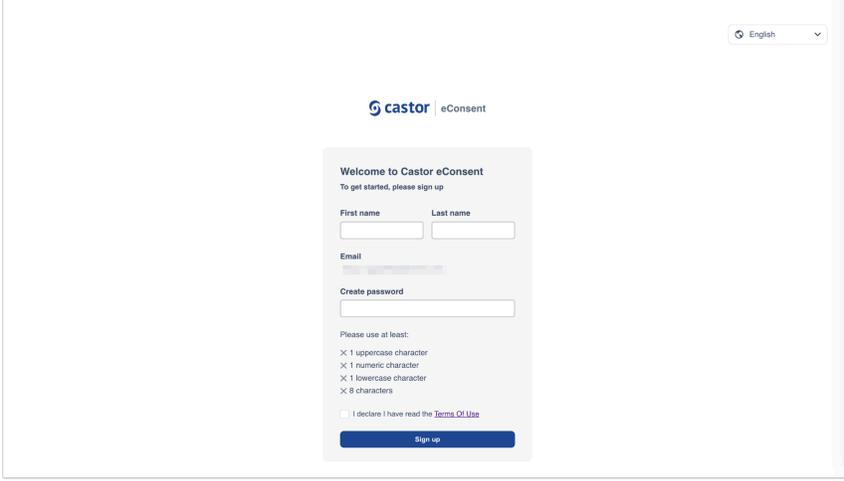
1. Register an account

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:



English

castor | eConsent

Welcome to Castor eConsent
To get started, please sign up

First name Last name

Email

Create password

Please use at least:

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

I declare I have read the [Terms Of Use](#)

Sign up

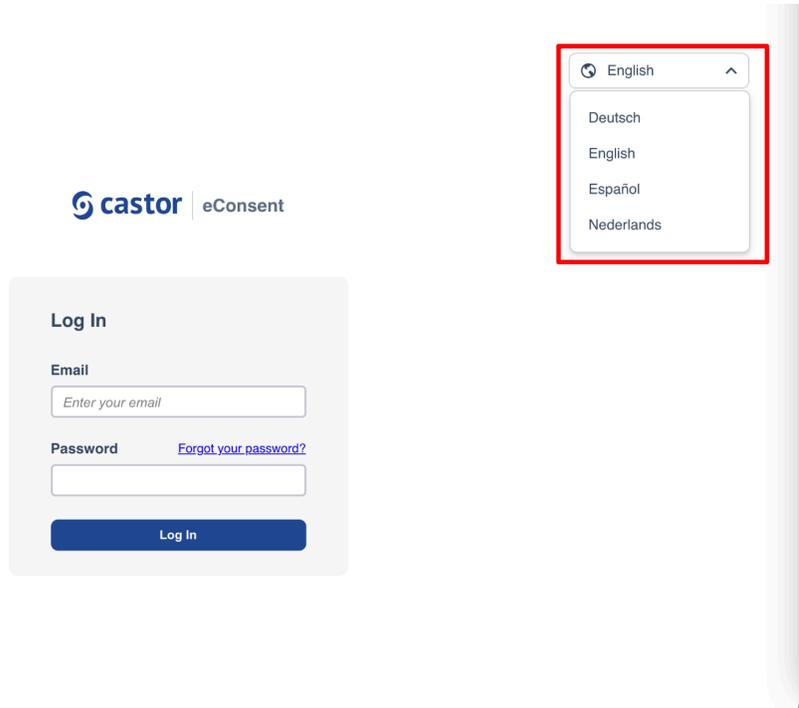
To complete the registration process, please accept the Terms of Use and provide the following details:

- 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.

