



Pharmaceutical Management Branch/Cancer Therapy Evaluation Program/Division of Cancer Treatment and Diagnosis/National Cancer Institute
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FAQ: How do I get started using PMB's OAOP application?

Answer:

1. Establish a CTEP IAM account with an “active” account status and a “current” password.

- To register and obtain a user account, **Associates** will need to ...
 - access the CTEP Identity and Access Management application at <https://eapps-ctep.nci.nih.gov/iam/>
 - select "Request New Account"
 - answer the question "Are you a physician?" by selecting "No" and then "Proceed"
 - complete the CTEP Associate Registration Form including ...
 - Prefix
 - FIRST NAME (mandatory field)
 - Middle Name / Initial
 - LAST NAME (mandatory field)
 - Suffix (if applicable)
 - Month of Birth
 - Year of Birth
 - Degrees and Certifications
 - ROLE(S) (mandatory field)
 - Completion of training in "Protection of Human Research Subjects"
 - Date of completion of training in "Protection of Human Research Subjects" (if previous item answered "yes")
 - INSTITUTION (mandatory field ... please select your institution from the list of values or, if your institution cannot be located in the list of values, please enter your institution on the second "Institution" line)
 - Internal Office (if applicable)
 - STREET (mandatory field)
 - Street (continued)
 - CITY (mandatory field)
 - State / Province
 - ZIP / POSTAL CODE (mandatory field)
 - COUNTRY (mandatory field)
 - OFFICE PHONE (mandatory field)
 - OFFICE FAX (mandatory field)
 - USERNAME (mandatory field)
 - EMAIL ADDRESS (duplicate entry required) (mandatory field)
 - select "Continue"
 - select and answer three Security Questions
 - select “Confirm Request”
- To register and obtain a user account, **NCI Registered Investigators** will need to ...

- access the CTEP Identity and Access Management application at <https://eapps-ctep.nci.nih.gov/iam/>
 - Select "Request New Account"
 - Answer the question "Are you a physician?" by selecting "Yes" and then "Proceed"
 - Enter your NCI Investigator ID or email AND your first and last name and then "Continue"
 - Verify your investigator information by selecting "Yes" and then "Proceed"
 - Complete or verify any required information and "Continue"
 - Select and answer three Security Questions
 - Select "Confirm Request"
- Once an Associate or NCI Registered Investigator receives the "Account Approved" email with their username and temporary password, they will need to activate their user account by ...
 - highlighting and copying the temporary password from their approval email
 - clicking the web link in their approval email
 - pasting the temporary password from their approval email in "Old Password"
 - entering a permanent password of their choice
 - Associates and NCI Registered Investigators should make a note of their "username" and "permanent / new password", which will be their login for all CTEP password-protected applications (e.g., OAOP), as well as any CTSU password-protected applications, if applicable.
 - An "Active" account status requires an initial registration as well as an annual re-registration, both of which can be completed online using IAM. (Note ... you'll receive a "Re-registration Notification" email from "CTEP Identity and Access Management" 14 days in advance to let you know it's time to re-register.)
 - A "Current" password requires you to change your password every 120 days and follow the DHHS password requirements (see below). (Note ... OAOP will alert you when you try to login with an expired password and will allow you to change your password at that time.)

CTEP-IAM passwords must adhere to the following rules:

- *The length of the password must be at least 8 characters and not more than 30 characters.*
- *Only letters, numbers, and valid special characters (i.e., \$, _, #) can be used to create the password.*
- *The password must start with an alphabetic character (e.g., "A", "B", "C").*
- *The password cannot have any spaces between the characters.*
- *The password must have at least one numeric character (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0).*
- *The password must have at least one special character (i.e., \$, _, #).*
- *The password and user name cannot be the same.*
- *The password cannot be set to any of the past 24 previously used passwords.*
- *The new password must differ by at least three characters from the previous password.*

For any questions or problems with the IAM registration or account establishment process, please contact the CTEP Registration Help Desk by email at CTEPREGHelp@ctep.nci.nih.gov or by phone at 703-738-9171. Phone help is available Monday through Friday from 8:30am to 4:30pm Eastern Time.

2. Access OAOP at the following URL: <https://eapps-ctep.nci.nih.gov/OAOP/pages/login.jspx>

- OAOP enables you to perform operations based on your account access role.
 - **Associates requiring access to agent ordering operations must:**

- **Become a shipping designee (box 11) or an ordering designee (box 12) on the most recent Supplemental Investigator Data Form (IDF) on file with PMB for each NCI Registered Investigator for whom you will need to order investigational agent or;**
 - **Be designated as the site Primary Shipping Designee or one of the Primary Ordering Designees on the most recent Primary Shipping Address and Designee Worksheet (PSD) on file with PMB for your site.**
- For assistance with updating the shipping and ordering designees on an investigator's Supplemental Investigator Data Form or site PSD form, contact the PMB Registration Help Desk <PMBRegPend@ctep.nci.nih.gov>.
 - See "Policy and Guidelines for Investigational Agent Ordering" before ordering any PMB distributed agent http://ctep.cancer.gov/branches/pmb/agent_management.htm.

Questions about OAOP can be directed to the Pharmaceutical Management Branch (PMB), CTEP, NCI by calling (240) 276-6575 Monday through Friday from 8:30am to 4:30pm Eastern Time or by emailing "PMBAfterHours@mail.nih.gov" at any time.

April 29, 2016

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Information in this FAQ is subject to change without notice; check periodically for updates.
Please contact PMB at (240) 276-6575 if you have questions.*