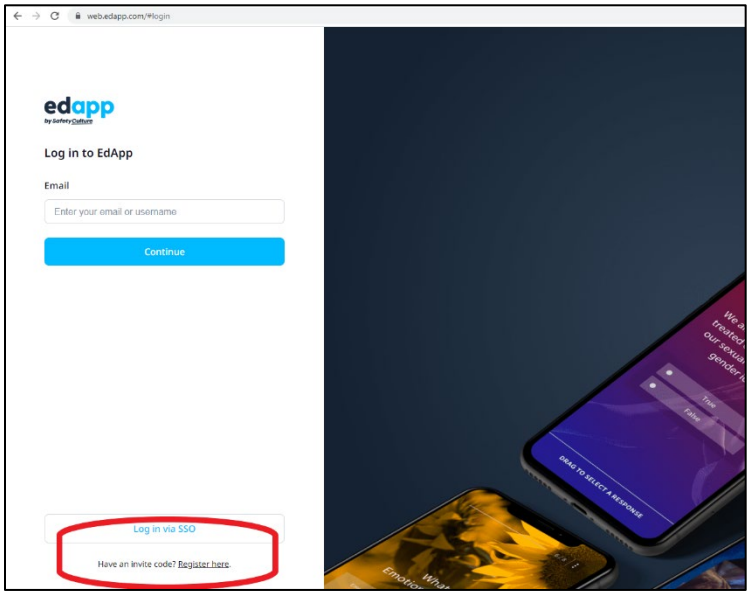
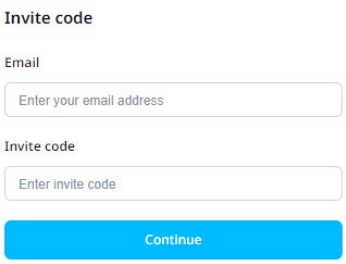
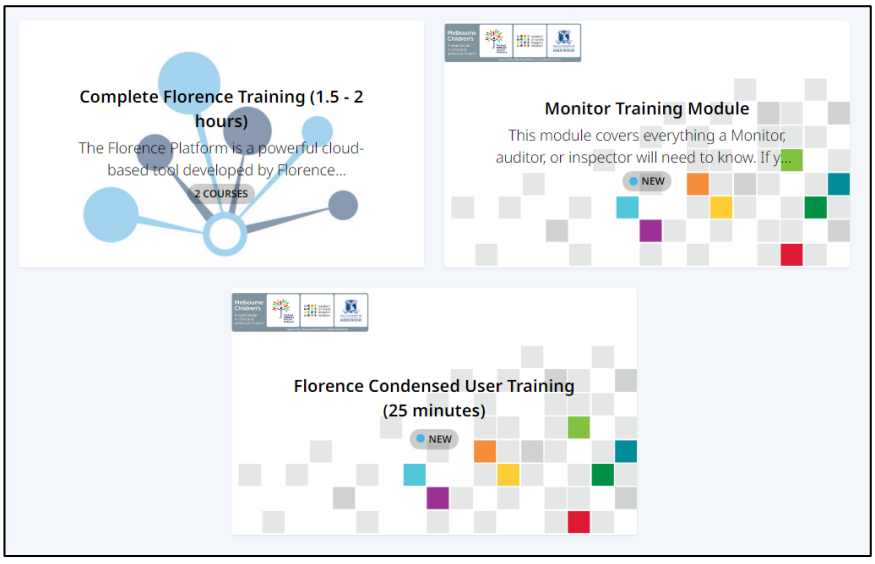
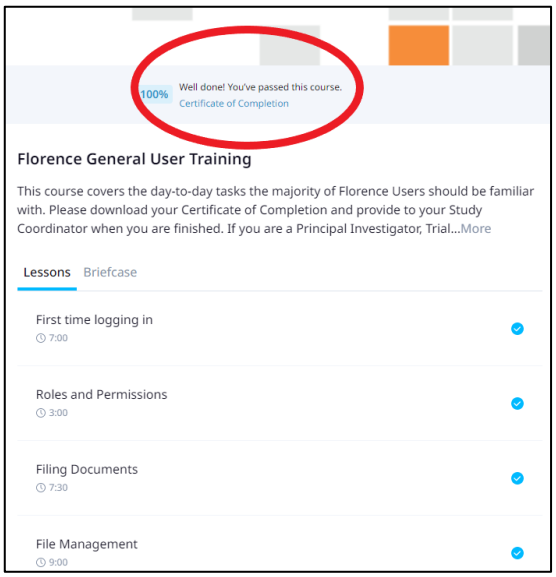
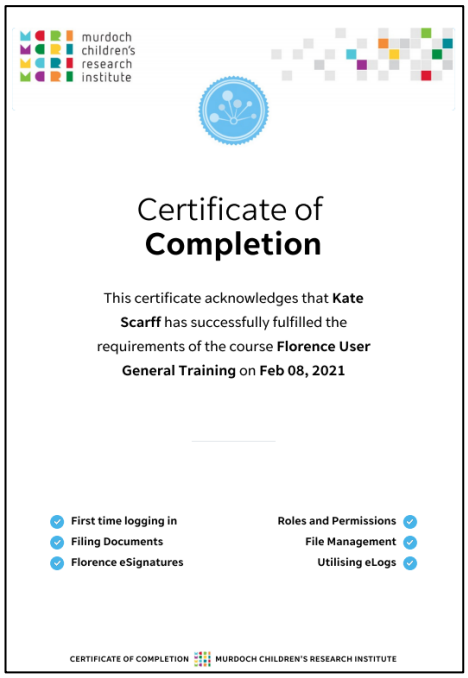
Instructions for Signing up to Florence