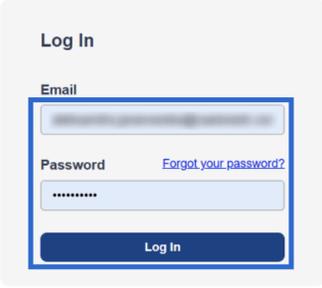


2. Log In

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

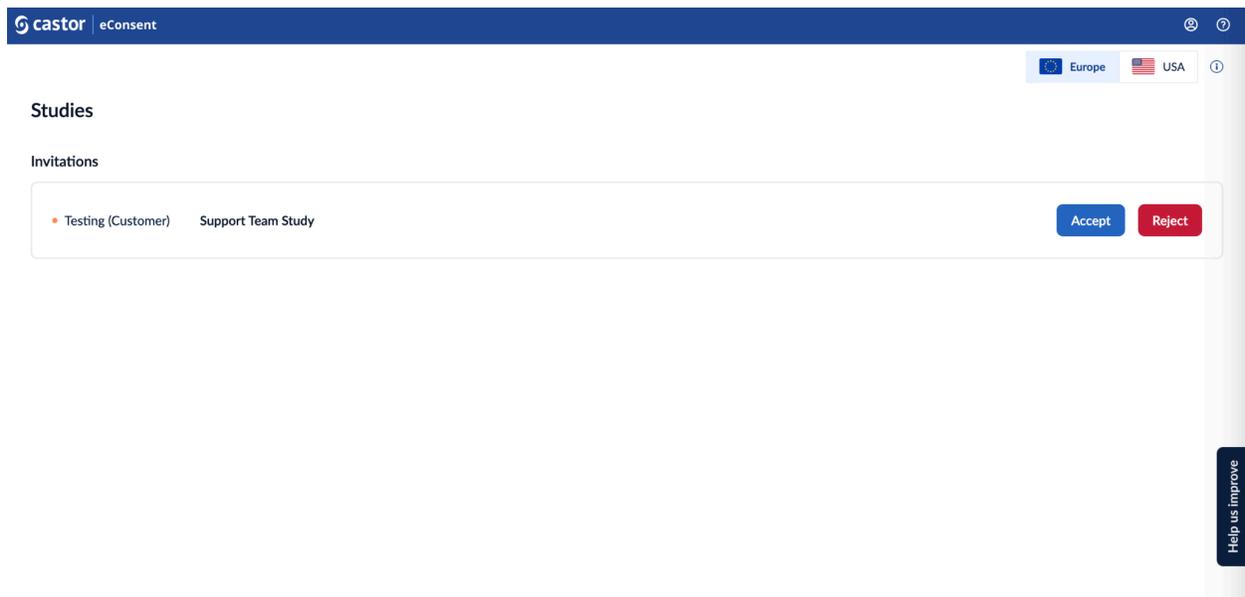
 **castor** | eConsent



The screenshot shows a login form titled "Log In" with the following fields and elements:

- Email:** A text input field containing a placeholder email address.
- Password:** A text input field with masked characters (dots).
- Forgot your password?:** A blue link next to the password field.
- Log In:** A dark blue button at the bottom of the form.

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.

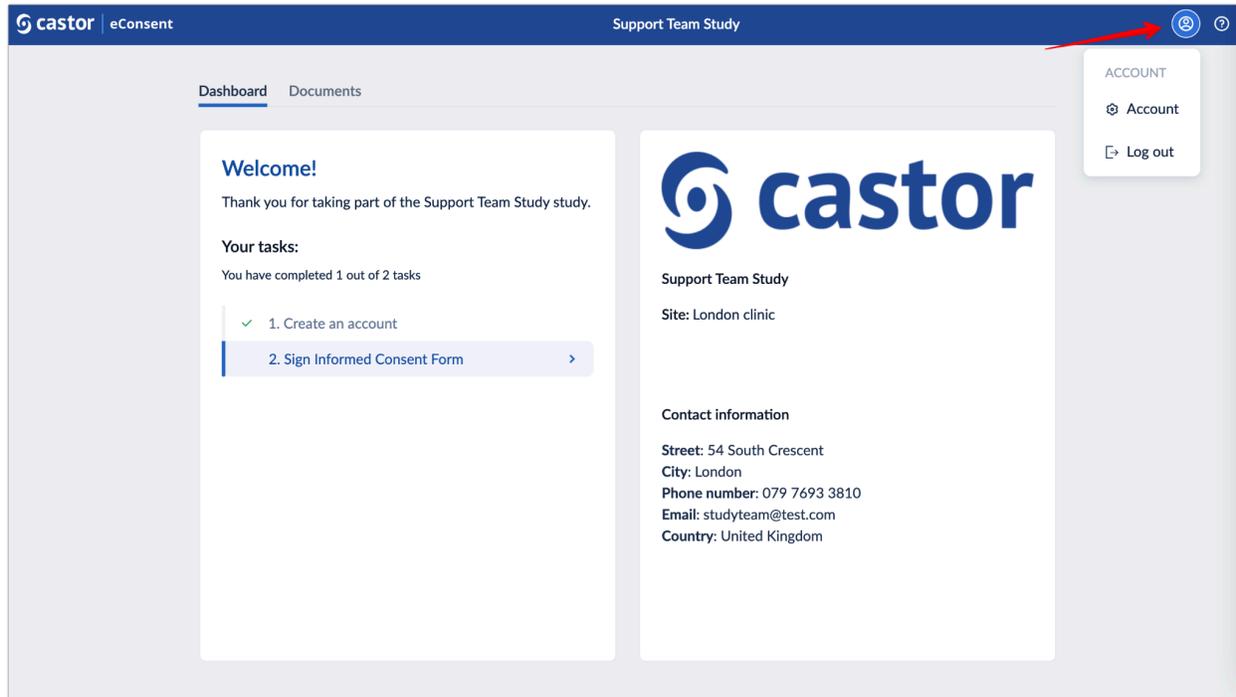


You can use the following links based on the location of your study, US or Europe:

