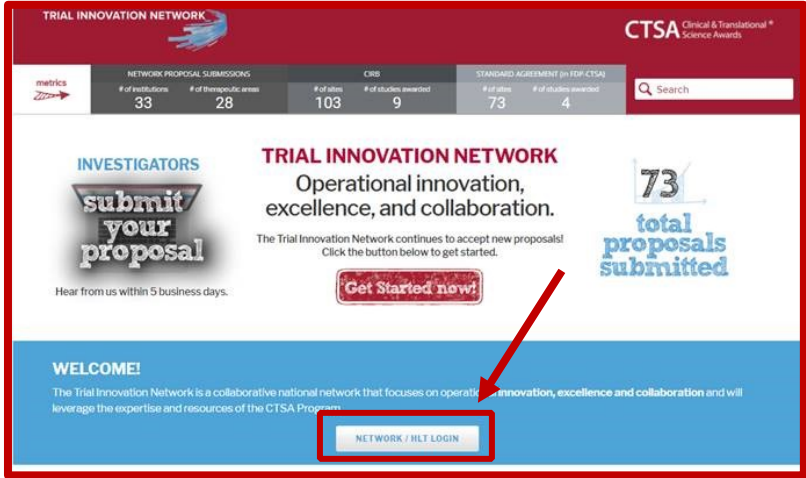## Dashboard Guidance & Instructions
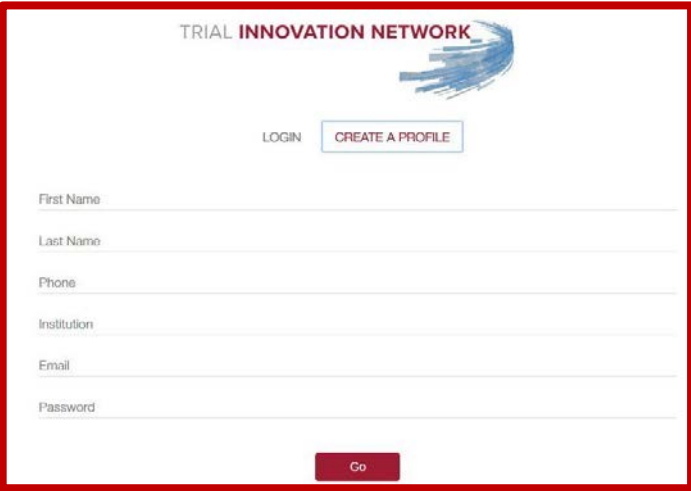
1. Go to the Trial Innovation Network site to access your Dashboards

- Click on the "Network/HLT Login" to get to log-in authentication page.

2. Create a Profile & Log In

- If you have a REDCap account connected to Vanderbilt, please use that login information to access your Network Dashboard. The authentication portal will recognize either your email or REDCap username.

- If you do not have a REDCap account connected to Vanderbilt, you will be required to create a profile.
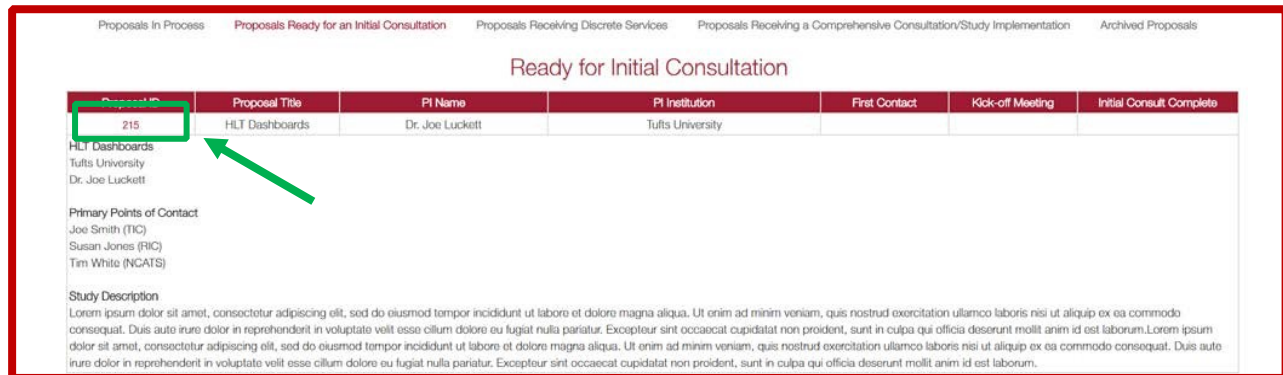

- Once you create a profile, you will receive an e-mail from REDCap confirming your account. If you do not see the e-mail in your mailbox, check your junk folder in case it was marked as spam.

- After you have created your profile, the e-mail address and password submitted to create your profile will be the Login information needed to sign in.

3. **Navigate your Submission Dashboard**

   - Once you log in, you will be directed to your Submission Dashboard, which lists proposals you may have submitted or are in the process of submitting. These proposals are organized in tabs by their current status within the Network.

     o If your Submission Dashboard is blank, that means you have not created any proposals.

   - To view additional information about a study, click on the Proposal ID number. Once you click on the ID number, a drilldown of the proposal will appear. To collapse the drilldown, click on the Proposal ID number again.

4. **Navigate your Network Dashboard**

   - To access your Network Dashboard, click on the red icon in the top left corner titled "Network Dashboard". You can toggle between dashboards by using these red icons.

   - You will only see proposals coming from your institution. These proposals are organized in tabs by their current status within the Network.