Step-by-Step Instructions for SRTR Secure Site Users and Administrators

Quick Links

Activate your Account

View Your Administrator Profile

Add Users

View and Edit Users

Deactivate, Reactivate or Unlock a User

If you have any questions after reading these instructions, please contact the Scientific Registry of Transplant Recipients at:

srtr@srtr.org
1.877.970.SRTR (7787)

Activate your Account- All Users

1) To enter your account for the first time, *use the link provided* in your welcome email from "noreply@srtr.org" and follow the instructions on the page. ****Note:** The account will not activate unless you use the link provided in the welcome email.
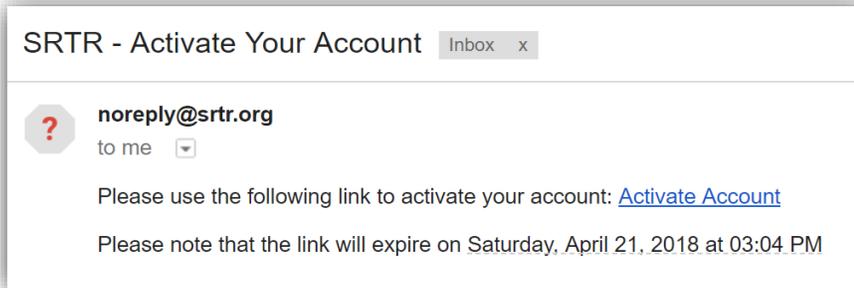
- Enter your email address as your username.
- Copy and paste your temporary password into the password box.

- Your temporary password would have been emailed to the address on file with SRTR.

- The link will expire, so you should log in to activate your account as soon as possible.
- When you log in for the first time, your account will be activated and you will be instructed to change your password. **Note:** Currently, the site will disable your account if you have not logged in within 60 days of your previous log in.

2) When you log in for the first time, your account will be activated and you will be instructed to change your password. **Note:** Currently, the site will disable your account if you have not logged in within 60 days of your previous log in.

3) Copy and paste your temporary password into the "Old Password" box, then create a new password.
    - New passwords must contain at least 8 digits.
    - It is strongly suggested that new passwords:
        - Include both uppercase and lowercase letters.
        - Include at least one special character (i.e., $, #, *).

4) You will be notified that your password has been changed successfully. An email will automatically be sent to your email address confirming the new password.
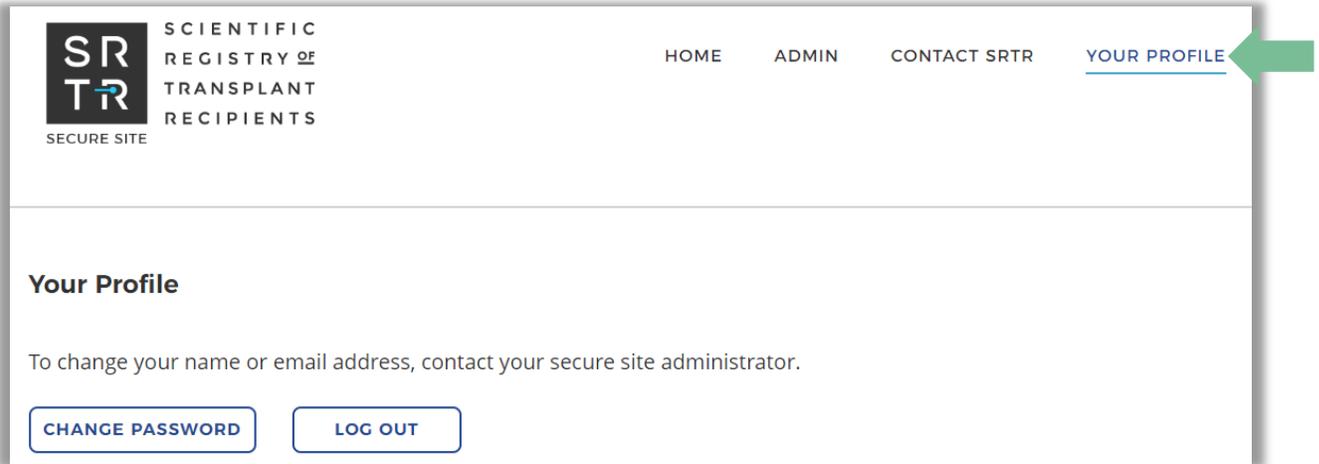
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View your Administrator Profile- Admins Only

1) Once your password is updated and your account is activated, you can view the administrator page by clicking on the "Admin" option in the navigation bar at the top of the page.