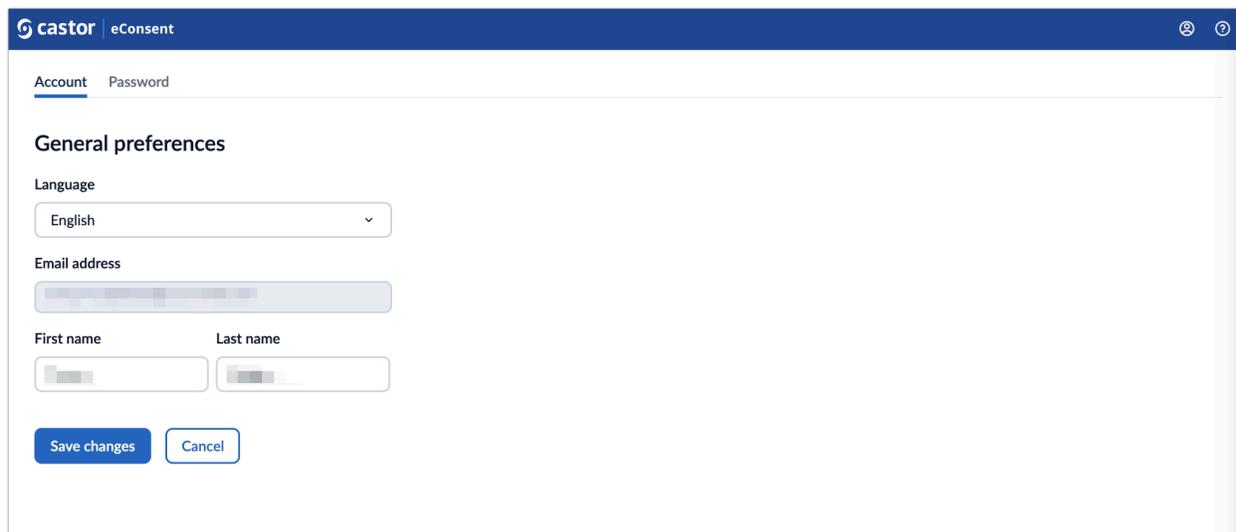
- US eConsent - <https://us.castorconsent.com/>
- EU eConsent - <https://eu.castorconsent.com/>

3. Manage account settings

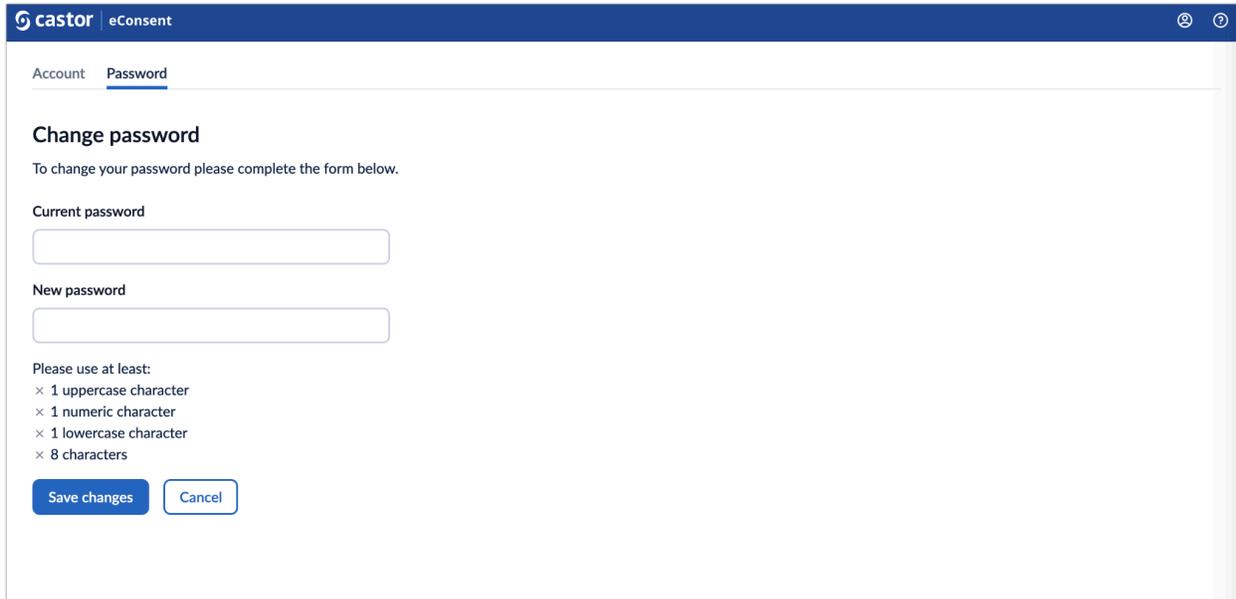
By clicking on the Account icon, you can manage your account settings.



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.

