

## HELPFUL LINKS AND EMAILS

### Velos eResearch URL

<https://uthscsaproducts.velosresearch.com>

### Technical Support

[CTMS-Support@uthscsa.edu](mailto:CTMS-Support@uthscsa.edu)

### VPR Clinical Trials Office

[VPRCTO@uthscsa.edu](mailto:VPRCTO@uthscsa.edu)

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## HOW TO BOOKMARK THE eRESEARCH APPLICATION WEBSITE

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eResearch Version 10 is compatible with **Internet Explorer v11** and **Mozilla Firefox v39 and above**. Users may also use **Chrome**, however it is not a vendor supported browser.

When bookmarking the eResearch application website for the first time, your bookmark URL will default to the Shibboleth Authentication site below. Please refer to the steps outlined below to create the bookmark in the browser of your choice, then update the URL:

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- 7) Update the URL field to <https://uthscsaproduct.veloseresearch.com> and click the **OK** button to save your changes.

### **Mozilla Firefox**


- 1)

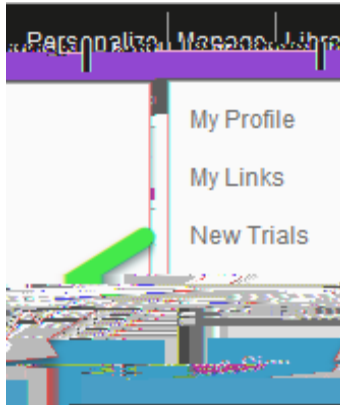




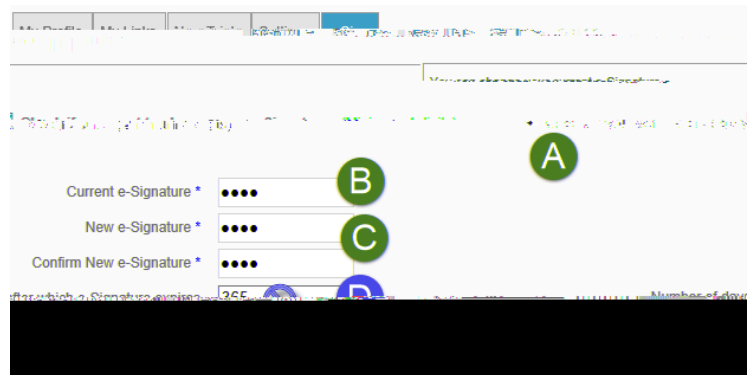
## HOW TO CHANGE YOUR e-SIGNATURE

If you have forgotten your **e-Signature**, please contact CTMS-Support to have your e-Signature reset. At any time, you may change your e-Signature to the 4 digits of your choosing by following these steps:

- 1) From the Homepage,  select **Personalize** from the Menu bar, then select **e-Sign**



- 2) Complete the required fields to reset your e-Signature.
  - a) Select the checkbox to confirm you would like to change your e-Signature.
  - b) Enter your current e-Signature.
  - c) Enter your **new e-Signature**, then enter it once more to confirm it. (Your new e-Signature can be any 4-digits of your choosing – except 1234)
  - d) Ignore the last field as this is a read-only field that is determined by the system configuration.


 A screenshot of a web form for changing an e-Signature. The form has three input fields: 'Current e-Signature', 'New e-Signature', and 'Confirm New e-Signature'. Each field is followed by a green circle with a letter: 'A' for the 'New e-Signature' field, 'B' for the 'Current e-Signature' field, 'C' for the 'Confirm New e-Signature' field, and 'D' for a field below it. There is also a checkbox to the right of the 'New e-Signature' field.

- 3) Enter your current **e-Signature** and click the **Submit** button at the bottom of the form. After the system has saved your new e-Signature, it will become effective in the system immediately.


 A close-up screenshot of the bottom of the form. It shows the 'e-Signatura' input field with a red asterisk and a 'Submit' button to its right.

## HOW TO UPDATE YOUR CONTACT INFORMATION

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1) From the Homepage, select **Personalize** from the Menu bar, then select **My Profile**

2) Update your work contact information as needed.

1) Ignore User ID. This is a read-only field.

2) Various contact information is sent to **EPIC** via an application interface, therefore it is 7-0 0 11.04 9tCS0 i6 q 357. -

