



To access SMART START and training materials, please follow the steps below. If you have any problems, please contact BioClinica's Help Desk at 888-ASK-BIOC or helpdesk@bioclinica.com.

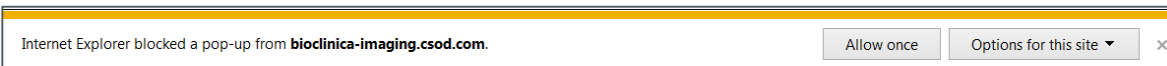
Gaining Access to SMART START

SMART START is BioClinica's electronic learning system for site training, and is accessible via the SMART Portal used to view study materials and upload patient data. When BioClinica receives your contact information as part of a site listing or pre-trial questionnaire, you will receive access to the SMART Portal and be provided with a user name and password via e-mail. These same credentials can be used for SMART START.

Before Getting Started

SMART START is a comprehensive, easy-to-use training tool that works with most modern internet browsers. Please note the following suggestions to ensure a seamless training experience:

- Google Chrome, Internet Explorer (version 9 and above), and Mozilla Firefox (v4 and above) are supported and tend to create the best user experience with the system.
- Cookies and JavaScript must be enabled. These settings can be changed in the configuration section of your internet browser.
- SMART START training videos launch as pop-up windows. To view trainings, pop-ups must be enabled within your internet browser. These settings can be changed up-front or by clicking a notification that may appear when the training video is accessed. In this example notification seen with Internet Explorer, click "Allow once" to launch the training video.



Navigating SMART START

This user guide contains information about every step of the SMART START process. The below links will lead you to the appropriate section of the guide.

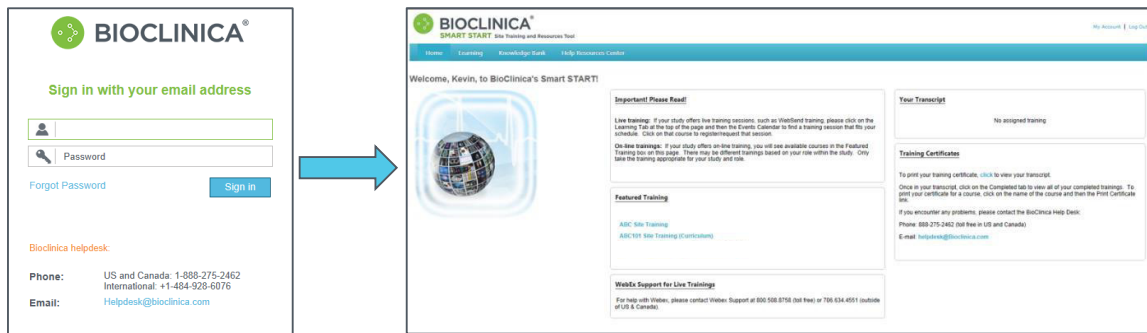
- How do I log-in to SMART START?**
- How do I find and launch my training items?**
- How do I resume training that I started, but haven't yet finished?**
- How do I complete a training item?**
- How do I complete a quiz?**
- How do I print my training certificate?**
- How do I view my completed trainings?**

Logging in to SMART START for Beginners

Once you have received your user name and password, navigate to the following URL to access SMART START:

<https://fs3.bioclinica.com/adfs/ls/idpinitiatedsignon.aspx?logintorp=bioclinica-imaging.csod.com>

Upon reaching the page, you will be prompted with the SMART Portal login screen. Enter your user name and password to sign in. If you cannot remember your credentials, simply click the *Forgot Password* link to receive an e-mail with password reset instructions. Once logged in, you will be taken to SMART START to begin training.



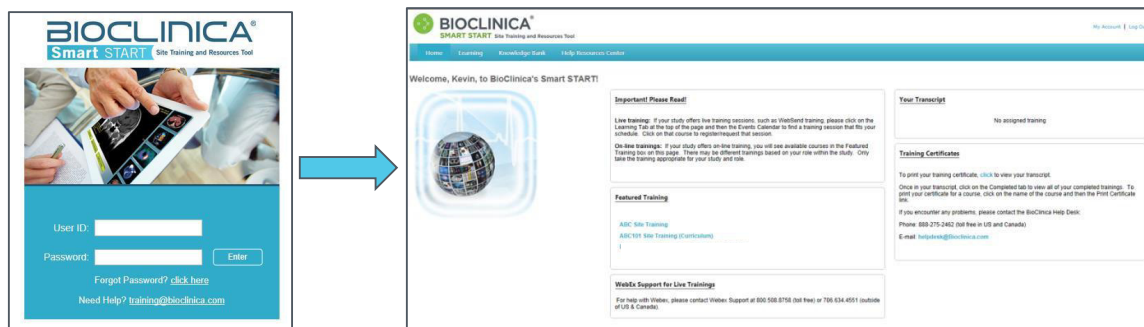
Once you access the page, you can continue to access SMART START the same way for all future trainings. However, if you experience any issues logging in, or if you have used SMART START before for site training and are used to accessing the system in a different manner, please try using the method described just below.

Logging in to SMART START for Experienced Users

If you have worked with BioClinica before and have used SMART START for training on other trials, you may be used to accessing SMART START a different way. You'll likely already have a user name and password that may be different from that used to access the SMART Portal, and those credentials will present you with the history of your trainings you've completed in the past. If this is the case, you can continue to access the system by navigating to this URL instead:

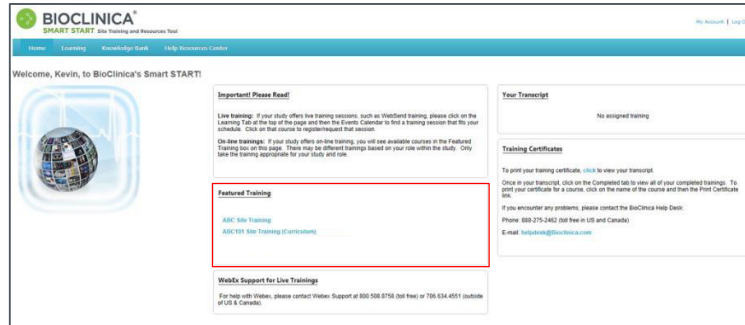
<https://bioclinica-imaging.csod.com/>

You'll be taken directly to a separate SMART START login, where you can use your existing credentials to access. They may be different than those you use for SMART Portal, but that's ok – you should see all trainings assigned to your e-mail account used to log in.

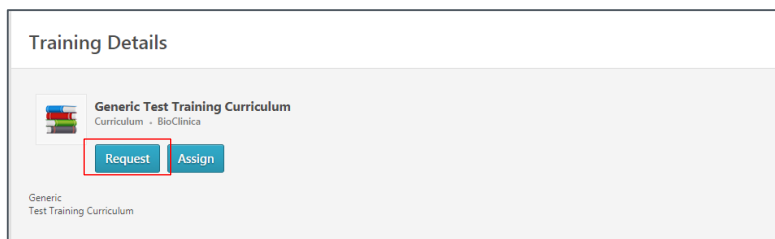


Accessing Training Materials

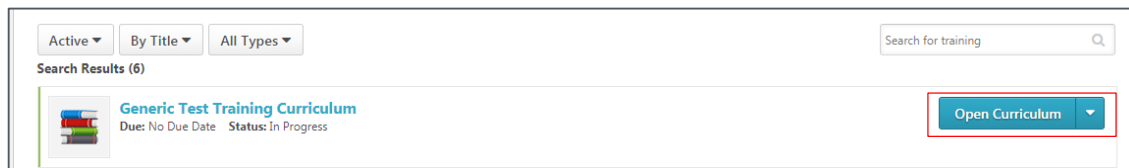
Once inside SMART START, all training courses assigned to you for completion can be viewed in the *Featured Training* pane. If you are not sure which course to take, click on the course name to view the audience for the training.



Once you find the course or curriculum you wish to take, click on the course name, and then click the *Request* link to start the training. The training opens in a new browser window. **PLEASE NOTE:** You will need to enable pop-ups on your browser in order to view the training.



Clicking *Request* will add this curriculum to your transcript, and take you to the transcript page where you will see the curriculum listed among other courses you may be registered for in SMART START. Click *Open Curriculum* to view the individual courses and quizzes that comprise the training.



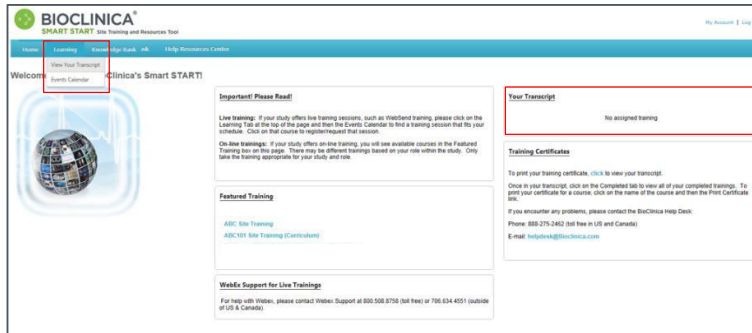
Inside, you will see each item of the curriculum listed. Below is an example of where the curriculum contains just one course, but depending on the training you are signed-up for, you might see several different training courses and/or quizzes listed. As you complete each item, any subsequent items on the list will become available for training. Click *Launch* to begin.