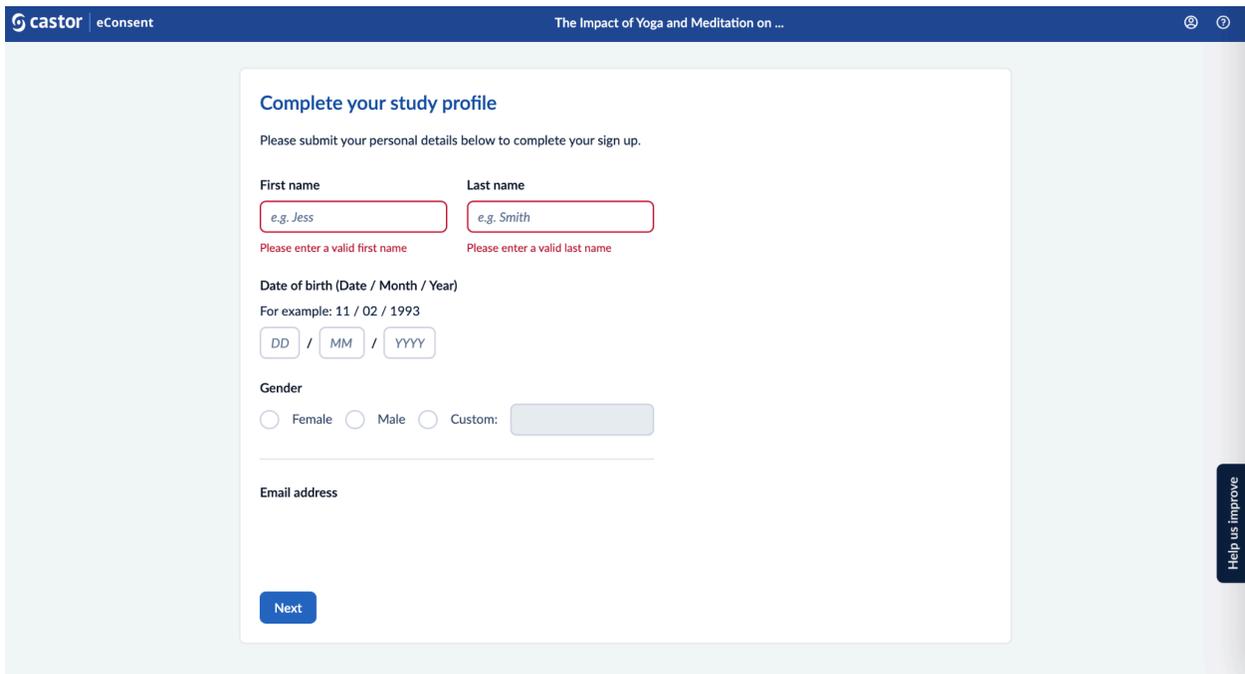


The screenshot shows a web browser window with the Castor eConsent interface. The top navigation bar includes the Castor logo and the text "eConsent". Below the navigation bar, there are two tabs: "Account" and "Password", with "Password" being the active tab. The main content area is titled "Change password" and contains the following elements:

- A heading "Change password" followed by the instruction: "To change your password please complete the form below."
- A label "Current password" above a text input field.
- A label "New password" above a text input field.
- A list of password requirements under the heading "Please use at least:":
 - × 1 uppercase character
 - × 1 numeric character
 - × 1 lowercase character
 - × 8 characters
- Two buttons at the bottom: "Save changes" (a solid blue button) and "Cancel" (a white button with a blue border).

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:



Complete your study profile

Please submit your personal details below to complete your sign up.

First name **Last name**

Please enter a valid first name Please enter a valid last name

Date of birth (Date / Month / Year)
For example: 11 / 02 / 1993

/ /

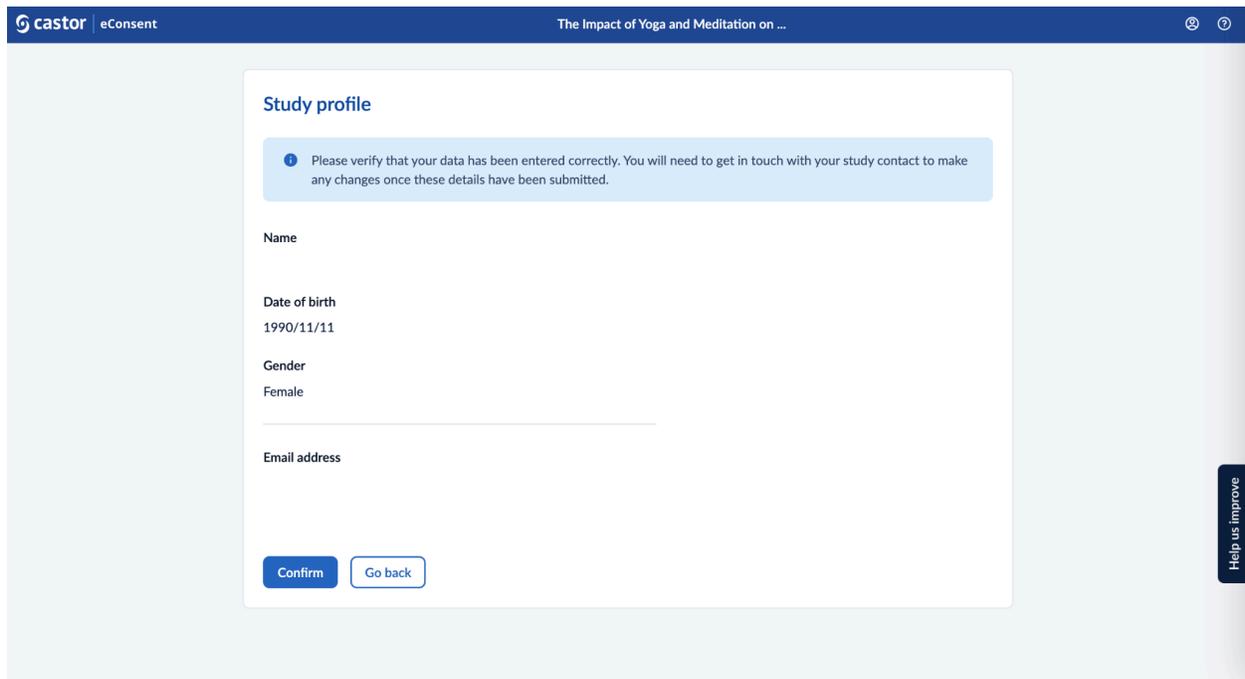
Gender

Female Male Custom:

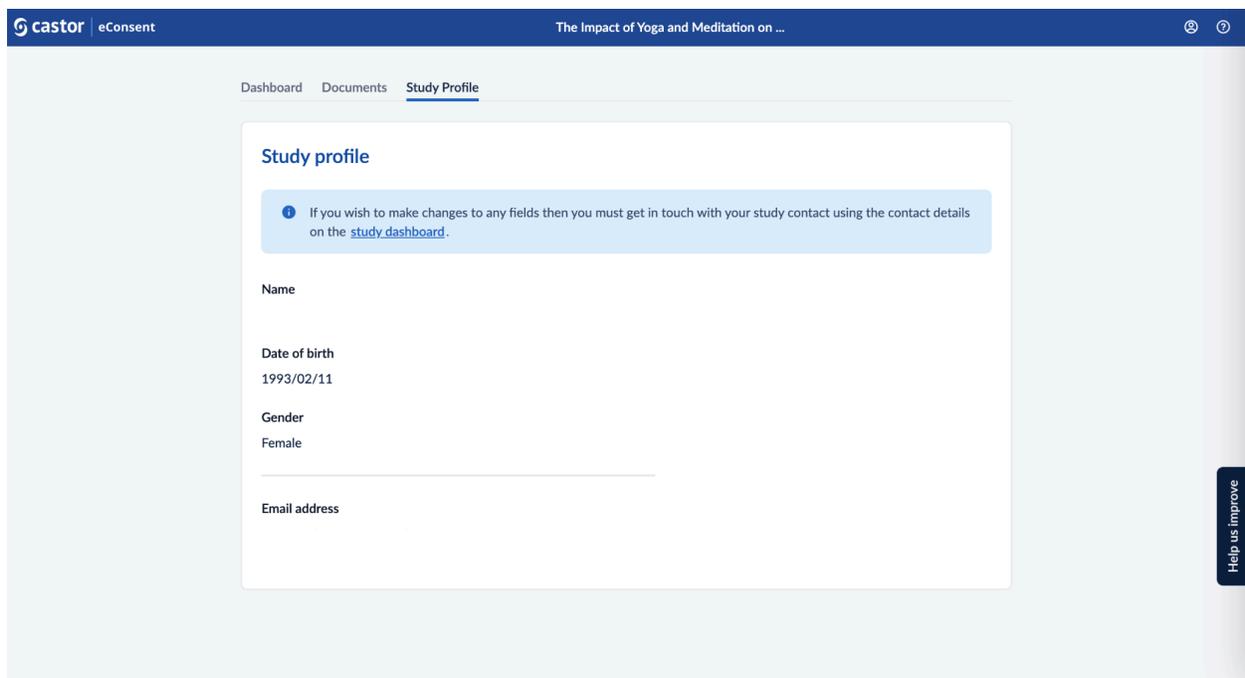
Email address

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.



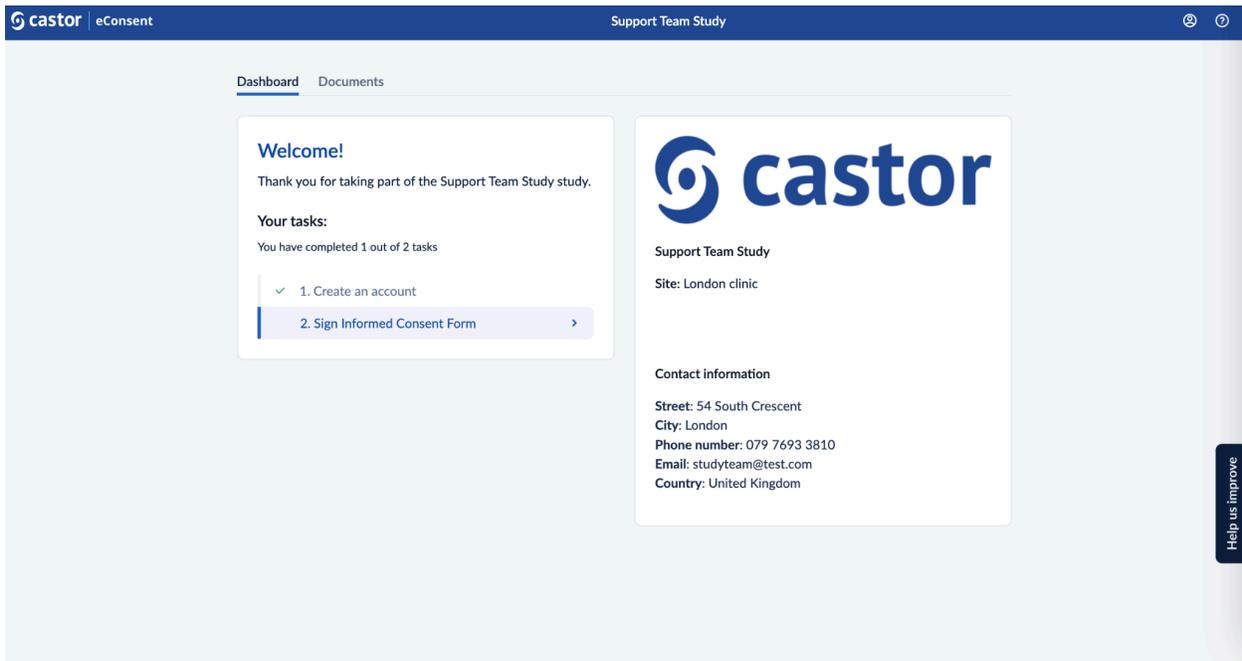
This information will be shown in the 'Study Profile' tab:



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.

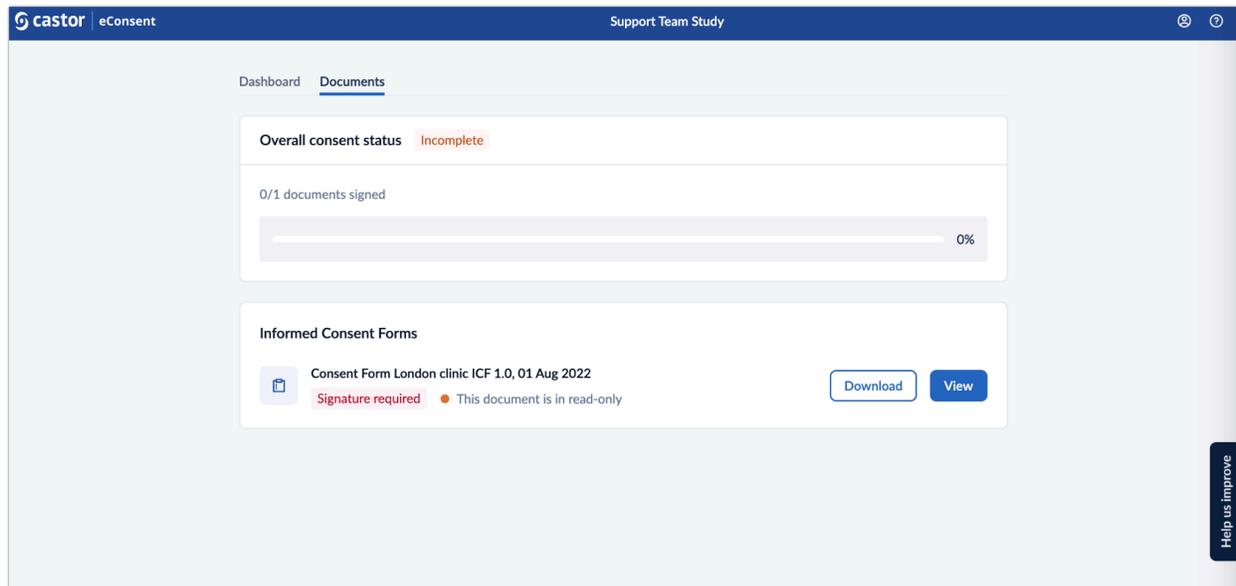
5. Signing a eConsent form

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).



