

Introduction

Frontier Science Foundation is a not-for-profit research organization dedicated to the improvement of data management and statistical quality in clinical trials and medical research. The Frontier Science Portal is maintained with the primary purpose of providing information and tools to assist site and laboratory staff with the data management facet of their clinical trial work.

Finding the Frontier Science Portal

The Frontier Science Portal is accessed from the Frontier Science Foundation home page (<https://www.frontierscience.org/>).

Logging on to the Frontier Science Portal

The Frontier Science Portal provides access to documents, reports, applications, and resources for registered users of Frontier Science websites. Portal features include:

- Standard navigation tabs and buttons
- Application-specific help
- Dynamic notification of new or updated content

Applying for and Changing Portal Access

Complete the [New User Registration Form](#) at <https://www.frontierscience.org/register> to register for a Portal account, or to request a change in your level of access or permissions.

Accessing the DMC Portal

Logging In

Once your Portal account is active, you can access the Portal by going to www.frontierscience.org/portal or by clicking the *Portal Login* link from the [Frontier Science home page](#).

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FOR COLLABORATORS **PORTAL LOGIN**

HOME ABOUT US COLLABORATIVE SERVICES SELECTED PROJECTS CAREERS CONTACT US

Providing vital research support in worldwide efforts to develop new therapies that save and improve lives

Founded in 1975, Frontier Science provides innovative data management and analysis for clinical trials in a variety of disease settings throughout the world. Some of the significant advancements in the treatment of AIDS and cancer have resulted from studies in which Frontier Science played a major role.

Find out what we do »

Click **PORTAL LOGIN** to access the DMC Portal.

Who We Are

Frontier Science is a not-for-profit corporation that has gained an international reputation as a highly capable data management and statistical organization, collaborating with research networks, pharmaceutical companies and others in the design, conduct and execution of clinical trials and long-term observation studies.

Frontier Science has 235 biostatisticians, technicians and support staff in five locations in the United States, Greece and Scotland.

[Learn more »](#)

Our Mission

Our mission at Frontier Science is to collaborate with investigators and sponsors to conduct scientifically meaningful high-quality clinical trials, while advancing the application of statistical science and practice and data management techniques in science, health care and education.

[Learn more »](#)

Password Policy

A login screen appears. Enter your user name in the format *lastname.firstname* as indicated on your registration confirmation email, and the password that you set up when registering for Portal web access.

Your password must be a secure password, including a combination of upper-case and lower-case letters and at least one number and special character.



Frontier Science Portal

A screenshot of the login form on the Frontier Science Portal. The form is titled "Login" and contains two input fields: "Username:" with the text "training.user" and "Password:" with a masked password of ten dots. Below the fields are four links: "Login" (a blue button), "Login help?", "Reset password", and "Register for a Portal account". At the bottom of the form are two more links: "Terms of Use" and "Register for a Portal account". Two red arrows point to the "Reset password" and "Register for a Portal account" links.

This is the Frontier Science Computer System

This is the Frontier Science Computer System. All Data Management Center (DMC) computing systems will be offline between 8PM and midnight, Eastern Time, on the first Saturday of each month. This will be done to perform various system maintenance tasks that contribute to the ongoing stability of DMC computer and communications systems.

All databases at the DMC are offline for maintenance each Friday and Saturday night from 11:50 p.m. to 12:10 a.m. Eastern time.

This computer system is monitored with privacy accommodations for all lawful purposes, including: ensuring that its use is authorized, for management of the system, to facilitate protection against unauthorized use, and to verify security procedures. Use of the Frontier Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the system.

If you are a new user, click *Register for a Portal Account*. Our User Support staff will need to verify your request, so access is not instantaneous.

If you are an active user, the *Reset Password* link allows you to reset your web password.

Terms of Use

If you are logging into the Portal for the first time, you must first review and acknowledge the Frontier Science Foundation *Terms of Use*.

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Frontier Science Home Portal Home Help Support

Frontier Science Foundation Terms of Use

Last updated: February, 2019

Please read this agreement carefully. This agreement sets forth TERMS OF USE and constitutes a legal agreement between the user ("you") and **Frontier Science and Technology Research Foundation, Inc.** ("Frontier Science Foundation" or "Frontier Science" or "we"). Your signature is required before you can access the Frontier Science Foundation portal, software programs, utilities, or databases (hereby referred to as the "Frontier Science Computer System" or "Systems"). This agreement specifies the manner in which you agree to use the Systems. Failure to abide by this agreement will result in termination of your account.

We retain the right to update this agreement at any time and without prior notice.

Account Registration. It is your responsibility to ensure that your account is used in a manner consistent with this agreement. You may not share your password or permit others to access your account. You must keep your account information up to date. You may not use any of the Systems other than those to which you have been granted access by Frontier Science Foundation.

