



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

# User access management

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EMA Clinical trial sponsor training for SME and academia

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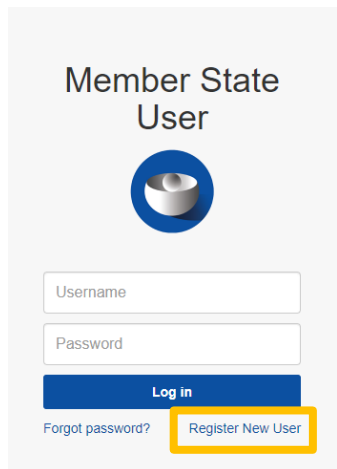
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**All users must self-register** in the EMA Account Management System to get access to CTIS.

**1. Select the sponsor workspace in the CTIS welcome page**



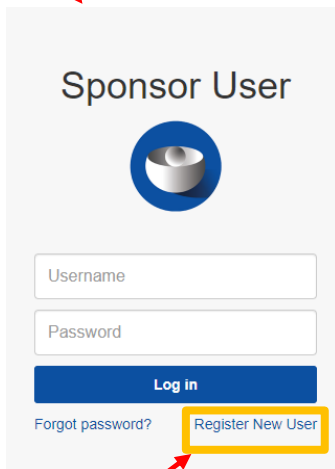
Member State User

Username

Password

Log in

Forgot password? Register New User



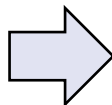
Sponsor User

Username

Password

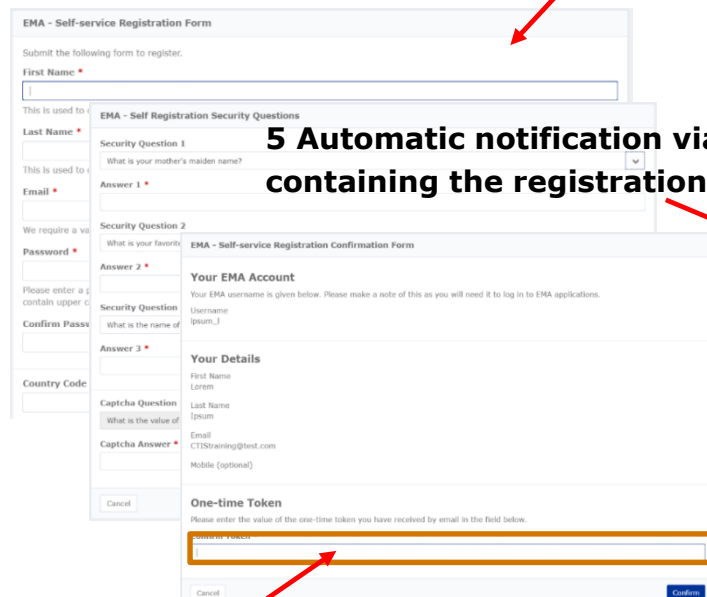
Log in

Forgot password? Register New User



**2. Select the option 'Register New User'**

**3. Complete the self-service Registration Form**



EMA - Self-service Registration Form

Submit the following form to register.

First Name \*

Last Name \*

Email \*

Password \*

Confirm Password \*

Country Code \*

Security Question 1

Security Question 2

Security Question 3

Captcha Question

Captcha Answer \*

Cancel

EMA - Self-service Registration Confirmation Form

Your EMA Account

Your Details

One-time Token

Confirm

**5 Automatic notification via email containing the registration information**



**4. Confirm the information displayed by entering the one-time-token sent via e-mail**



Users will receive with their log in credentials a **default role** that will allow them to access CTIS and perform a limited number of activities:

## View/request role

Users can view their roles in CTIS, as well as their scope and status. Additionally, **sponsor users can request a role to the administrator user of their organisation.**

## Update personal profile

All users can **view** and **update** their **personal and employer information.** They can also create a new organisation if their employer is not registered in the system.



## Create a Clinical Trial Application

New registered sponsor users are able to create a CTA **if they do not belong to an organisation with a sponsor administrator role approved by EMA** (*trial-centric approach*).

In order to perform additional actions CT related, users need to be **assigned with business roles** by the user administrators.

# Landing page & role based access



After clicking on the 'Log in' button, users will **gain access to CTIS' landing page**, which displays the **Clinical Trials tab by default**, **different tabs will be displayed** depending on the user's roles

## Landing Page in the sponsor workspace

**Clinical trials**

**Clinical trials** Notices & alerts RFI User administration

**UAT CT**

**Create a CTA**  
(CT Centric approach only)

**View/request role**

**Update personal profile**

Personal profile

User ID: user\_01

My info

First name: UAT Last name: CT

Email: uat.ct@ema.europa.eu Phone:

Password:  Update personal information

My employer

Employer name:

Contact details / Employer address

Update employer information

## EMA CTIS training programme Module 03 – User access management



Click [here](#) for online training materials related to this module.



# Any questions?

## Further information

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