The screenshot shows the Castor eConsent dashboard for the 'Support Team Study'. The interface includes a navigation bar with 'Dashboard' and 'Documents' tabs. A 'Welcome!' message thanks the user for participating. A 'Your tasks' section shows two tasks: '1. Create an account' (completed) and '2. Sign Informed Consent Form' (pending). A large Castor logo is displayed, along with study details: 'Support Team Study', 'Site: London clinic', and contact information: 'Street: 54 South Crescent', 'City: London', 'Phone number: 079 7693 3810', 'Email: studyteam@test.com', and 'Country: United Kingdom'. A 'Help us improve' button is visible on the right side.

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

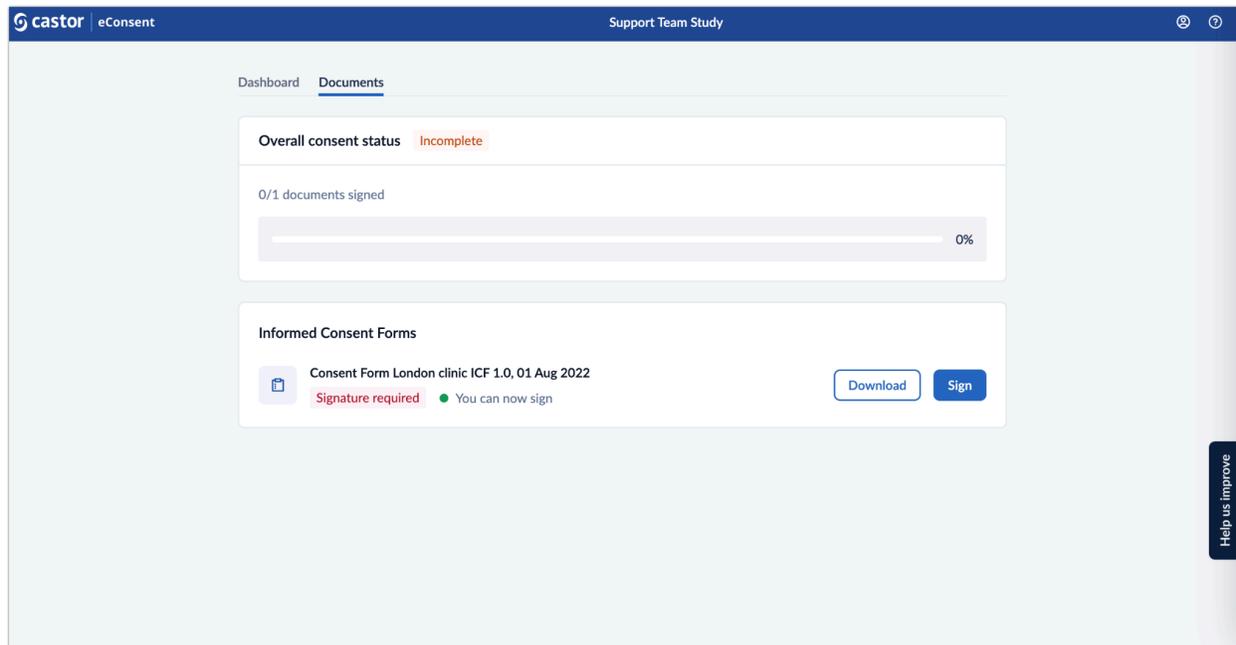


If you are seeing the message 'This document is read-only', it means that the consent form is not available for signature yet and the study admin needs to activate it first. You can preview the form by pressing on the 'Download' or 'View' buttons.

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.

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:

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:

