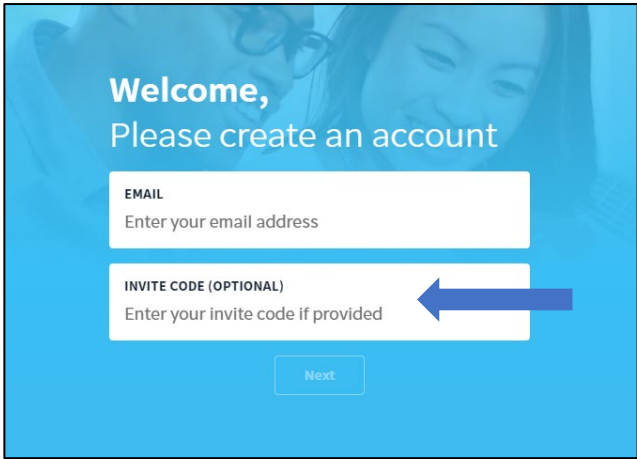
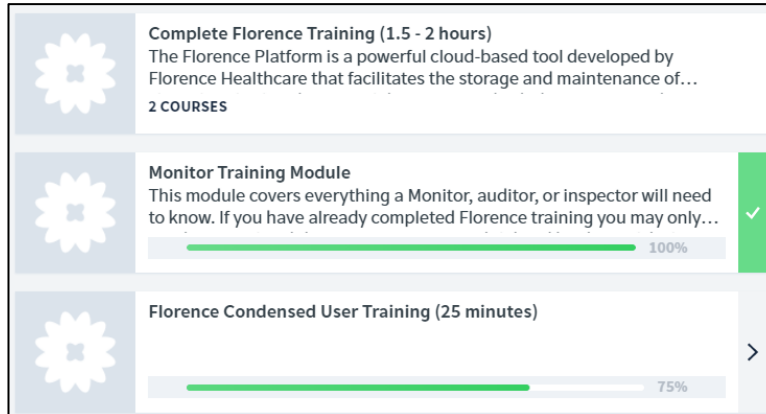


Instructions for Signing up to Florence

<p>Step 1:</p>	<p>a) You can access training at your convenience via the following link: https://web.edapp.com/#sign-up; OR</p> <p>b) Click on 'Florence eLearning Modules' at CRDO's Florence Resources page</p>
<p>Step 2:</p>	<p>I. Create a new account by entering your email address</p> <p>II. Enter the Invite code 'FLORENCE' to access Florence training content</p> <div data-bbox="323 692 962 1149">  </div> <p>III. You will be prompted to create a password and enter your name</p> <p>IV. Click "Register my Account"</p>
<p>Step 3:</p>	<p>I. Select a Florence Training course</p> <ul style="list-style-type: none"> Complete Florence Training (1.5 – 2 hours) <i>Detailed training covering all significant aspects of how to use Florence eBinders. This is split into two sections, detailed below. Recommended for staff interacting with Florence on a near-to-daily basis. Users must complete 'Florence General User Training' before accessing 'Florence Advanced Manager Training'.</i> <ul style="list-style-type: none"> Florence General User Training <i>Covers all tools which Users can expect to use on a regular basis to manage Essential Documents. Recommended for Trial Coordinators, Trial assistants, etc</i> Florence Advanced Manager Training <i>Covers material which allows managers to customise the Florence Binder and manage the team. Recommended for The Binder Administrator and/or Trial Manager.</i> Monitor Training Module <i>Covers the tools a Monitor requires to complete their responsibilities in reviewing Essential Documents. Recommended for Monitors, or those staff working closely with Monitors.</i> Florence Condensed User Training <i>Covers the tools needed for staff who require access to Essential Documents, but will not be actively managing documents. Recommended for Investigators, nurses, supporting departments, and the majority of the trial team.</i>



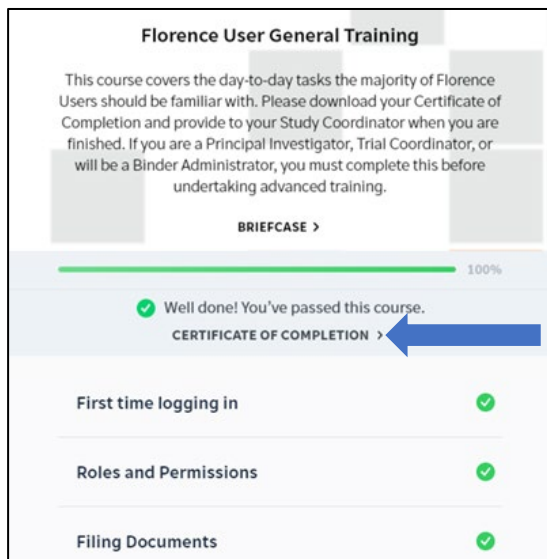
Complete Florence Training (1.5 - 2 hours)
 The Florence Platform is a powerful cloud-based tool developed by Florence Healthcare that facilitates the storage and maintenance of...
2 COURSES

Monitor Training Module
 This module covers everything a Monitor, auditor, or inspector will need to know. If you have already completed Florence training you may only...
 100%

Florence Condensed User Training (25 minutes)
 75%

Step 4:

- I. 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
- II. You will be issued with Certificate of Completion at the end of the online training course
- III. To download your certificate, click on “CERTIFICATE OF COMPLETION”



Florence User General Training
 This course covers the day-to-day tasks the majority of Florence Users should be familiar with. Please download your Certificate of Completion and provide to your Study Coordinator when you are finished. If you are a Principal Investigator, Trial Coordinator, or will be a Binder Administrator, you must complete this before undertaking advanced training.
 BRIEFCASE >
 100%
 Well done! You've passed this course.
CERTIFICATE OF COMPLETION >

First time logging in	✓
Roles and Permissions	✓
Filing Documents	✓






Certificate of Completion
 This certificate acknowledges that **Kate Scarff** has successfully fulfilled the requirements of the course **Florence User General Training** on Feb 08, 2021

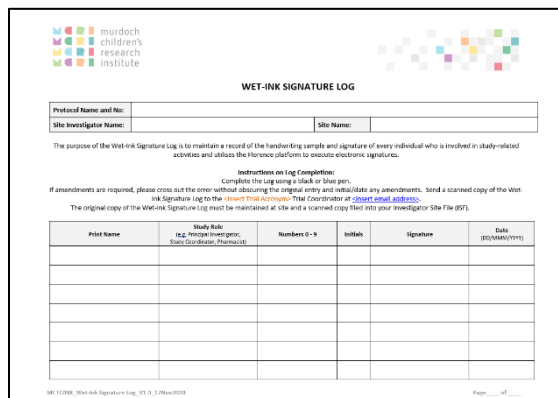
<ul style="list-style-type: none"> First time logging in Filing Documents Florence eSignatures 	<ul style="list-style-type: none"> Roles and Permissions File Management Utilising eLogs
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CERTIFICATE OF COMPLETION  MURDOCH CHILDREN'S RESEARCH INSTITUTE

- IV. Download your certificate and save a copy as you will need to provide this as evidence of course completion.

Step 5:

- I. **External site staff** sign the original hard copy of the [wet ink signature log](#), which is to be kept by the Site Coordinator.



WET-INK SIGNATURE LOG

Protocol Name and No: _____ Site Name: _____

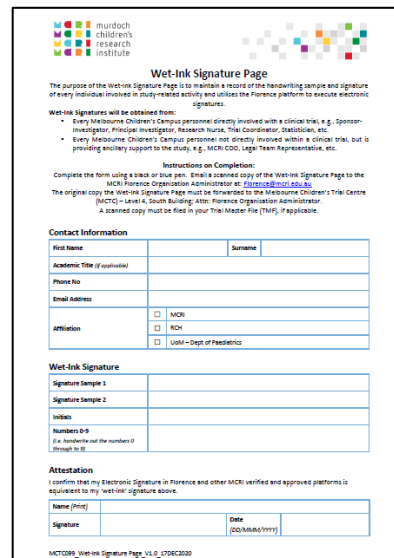
Site Investigator Name: _____

The purpose of the Wet-Ink Signature Log is to maintain a record of the handwriting sample and signature of every individual who is involved in study-related activities and access the Florence platform to execute electronic signatures.

Instructions on Log Completion:
Complete this log using a black or blue pen.
If amendments are required, please cross out the error without obscuring the original entry and initial/date any amendments. Send a scanned copy of the Wet-Ink Signature Log to the [MCTC Trial Coordinator](#). Trial Coordinator at [mctc@mcrci.edu.au](#).
The original copy of the Wet-Ink Signature Log must be maintained at site and a scanned copy filed into your investigator Site File (SIF).

Print Name	Study Role (e.g. Principal Investigator, Study Coordinator, Pharmacist)	Numbers 0-9	Initials	Signature	Date (DD/MM/YYYY)

MCTC130_Wet-Ink Signature Log_V3.0_15-Nov-2020 Page ____ of ____



Wet-Ink Signature Page

The purpose of the Wet-Ink Signature Page is to maintain a record of the handwriting sample and signature of every individual involved in study-related activity and access the Florence platform to execute electronic signatures.

Wet-Ink Signatures will be obtained from:

- Every Melbourne Children's Campus personnel directly involved with a clinical trial, e.g., Sponsor-Investigator, Principal Investigator, Research Nurse, Trial Coordinator, Statistician, etc.
- Every Melbourne Children's Campus personnel not directly involved within a clinical trial, but is providing ancillary support to the study, e.g., MCRH CDO, Legal Team Representative, etc.

Instructions on Completion:
Complete the form using a black or blue pen. Email a scanned copy of the Wet-Ink Signature Page to the MCRH Research Organisation Administrator at: [mctc@mcrci.edu.au](#).
The original copy of the Wet-Ink Signature Page must be forwarded to the Melbourne Children's Trial Centre (MCTC) - Level 4, South Building, 4th Floor, Florence Organisation Administrator.
A scanned copy must be filed in your Trial Master File (TMF), if applicable.

Contact Information

First Name	_____
Academic Title (if applicable)	_____
Phone No	_____
Email Address	_____
Affiliation	<input type="checkbox"/> MCRH <input type="checkbox"/> RCH <input type="checkbox"/> UoM - Dept of Paediatrics

Wet-Ink Signature

Signature Sample 1	_____
Signature Sample 2	_____
Initials	_____
Numbers 0-9 (i.e. handwritten the numbers 0 through 9)	_____

Attestation
I confirm that my Electronic Signature in Florence and other MCRH verified and approved platforms is equivalent to my 'wet-ink' signature above.

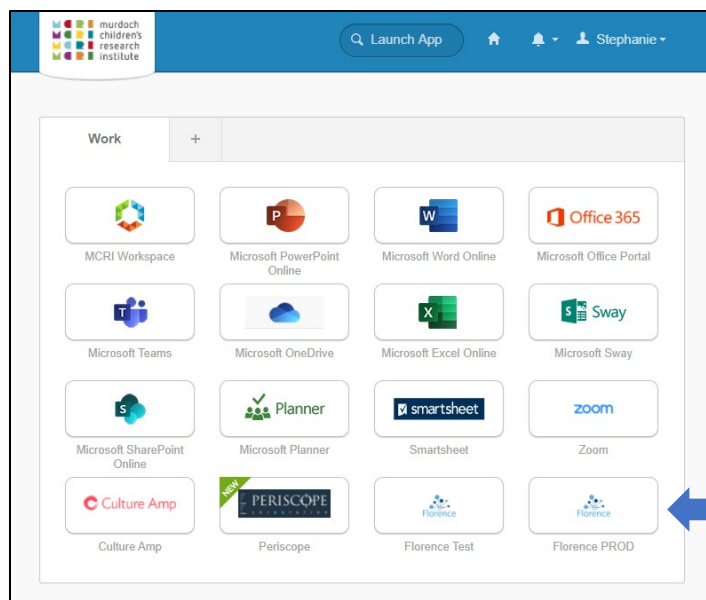
Name (Print)	_____
Signature	_____
Date (DD/MM/YYYY)	_____

MCTC130_Wet-Ink Signature Page_V3.0_15-Nov-2020

- II. **MCRI / RCH Staff** must sign and return an original hard copy of the [wet ink signature page](#).
- III. Email a copy of both your Certificate of Completion and Wet-Ink Signature Log to the trial coordinator and/or florence@mcrci.edu.au

Step 6:

- I. External users can log in directly through the [Florence website](#).
- II. MCRI users must sign in to Florence via Okta: <https://okta.mcrci.edu.au/app/UserHome>



- III. The Trial Coordinator is responsible for ensuring you are invited to create an account in Florence eBinders. Please contact them if you are unable to access the platform or your files.