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Please email pasa@rti.org if at any time you have questions or require assistance.
I. Introduction

This document provides a high-level overview for the PASA website.

The PASA website includes a public web portal to share general information about the various PASA studies and the consortium as a whole. In addition, a private web portal provides information dissemination services for investigators and staff to facilitate data sharing.

The private portal is restricted to authorized users and includes role-based access to provide a secure, unified communication channel for all PASA activities. The private portal will provide access to protocols, MOPs, project reports, meeting materials and minutes, a project calendar, as well as the data upload and reporting systems. The purpose of using the website for pertinent network communication is to ensure that all PASA members have one central location that is always available to access all current PASA information.

*The PASA website must not contain any study subject information or related PHI/PII.*
II. Account Activation

To complete the following steps, the website administrator must have created your account on the website using your email address.

1. Navigate to the login page: (two options)
   a. Select “Login” in the upper right section of the public website OR
   b. Navigate directly using the following link: https://pasa.rti.org/Home/Login

2. Login using the following credentials:
   a. Your email address
   b. Temporary password: “change-me” (no quotes)

3. You will see the following message instructing you on how to reset your password. Select “Reset Password”.

   ![Password Reset Message]

4. Upon selecting “Reset Password”, you will see the following message.

   ![Password Reset Confirmation]

5. Check your email account for a message (example below) verifying your email address and account access. Click the link to proceed with resetting your password. Note: the reset password link will expire after 24 hours.

   *If the password link has expired, you can request a new reset password link by going to the Login page (step 1) and selecting the “Forgot Password” button.*
6. Upon clicking the link you will be presented with the final screen to enter your new password. Enter your email address and select your new password (and confirm). Once your password is reset, you will be logged into the PASA website.

**Passwords must be at least eight characters long. At least one of those characters must be non-alphanumeric:**

```
( ) ` ~ ! @ # $ % ^ & * - + = \ { } [ ] : ; " ' < > , . ? /.
```

7. Possible errors may include the following:

- "New Password" and "Confirm Password" must match:

```plaintext
The Passwords do not match
```
- Password requirements not met or invalid/expired reset link:

Password Reset Failed. Passwords must be at least eight characters long. At least one of those characters must be non-alphanumeric: ( ) _ ~ ! @ # $ % ^ & * - = \{ \} \[ \] : ; \'' '" < > . ? / Please make sure to use the most recent email reset password link. If necessary, navigate to the login page and select "Forgot Password" to receive a new reset password link. Contact cenc@rti.org if you have any problems or questions.

At any time you can request a new reset password link by going to the Login page (step 1) and selecting the “Forgot Password” button.

III. Website Access

   The website supports all modern browsers such as Internet Explorer 10+, Chrome and Firefox. In addition it supports most modern mobile devices.

2. Navigate to the login page: (two options)
   a. Select “Login” in the upper right section of the public website OR
   b. Navigate directly using the following link: https://pasa.rti.org/Home/Login

3. Enter your email address and password. If you wish to stay logged into the site from a specific computer or device, select the “Keep me logged in” option. You will not be prompted again for your email address and password for a period of one month. (Note, your local machine settings must allow for browser cookies for this functionality to work.)
IV. Supported Devices

The website is designed to accommodate different device and screen sizes. You will notice that the website will adapt and display in a mobile-friendly manner depending upon the device and browser window size.

The website works best using modern browsers such as Chrome, Firefox or Internet Explorer 10+.

V. General Site Functionality of the Private Website

i. Front Page

Once logged in, the Home page displayed is as seen on the public portal with additional menu tabs for further options.

ii. News

The “news” section at the bottom of the Home page will highlight key consortium achievements and upcoming events.
iii. Main Consortium Event Calendar

The “main consortium event calendar” can be found under the Consortium Operations menu and contains general meetings and events for various PASA groups. To have a meeting or event added to the main calendar, invite pasa@rti.org through a traditional meeting request, for example Microsoft Outlook Meeting Request. Once the request is reviewed by the pasa@rti.org account monitor it will automatically be synchronized to the website calendar. You can also post any scheduling updates or cancellations by copying pasa@rti.org.
iv. Conference Line 1 Event Calendar

The “conference line 1 event calendar” contains general meetings and events for various PASA groups that have reserved the conference line (Conference Line 1: VITA - 888-706-0584 Code: 3156339#). To have a meeting or event added to the conference line 1 calendar, invite pasa-line-1@rti.org through a traditional meeting request, for example Microsoft Outlook Meeting Request. Once the request is reviewed by the pasa-line-1@rti.org account monitor it will automatically be synchronized to the website calendar. You can also post any scheduling updates or cancellations by copying pasa-line-1@rti.org.
v. Consortium Directory

The “Consortium Directory” page contains a listing of website users and their detailed contact information. The contact listing can be searched by name. Selecting a specific contact name will display a detailed view containing work address and phone numbers. Clicking the email address will initiate a new email message.
vi. Document Management and Sharing

The Document Management and Sharing module is used on many pages within the PASA website. Examples include the Government Steering Committee, Scientific Advisory Board, various working groups, and the Consortium Documents page.

Each module can contain a combination of files and folders. For each posted file the following controls/indicators are displayed:

- Expands the document specific toolbar
- Icon illustrating document type (MS Word, Excel, PDF, etc.)
- Select this icon to view a list of versions of this file.
- File name: any document notes are show when hovering over document name.

In addition, there may be links to Add New Folder and Upload New Document on pages that are generally editable.
Finally, if you have appropriate permissions, a special Edit Menu will appear at the top of the screen. By entering Edit Mode, new options will become available to enable the editing, deletion and reordering of files and folders.