Compliance with Laws and Regulations. You are responsible for ensuring that your use of the Systems complies with all applicable laws, regulations and best practices.

Use of Content. All content and trademarks published on the Systems are the property of Frontier Science Foundation or managed by Frontier Science on behalf of its owners. You may not copy, use, or distribute any content—including software, data and information—without our written permission. We will grant such permission only after obtaining the necessary approvals from the owners of the requested content.

Privacy. Frontier Science Foundation does not collect any data about you other than the data you provide. We will not share your data with third parties. Frontier Science Foundation will only use your personal data to (i) provide you with access to the Systems and information about the Systems; (ii) improve the Systems; and (iii) develop products related to the Systems. This computer system is monitored for all lawful purposes, including: ensuring that its use is authorized, for management of the Systems, to facilitate protection against unauthorized use, and to verify security procedures. Use of the Frontier Science Computer system, authorized or unauthorized, constitutes acknowledgement and consent to monitoring by the System.

Acceptable Use. You agree that you will only use the Systems for their intended purposes. You may not use the Systems in any manner that, in the judgment of Frontier Science Foundation, adversely affects the performance or function of the Systems, interferes with the ability of other authorized parties to access the Systems, or is not consistent with the intended purpose of the Systems.

User Training. You acknowledge that you have been trained on the Frontier Science Web Portal and understand how to use it. [Online Portal Training is available here.](#)

Electronic Signature. You understand that your username and password constitute your Electronic Signature, and acknowledge that your Electronic Signature is equivalent to your hand written signature.

If you have any questions about this agreement, please contact Frontier Science Support.

Agree Cancel

Frontier Science Home Required Plugins Terms of Use
Copyright (c) 2019 Frontier Science & Technology Research Foundation, Inc.

The *Terms of Use* will be presented to you the first time you log in. After reading, click the *Agree* button in the bottom left-hand corner. Entering your login credentials and clicking *eSign* constitutes an electronic signature that you have read and understand the terms of use for the Frontier Science Portal.

Confirm Agreement

By entering your username and password and clicking eSign, you confirm that you have read, understand and agree to the *Terms of Use*.

Username:

Password:

Training User
February 13, 2019

Portal Contents

After logging in, you will be taken to the Portal homepage.

The screenshot shows the top navigation bar of the Portal. On the left is the 'frontier science foundation' logo. In the center, it says 'Upcoming Training Announcements'. On the right, it says 'Welcome: Training User' and 'Project: Project 1 (PROJECT1DB Database)'. Below this, there are navigation links: 'Portal Home', 'Help', 'Support', 'Options', and 'Logout'. The main content area is titled 'Links and Applications Listed by Category' and includes a 'Show Most Recently Used Items' section with three columns: 'QA Tools' (Codebook Generator, QA Report Schedule (.pdf)), 'Reports' (Accrual Report, Monthly QA Report), and 'Site Support' (Computing Manual, Computing Requirements, Training Pages). Below this is a 'Systems' section with 'Data Submission System (DSS)' and 'Subject Enrollment'. At the bottom of the page, there is a footer with 'Frontier Science Home', 'Required Plugins', 'Terms of Use', and 'Copyright (c) 2019 Frontier Science & Technology Research Foundation, Inc.'

Header

In the header, you can see your user name and project to the right.

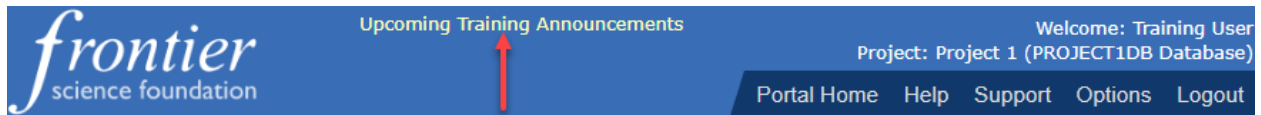
This close-up shows the header area with two red arrows. The first arrow points to the text 'Welcome: Training User' and the second arrow points to 'Project: Project 1 (PROJECT1DB Database)'. Below this, the navigation links 'Portal Home', 'Help', 'Support', 'Options', and 'Logout' are visible.

Navigation buttons are below your name and project.

Button	Description
Portal Home	Returns to the Portal home page.
Help	Displays item-specific help text or documents where applicable. Help contents will change depending upon the link or application that you have clicked.
Support	Displays contact information for our User Support Department.
Options	Allows access to a password reset utility.
Logout	Logs the user out of the Portal and returns to the login screen.

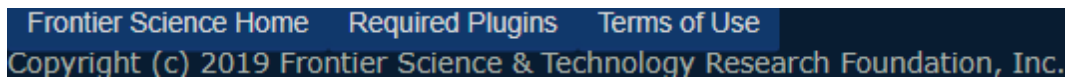
Project-Specific Announcements

If there are any project-specific announcements, they will appear in the center of the header.



