Before accessing OnCore or EDC, users must fill out the Access Request Survey and wait for approval. Note that this survey should also be used to request removal of access or a change to access. After users are approved, the Clinical Trials Office will assign required training and explain the next steps. Training is mandatory prior to receiving access to either OnCore or EDC.

Follow these steps to obtain access to OnCore or EDC:

**Step 1:** Submit the Access Request Survey.

**Step 2:** Wait for email notification that you have been approved for access.

**Step 3:** You will be assigned training videos from Forte Academy (and will receive a sign up email with a link) based on your role.

**Step 4:** Once the required training videos have been completed, indicate that you have finished the required training by doing one of the following:

a. If requesting OnCore access, email oncore@gwu.edu to notify staff that you have completed the required training.

b. If requesting EDC access, fill out the Training Form and email it to oncore@gwu.edu.

**Step 5:** Once all required training is complete, your account will be set up. You will receive an activation email with a link to sign in to OnCore or EDC.