



## Instructions for Signing up to Florence

Step 1:	<ul> <li>a) You can access training at your convenience via the following link: <u>https://web.edapp.com/#login</u>; OR</li> <li>b) Click on 'Florence eLearning Modules' at CRDO's <u>Florence Resources</u> page</li> </ul>
Step 2:	<ul> <li>I. Create a new account by selecting "Have an invite Code? Register here"</li> <li>I. Create a new account by selecting "Gauge of the selection of the</li></ul>
	Invite code         Enter your email address         Invite code         Enter invite code         Contrue    III. You will be prompted to create a password and enter your name IV. Click "Create an EdApp Account"





Step 3:	<ul> <li>Select a Florence Training (1.5 - 2 hours)</li> <li>Detailed training covering all significant aspects of how to use Florence eBinders. This is split into two sections, detailed below.</li> <li>Recommended for staff interacting with Florence on a near-to-daily basis.</li> <li>Users must complete 'Florence General User Training' before accessing 'Florence Advanced Manager Training'.</li> <li><b>1. Florence General User Training</b></li> <li>Covers all tools which Users can expect to use on a regular basis to manage Essential Documents.</li> <li>Recommended for Trial Coordinators, Trial assistants, etc</li> <li><b>1. Florence Advanced Manager Training</b></li> <li>Covers material which allows managers to customise the Florence Binder and manage the team.</li> <li>Recommended for The Binder Administrator and/or Trial Manager.</li> <li><b>0. Monitor Training Module</b></li> <li>Covers the tools a Monitor requires to complete their responsibilities in reviewing Essential Documents.</li> <li>Recommended for staff who require access to Essential Documents, but will not be actively managing documents.</li> <li>Recommended for Investigators, nurses, supporting departments, and the majority of the trial team.</li> <li>Recommended for Investigators, nurses, supporting departments, and the majority of the trial team.</li> <li>Recommended for Investigators, nurses, supporting departments, and the majority of the trial team.</li> </ul>
Step 4:	<ol> <li>After completing the last lesson in your chosen Florence Module(s), click the "Back" button in the top left corner, which will take you back to the main training page</li> <li>You will be issued with Certificate of Completion at the end of the online training course</li> <li>To download your certificate, click on "CERTIFICATE OF COMPLETION"</li> </ol>



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	Well done! You've passed this course.         Certificate of Completion         Florence General User Training         This course covers the day to day tasks the majority of Elorence Users should be familiar.	Certificate of
	Inits course covers the bay-covery tasks the majority of Proteince Osers should be animular with. Please download your Certificate of Completion and provide to your Study         Coordinator when you are finished. If you are a Principal Investigator, TrialMore         Lessons       Briefcase         First time logging in       ©	Completion This certificate acknowledges that Kate Scarff has successfully fulfilled the requirements of the course Florence User General Training on Feb 08, 2021
	Roles and Permissions       Image: Comparison of the second	<ul> <li>First time logging in Roles and Permissions</li> <li>Filing Documents</li> <li>File Management</li> <li>Florence eSignatures</li> <li>Utilising eLogs</li> </ul>
	IV. Download your certificate and save a copy as you course completion.	CERTIFICATE OF COMPLETION III MURDOCH CHILDREN'S RESEARCH INSTITUTE
Step 5:	I. <b>External site staff</b> sign the original hard copy kept by the Site Coordinator.	of the <u>wet ink signature log</u> , which is to be
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	III. Email a copy of both your Certificate of Compl coordinator and/or <u>florence@mcri.edu.au</u>	letion and Wet-Ink Signature Log to the trial
Step 6:	<ul> <li>I. External users can log in directly through the <u>F</u></li> <li>II. MCRI users must sign in to Florence via Okta:</li> </ul>	Florence website. https://okta.mcri.edu.au/app/UserHome





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Microsoft Teams	Microsoft OneDrive	Microsoft Excel Online	Microsoft Sway	
<b>\$</b>	Planner	S smartsheet	zoom	
Microsoft SharePoint Online	Microsoft Planner	Smartsheet	Zoom	
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Culture Amp	Periscope	Florence Test	Florence PROD	