Footer

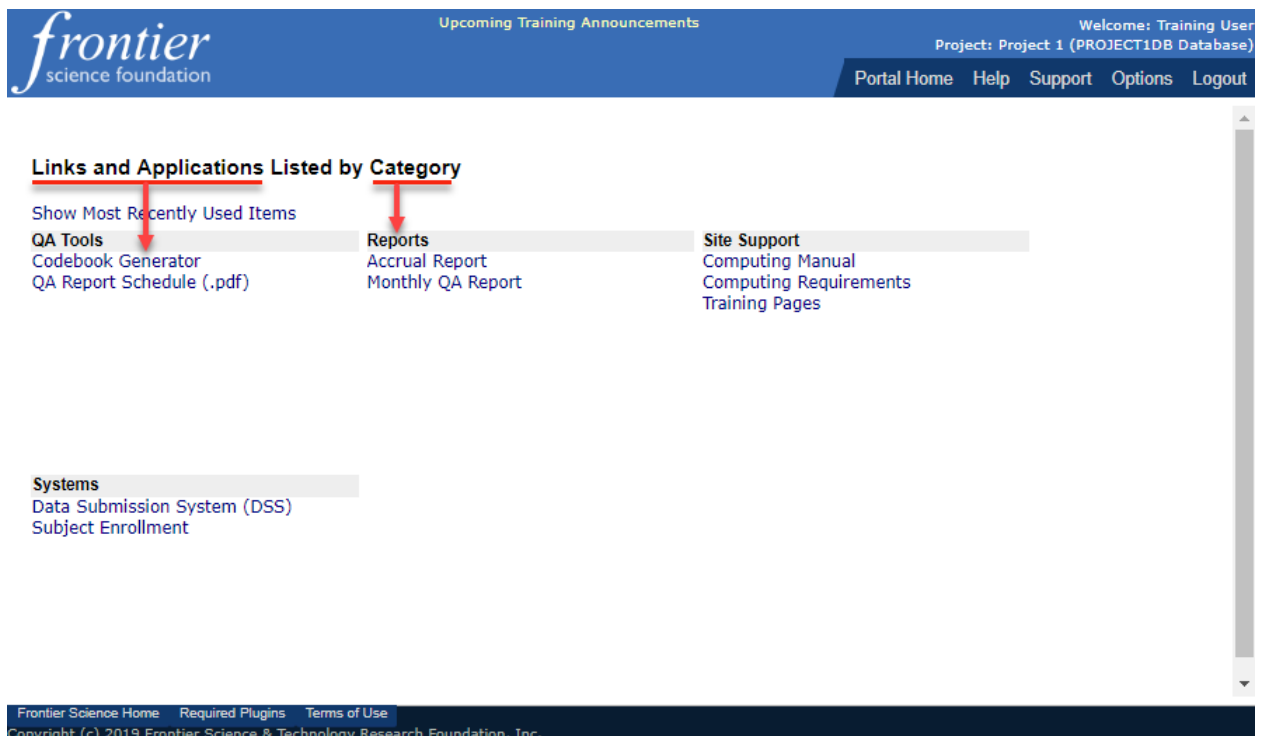
There are several options in the footer of the page.



Clicking *Frontier Science Home* will return you to the Frontier Science homepage. *Required Plugins* will display more information on the plugins needed to use the Frontier Science Portal. If you wish to review the *Terms of Use*, you can access it by clicking the *Terms of Use* link.

Body

In the body of the page, all of the links and applications are separated by category. Categories appear in the grey header above each section.



Under a category, click a link to open an item. Items available on the Frontier Science Portal will be based on access requested at registration, and for which you have been approved.

Item-Specific Help

Clicking the *Help* button on most pages in the Portal will bring up item-specific help. Contents change according to where you are in the Portal. Clicking *Help* from an application, such as the Accrual Report, will bring up the Accrual Report help file in a new window.

The screenshot shows the Portal interface. At the top, there is a blue header with the 'frontier science foundation' logo on the left, 'Upcoming Training Announcements' in the center, and 'Welcome: Training User Project: Project 1 (PROJECT1DB Database)' on the right. Below the header, there is a navigation bar with 'Portal Home', 'Help', 'Support', 'Options', and 'Logout'. The main content area shows 'Project 1 Home > Accrual Report' and the title 'Accrual Report'. Below the title, there is a paragraph: 'This report lists accrual by site within the date ranges specified. Target accrual and actual accrual will also display in the report.' There is a link 'Show Required Plug-ins'. Below that, there are form fields for 'Site', 'Studies', 'Start date', and 'End date', with a 'Submit' button. A red arrow points from the 'Help' button in the navigation bar to a new window that has opened. The window title is 'DM HELP005.2 | Accrual Report Help | Version #3 | 15-Apr-2013'. The window content includes the title 'