

Instructions for Participating in the QA/QC Discussion Forum



Once you have logged into the CCOS website, the [Discussions Forums page](#) will be available. It is located under **CTSA Groups & Meetings tab of the menu**

The Discussion Forums page will list the names and descriptions of all active Discussion Forums (8)

Click the View Forum button next to the Discussion Forum you would like to visit.

This will take you to a separate CTSA Discussion Forums login page

The screenshot shows the CTSA website interface. At the top, there is a navigation bar with links for U.S. Department of Health & Human Services, National Institutes of Health, NCATS, and CTSA Program. Below this, the NIH logo and the text 'National Center for Advancing Translational Sciences' are visible. The main navigation menu includes Home, About, CTSA Groups and Meetings (highlighted), Resources, News, and Help. A dropdown menu for 'CTSA Groups and Meetings' lists: Steering Committee, Enterprise Committees, Working Groups, Consortium Groups, Discussion Forums, and Program Meetings. The 'Discussion Forums' page is displayed, featuring an 'About' section with a description of the forums' purpose and a list of active forums: 'Clinical Research Professionals' and 'Community Engagement Discussion Group'. Each forum entry includes a brief description and a 'View Forum' button.

The Discussion Forums are housed in the NCATS Google Suite via Google Groups and will require an additional login with either NIH, InCommon, or Login.gov

A list of CTSA Discussion Forums can also be found directly at:

<https://ccos-cc.ctsa.io/groups/discussion-forums>

To register and access the QA/QC Discussion Forum directly, visit the following link:

<https://app.ctsa.io/df?df=https://sites.google.com/ctsa.io/ctsa-qaqc>

Click the "CONTINUE" button to go to the login page.

Welcome to the CTSA Discussion Forums

Returning users: Please click "continue" to proceed.

New users: You will need a login to access this site.

Use your institution's account. Click the "continue" and then select your organization on the next page. If your organization is not listed, please see below.

Can I use another account?

If your organization is not part of the InCommon Federation, you may apply for access using [Click here to apply for access using login.gov.](#) 

[\[Check if your organization is an InCommon participant\]](#) 
For assistance with login issues, please email support@ctsa.io.

[NCATS Home](#) | [Site Map](#) | [Privacy Notice](#) | [Comment Policy](#) | [Disclaimer](#) | [Accessibility Viewers & Players](#) | [FOIA](#) | [OIG](#)

If you have problems viewing PDF files, download the latest version of [Adobe Reader](#).
For [language access](#) ([link is external](#)) assistance, contact the [NCATS Public Information Officer](#).
National Center for Advancing Translational Sciences (NCATS), 6701 Democracy Boulevard, Bethesda MD 20892-4874
• 301-594-8966

Use the search box to find your institution and use it to log in.

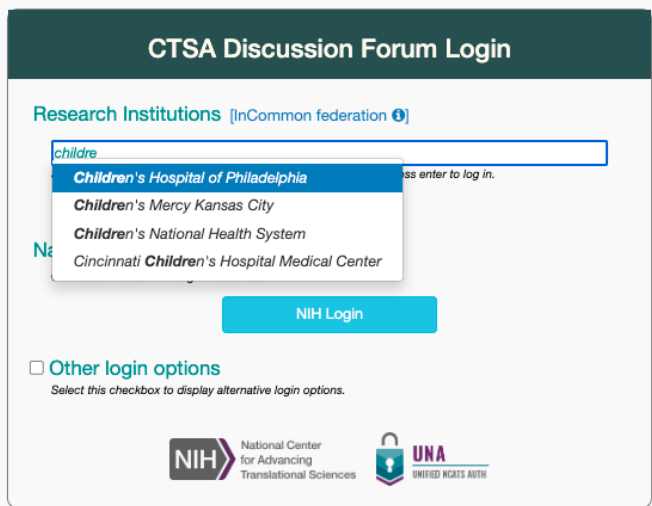
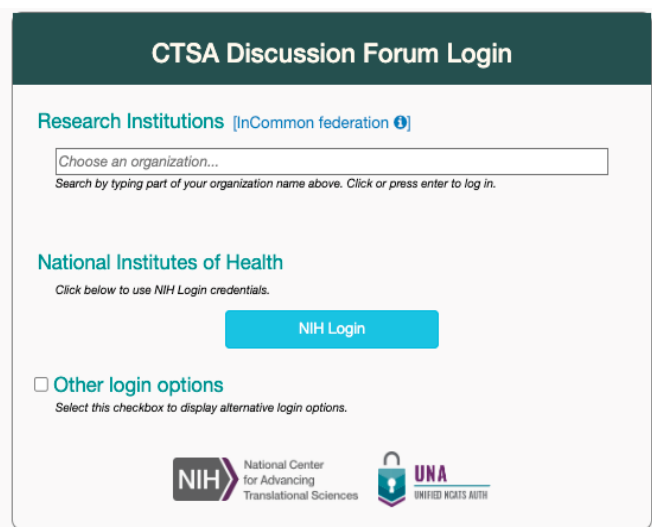
Note: After you have logged in the first time, you can use the following link to go directly to the DF, bypassing the welcome page:

[Discussion Forum Home Page](https://www.google.com/a/ctsa.io/ServiceLogin?continue=https://sites.google.com/ctsa.io/ctsa-qaqc)
(<https://www.google.com/a/ctsa.io/ServiceLogin?continue=https://sites.google.com/ctsa.io/ctsa-qaqc>)

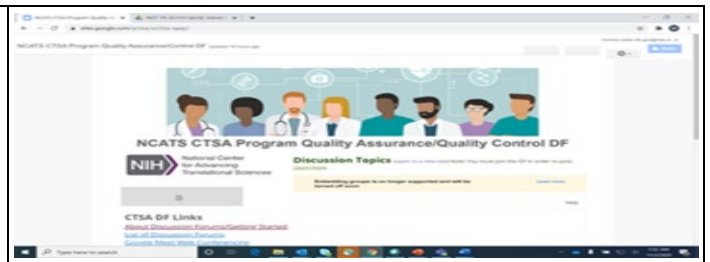
Note: Users that are not able to log in with their institutional credentials can apply for special access using the "Click here to apply" link on the form.

<https://docs.google.com/forms/d/e/1FAIpQLSfjZYaK-iXBNHGqWcR9kUhE2icDEGcvYq-ZjX8hmmF8IXCsaq/viewform>

You will be redirected to the CTSA Discussion Forum login screen where you will enter your institution name



Once logged in the user will see the DF home page (<https://sites.google.com/ctsa.io/ctsa-qaqc/home>).



From the homepage they will have the option to apply to join the DF by clicking the green button labeled “[Apply to Join the DF](#)” (on the left of the screen)



Please bookmark the [Discussion Forum Page](#) for ease of access!

Email and Forwarding

CTSA.IO Email

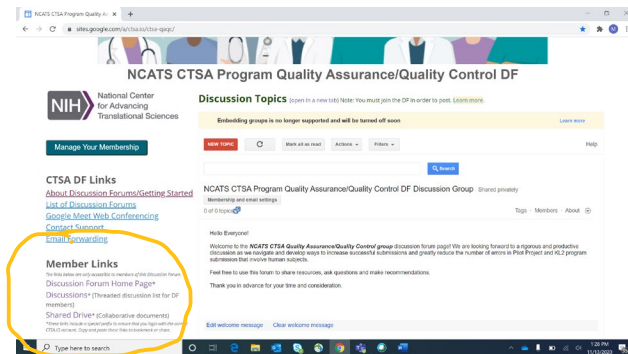
When you log into the CTSA.IO G Suite site your email address is mapped to a new Gmail address with the @ctsa.io extension. For example, if you logged in with jj@xyz.edu, your ctsa.io account would be jj.xyz.edu@ctsa.io. You can access this email at <http://mail.ctsa.io>. Google will send various notifications to this address, including requests to join the DF.

Automatic Email Forwarding

If you are new to the CTSA.IO G Discussion Forums you will receive an email inviting you to forward your CTSA.IO emails to the email account that you use to log in. Follow the instructions in this email to have your notifications automatically sent to your normal email. This can alleviate the need to manage an additional email account. If you have questions about email forwarding, please contact support@ctsa.io.

Handy Shortcuts

The following links for the DF include a special prefix which ensures that your login will use the correct account. Drag a link into your bookmark bar or copy and paste it to share with others. These links are also available on the home page of the DF.



[Note: You should add this prefix, <https://www.google.com/a/ctsa.io/ServiceLogin?continue=>, to any [CTSA.IO](#) links that you want to share to improve the login experience for users.]

- [Discussion Forum Home Page](#)
(<https://www.google.com/a/ctsa.io/ServiceLogin?continue=https://sites.google.com/a/ctsa.io/ctsa-qaqc>)
- [Discussion Posts](#) (this link is to the chat feature. Access is located on the main landing page under the “Discussions” link. Then click the “start a conversation!” link to initiate a chat/discussion)
(<https://www.google.com/a/ctsa.io/ServiceLogin?continue=https://groups.google.com/a/ctsa.io/forum/%23!forum/ctsa-qaqc-discuss>)
- [Shared Drive](#) (access/link to the shared drive is located on the main landing page)
(<https://www.google.com/a/ctsa.io/ServiceLogin?continue=https://drive.google.com/drive/folders/0AMh4Af25HoWvUk9PVA>)

For questions or other assistance with the DF, please contact support@ctsa.io.