

Florence eBinders Training and Onboarding for Monitors

New User Accounts

Requesting a Florence eBinder Account

In accordance with [MCTC100 | Florence User Policy](#), all users must complete three steps prior to having a user account created and access to Florence assigned:

1. **Training:** Complete role-based training on how to use Florence eBinders.
2. **Evidence of Wet Ink Signature:** Create and submit an original record of the monitor wet ink signature and provide both a digital and hard copy to the MCRI Florence Organisational Administrator.
3. **Role and Permissions:** Organise appropriate roles and permissions with the Florence Organisational Administrator or the trial's Binder Administrator.

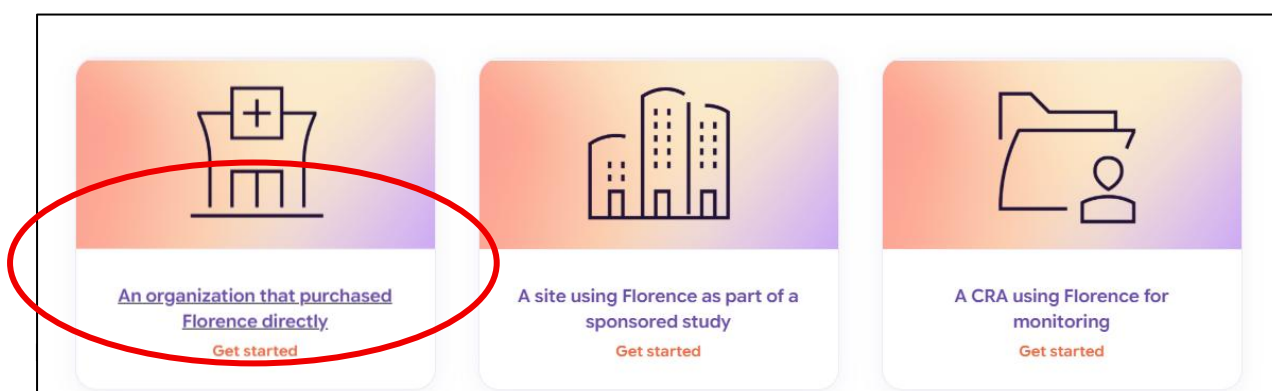
Refer to [MCTC113 Guidance | Florence Roles and Permissions](#)

Florence Training and Wet-Ink Signatures

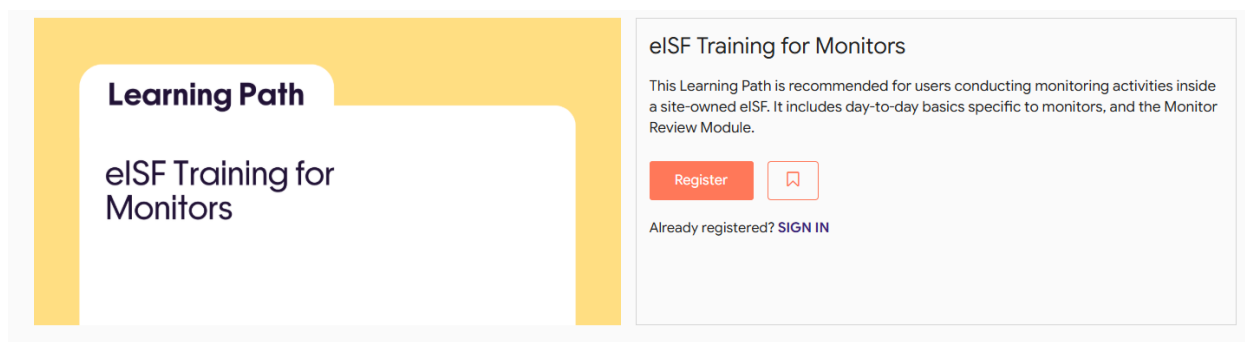
Users must complete the appropriate Florence training before being granted access to Florence eBinders™. Monitors and Auditors are required to complete the training modules listed in the '[Florence Training Modules](#)' section.

Follow these steps to complete training:

1. Click on the following link to access Florence training modules:
university.florencehc.com
2. Navigate to the '**How are you accessing Florence today**' section and click '**An organisation that purchased Florence directly**'.
3. Select the appropriate training module as per the '[Florence Training Modules](#)' section.



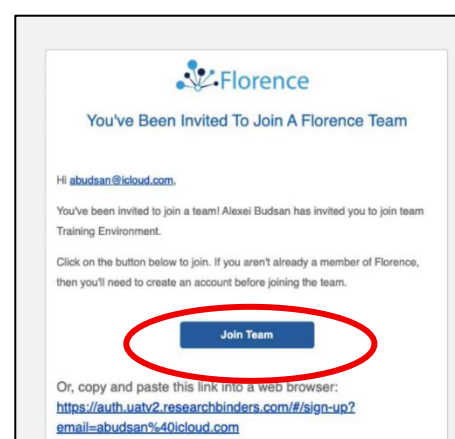
- Once you have selected your course, select Register. You will be prompted to log in; please create a guest account using the same organisational email address that you will use to access Florence (e.g. name.surname@mcri.edu.au).



- Complete all courses appearing in the selected training modules
- Upon completion of training, a Florence Training Certificate will be issued. Certificates will be sent to users via email or can be accessed via the 'My Profile' tab (top right).
- Prior to access being granted to Florence eBinders™:
 - Site Monitors** are required to complete a [Monitor wet-ink signature](#) page. Digital copies must be returned prior to the first monitoring visit at site, with hard copies returned during the visit.
- Email a copy of both your Certificate of Training Completion and Wet-Ink Signature Page/Log to the trial coordinator and/or florence@mcri.edu.au

Activation of Florence eBinders Accounts

- The MCRI Florence Organisational Administrator will invite you (via email) to a Florence team (AUS or EU Team) once the wet-ink signature page and training certificate have been received.
- To activate your account, follow the steps in the invitation email and click 'Join Team'



Florence Training Modules (via FloPro University)

Training Link: <https://university.florencehc.com/page/courses-for-organizations-that-purchased-florence>

Role in Study	Name of Florence Training Module to be Completed	Applicability	Listed Training Modules	Training Link
Monitors	eTMF Training for Monitors (5 courses)	This Learning Path is recommended for eTMF Monitors. It includes an overview of basic eTMF functionality.	<ul style="list-style-type: none"> - Registration & Navigation - Documents & Signatures - eLogs - Reporting Tools - Quiz 	eTMF Training for Monitors
	eISF Training for Monitors (6 courses)	This Learning Path is recommended for users conducting monitoring activities inside a site-owned eISF. It includes day-to-day basics specific to monitors, and the Monitor Review Module.	<ul style="list-style-type: none"> - Registration & Navigation - Documents & Signatures - eLogs - Reporting Tools (Tags, Labels, tasks) - Monitor Review Module & Remote Monitoring - Quiz 	https://university.florencehc.com/path/eisf-training-for-monitors
Auditors	View-Only Training for Ancillary Roles (3 courses)	This is recommended for users with ancillary roles or anyone needing to register and view documents and audit trails.	<ul style="list-style-type: none"> - Registration & Navigation - Documents & Audit Trail - Quiz 	https://university.florencehc.com/path/view-only-training-for-ancillary-roles