2) You can access your profile by clicking the "Your Profile" link in the navigation bar.


3) The "Your Profile" page will appear with your information. You can change the information on this page as necessary. **Note:** There is an option at the bottom of the page to remind you when your password will expire. Make sure this box is checked.
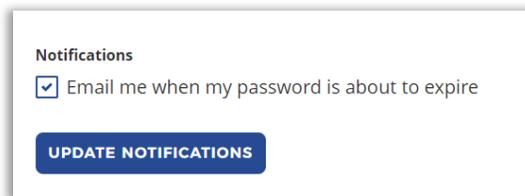
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Add Users- Admins Only

1) Hover over the "Center Admin" box at the top of the page. A drop down list will appear. Click the "Add User" box.
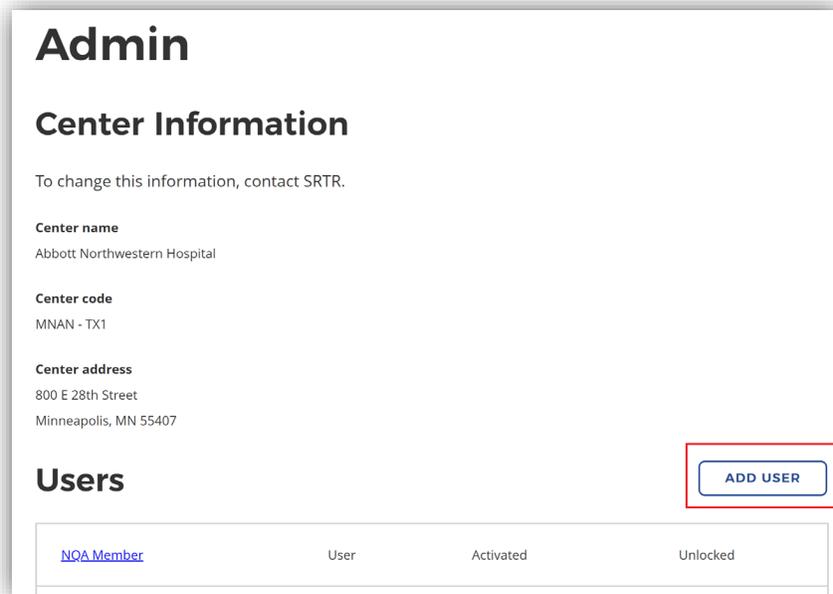
2) The following screen will appear:
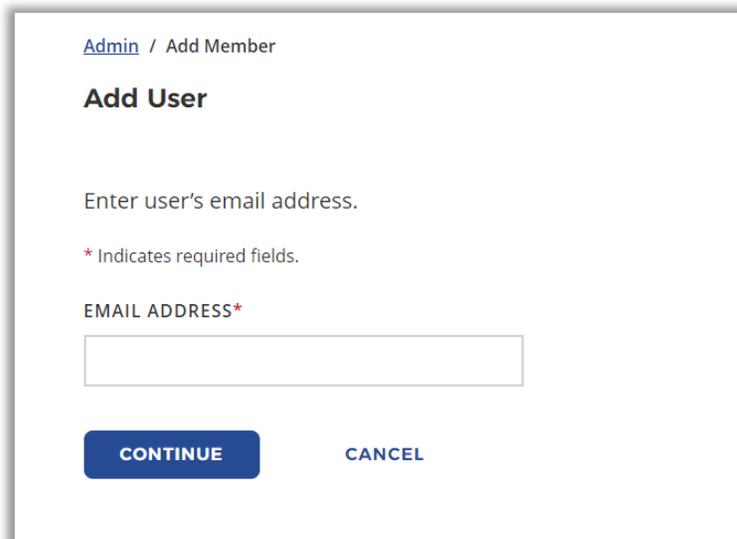
3) For a new Center user, you will need to add a unique email address that doesn't yet exist in the system. Then click "Continue".