← 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

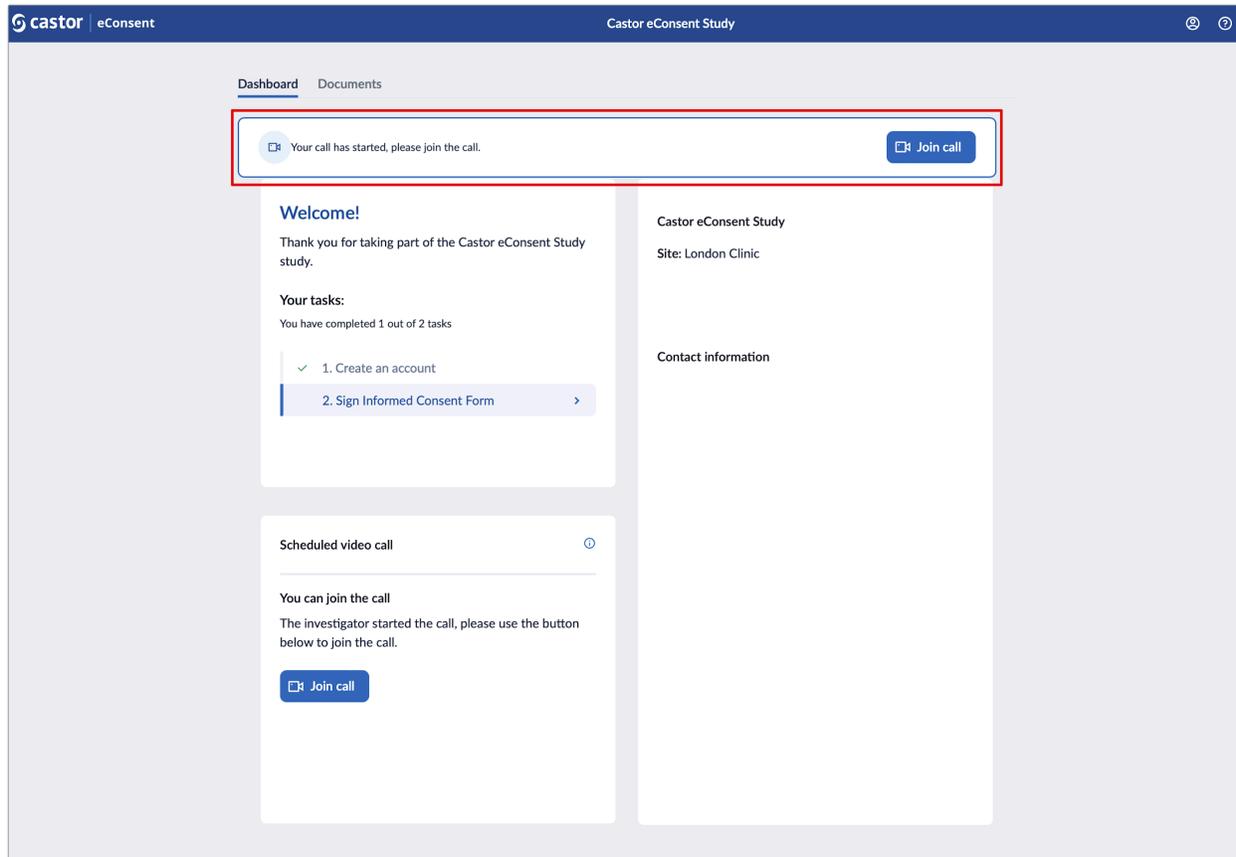
Submit Clear

Help us improve

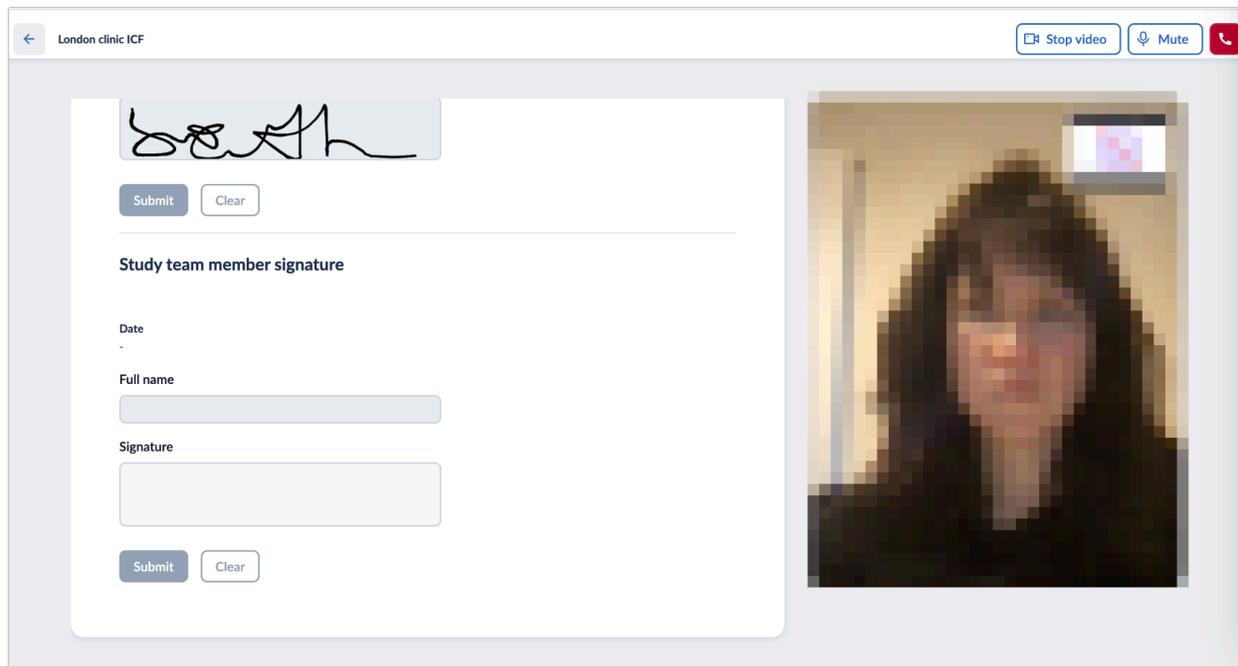
4.2 Joining a video-call for a remote electronic signing

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:



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.