If you do not see the training courses that you are expecting, please contact either the Help Desk or a member of the BioClinica team for assistance. The training may need to be added to your account. Please provide your user name at the time of the request so that training can be provided promptly.

Resuming Incomplete Training Courses



The training program must be completed prior to receiving a completion certificate, but training courses can be stopped while in progress and completed later. These trainings can be viewed in the *Your Transcript* pane or by clicking on *View Transcript* under the *Learning* link on the main page.



PLEASE NOTE: Once you launch your training, it will open in a different window. This window must be closed at the completion of your course in order for the SMART START site to be updated with your score.

Completing Training Courses


Once the training item has is finished, the status of the course will change to *Pending Completion Signature*. Electronic signatures are required to complete all training items and continue on or complete the curriculum. Click *Details* to open the sign-off screen.

Curriculum							
View <input checked="" type="radio"/> All Training <input type="radio"/> Activated Training <input type="radio"/> Not Activated Training							
TITLE (CLICK ON  TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS	
 Generic Test Training C eLearning Course	Online Class	None	No	Pending Completion Signature	Launch	 Details	

Towards the bottom of the screen, you will see a prompt to add your electronic signature. Click *sign* to signify that you have completed the training and understand the content.

Acknowledge Completion

This signature signifies you have completed the training and understand all of the content.

Demo UserTest
(Demo UserTest) 

Completing Tests and Quizzes

Some training curriculums may require completion of a quiz prior to receiving the certificate. Once any training course(s) have been completed, the quiz will be available and can be accessed by clicking *Launch*.

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
Generic Test Training C eLearning Course	Online Class	None	No	Completed	Launch	
Generic Test Training C eLearning QUIZ	Test	None	No	Registered	Launch	

Some training curriculums allow a user to repeat a quiz one or more times if the first attempt is failed. When this happens, the *Retake* option will appear, and the quiz can be accessed for the next attempt by clicking on this link.


Printing Completion Certificates

Once all items have been signed, the training curriculum has been completed. To print the certificate, access your transcript and change the drop-down to *Completed* to view the completed items in your training, and then click the *Print Certificate* button. Your training certificate will open within a new browser window to be printed or saved. In addition, an e-mail may be sent to your account with direct links to this section of SMART START.

Completed ▾ By Completion Date ▾ All Types ▾

Search for training

Search Results (2)

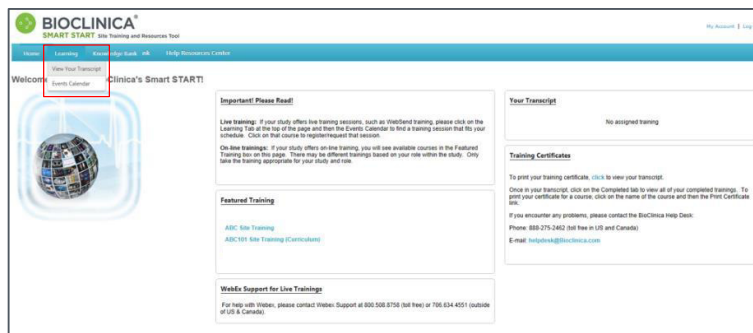


Generic Test Training Curriculum
Completed: 10/6/2017 Status: Completed

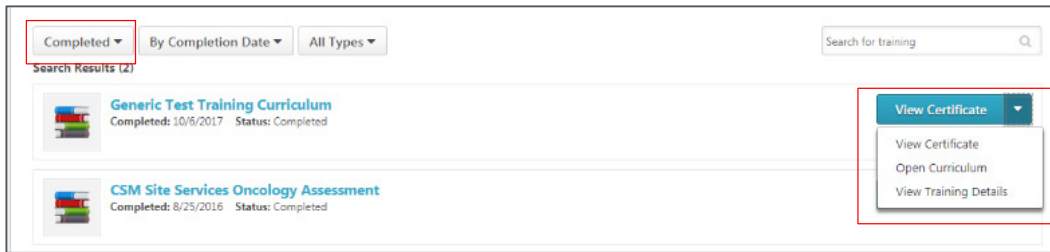
[View Certificate](#) ▾

Viewing Completed Trainings

Once the training course has been completed, the training record will be saved in SMART START for reference. To view these records, click on *View Transcript* under the *Learning* link on the main page.



The drop-down that appears will default to *Active*, but this can be changed so that you can view courses that have been completed or archived. Select the course or curriculum to review training content.



Thank you for using SMART START! If you have any problems logging in, accessing the training, or printing certificates, please contact BioClinica's Help Desk at 888-ASK-BIOC (888-275-2462) or helpdesk@bioclinica.com.