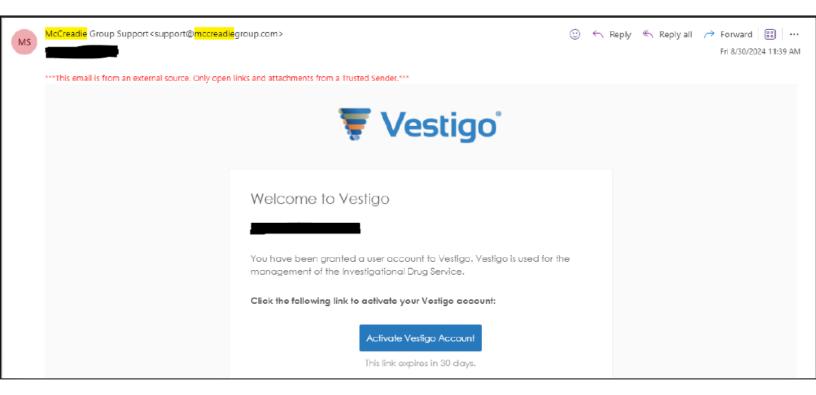**Steps To Gaining Permanent Vestigo Access For Study Coordinators**

1. Email IDS about requesting access to Vestigo for a protocol at ids.pharmacy@duke.edu. Please include at least the eIRB # and Protocol # in your email subject line.

2. Make sure the following is true:*

    i. The person who will require access is UNBLINDED
    ii. It is an OPEN LABEL STUDY
    iii. IDS is also BLINDED

*Having access to Vestigo is having access to unblinded information.

3. IDS Staff will add the study coordinator's information into Vestigo. Once entered, you will receive an email from the McCreadie Group to activate and setup your Vestigo login details.

4. Once you have been added to a protocol as a study coordinator with access, you will receive a SEPARATE email from Vestigo stating you have been added to that protocol.
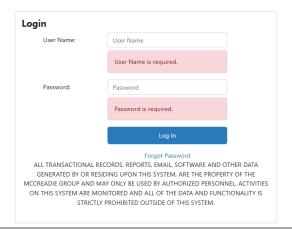
5. Similar to the example email below**, the email the detail out the protocol you've been granted access to and provide the Vestigo hyperlink for you to log in.

**This email is specific to providing MONITORING access. Coordinator access is permanent until IDS closes the study in Vestigo.

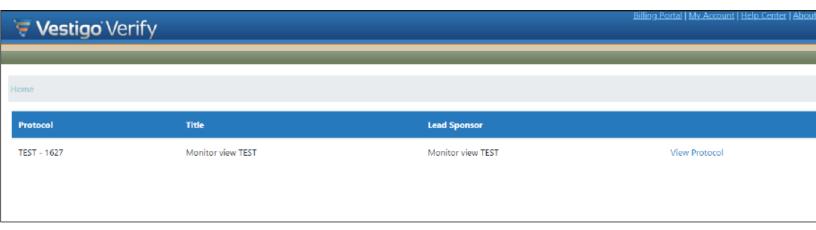**6. It is suggested to save the link for quick access.**

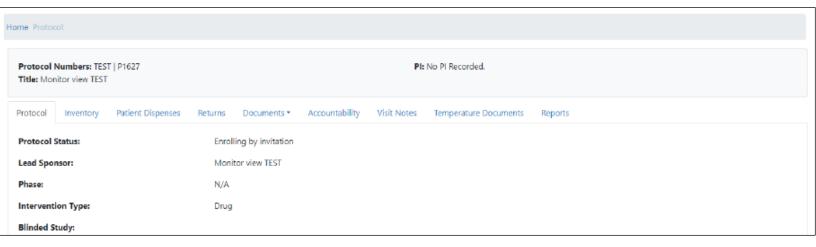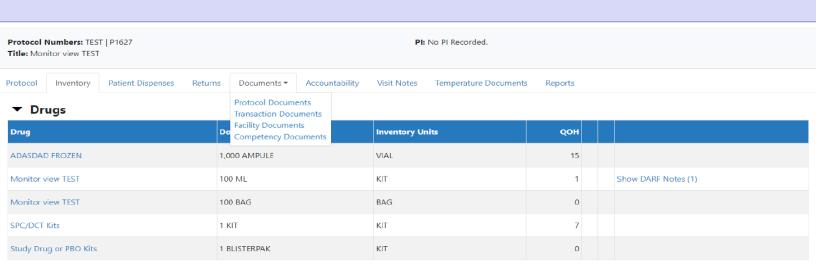## 7. Login to Vestigo using your credentials you setup.

8. On the homepage, click "view protocol" for access.

9. To access most of the IDS documents, click the "Documents" tab for the dropdown menu.

Protocol Numbers: TEST | P1627
Title: Monitor view TEST

PI: No PI Recorded.

Protocol   Inventory   Patient Dispenses   Returns   Documents ▾   Accountability   Visit Notes   Temperature Documents   Reports

Protocol Documents
Transaction Documents
Facility Documents
Competency Documents

▼ **Drugs**

Drug	Do...	Inventory Units	QOH		
ADASDAD FROZEN	1,000 AMPULE	VIAL	15		
Monitor view TEST	100 ML	KIT	1		Show DARF Notes (1)
Monitor view TEST	100 BAG	BAG	0		
SPC/DCT Kits	1 KIT	KIT	7		
Study Drug or PBO Kits	1 BLISTERPAK	KIT	0		

10. Under the Documents tab, you can find the following:

    Protocol Documents – you can find some IDS trainings and protocol specific documents

    Transaction Documents – paperwork for dispenses to subjects

    Facility Documents – you can find IDS SOPs, IDS staff licenses, GCP trainings

    Competency Documents – you can find IDS trainings

ACTIONS YOU DO NOT PERFORM

1. **Subject Returns**
2. **Provide documents to monitors/sponsor representatives****
   (e.g., IDS trainings, accountability logs, preparation worksheets, etc.)

**The only documents you can provide to monitors/sponsors are TEMPERATURE documents

Additional questions or clarifications can be directed to ids.pharmacy@duke.edu