4) Enter the new user's first name *first*, then their last name.

5) Check the boxes under Organ Program subscriptions to allow the user access to specific organ programs. You may select as many boxes as appropriate. You must check at least one box. **Note: For any box not checked, the corresponding tab for that organ will not appear in the navigation tabs for the new user.

6) **For OPO Administrators,** you must make sure *all* organs are checked.

7) When the new user's information is complete, click the "Add User" button on the bottom, left to enter the information into the SRTR system. **Note: Once you click "Add User," you will not be able to edit the user's email address.

- You will be able to change the permissions for various organ programs at a later time.
- You cannot add an administrator. To add a person as an administrator, you must contact srtr@srtr.org and give them the name and email address of the person you wish to add as an admin.
- A confirmation message will pop up when the user has been added informing you they have been sent an activation message.

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View and Edit Users- Admins Only

1) To view your center's users, return to the administrator homepage. You will see a table listing all the users at your program and their status.
2) To edit a user's permissions, click the person's name, which is a link to their account page.

Admin

Center Information

Center name
Scientific Registry of Transplant Recipients

Center code
SRTR

Users   ADD USER

Jane Doe	Admin	**Deactivated**	Unlocked
→ John Smith	Admin	Activated	Unlocked

- From their user page, you can activate, deactivate, unlock or change which organ reports they can view.

3) When you have made all desired edits, click the "Save Changes" button to save the changes.

SRTR

Role

Select if the user will have center admin privileges or not.

⊙ SRTR user
○ SRTR admin

SAVE CHANGES   ← :ANCEL

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Deactivate, Reactivate or Unlock a User- Admins Only

1) Follow the instructions in items 1 and 2 of "View and Edit Users for Your Center" section above. Then click the "Deactivate" button. Save this change by clicking "Update." Access will be removed for this user.
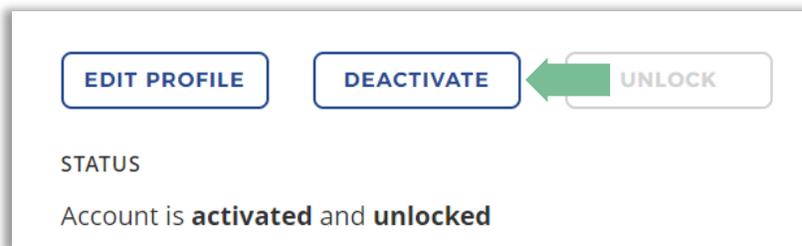
- The system will give you a warning message asking if you really want to deactivate this user.
- Deactivated users will remain in your user list, but they will no longer be able to log in and see your organization's information.

2) Likewise, if you need to re-activate someone, they will have a button that says "Activate" instead of "Deactivate". Simply click that button to reactivate them.
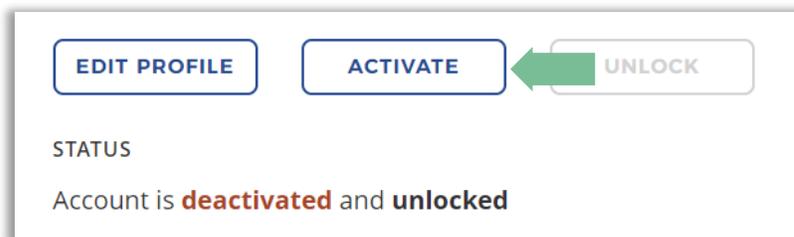
3) If their account is locked, the "Unlock" button will be blue.
- If the users account is "Locked" and you have difficulty unlocking it, please contact srtr@srtr.org.

4) If you want to *delete* a deactivated user, please contact srtr@srtr.org.

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