Step 1:	a) You can access training at your convenience via the following link: https://web.edapp.com/#login ; OR b) Click on 'Florence eLearning Modules' at CRDO's Florence Resources page
Step 2:	I. Create a new account by selecting "Have an invite Code? Register here"  II. Enter your email the invite code '**FLORENCE**' to access Florence training content and click 'Continue'  III. You will be prompted to create a password and enter your name IV. Click "Create an EdApp Account"

Step 3:	I. Select a Florence Training course • **Complete Florence Training (1.5 – 2 hours)** *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. Florence General User Training** *Covers all tools which Users can expect to use on a regular basis to manage Essential Documents.* *Recommended for Trial Coordinators, Trial assistants, etc* **ii. Florence Advanced Manager Training** *Covers material which allows managers to customise the Florence Binder and manage the team.* *Recommended for The Binder Administrator and/or Trial Manager.* • **Monitor Training Module** *Covers the tools a Monitor requires to complete their responsibilities in reviewing Essential Documents.* *Recommended for Monitors, or those staff working closely with Monitors.* • **Florence Condensed User Training** *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.* 
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"

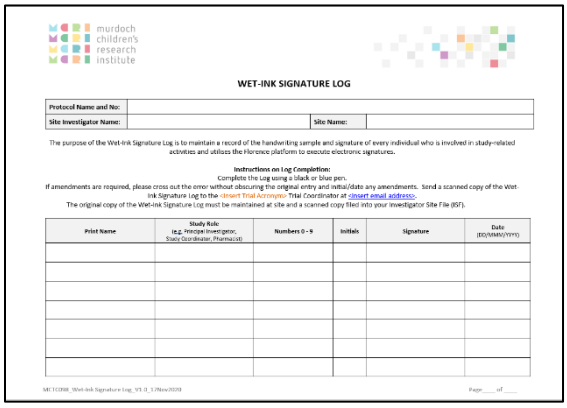


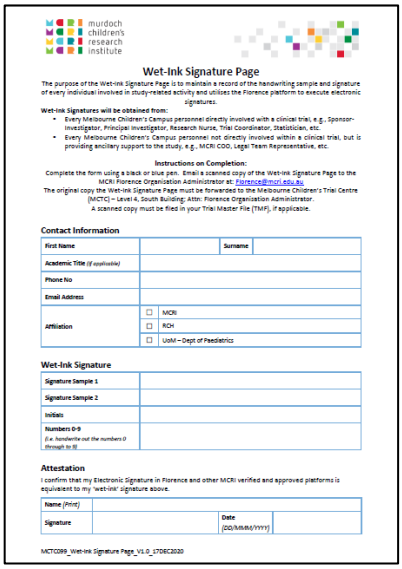


IV. Download your certificate and save a copy as you will need to provide this as evidence of course completion.

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.





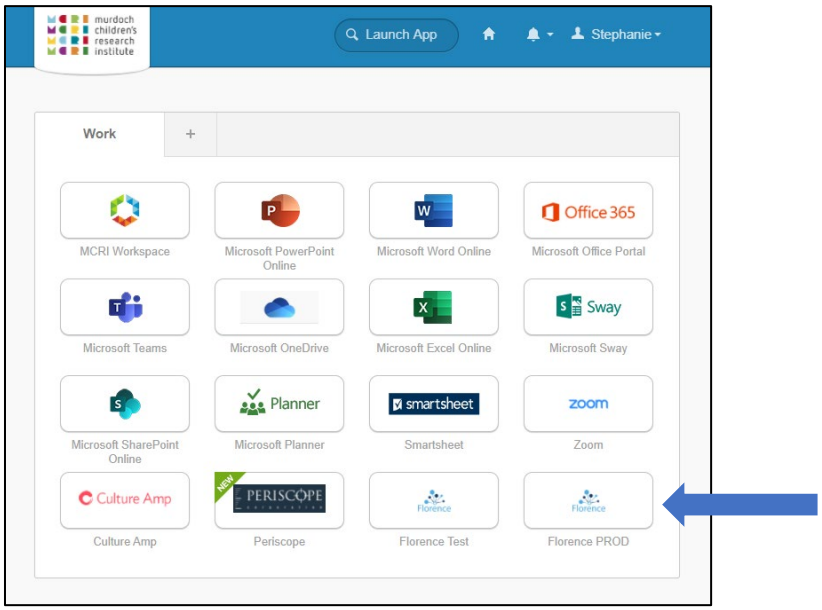
II. **MCRI / RCH Staff** must sign and return an original hard copy of the wet ink signature page.

III. Email a copy of both your Certificate of Completion and Wet-Ink Signature Log to the trial coordinator and/or florence@mcri.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.mcri.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.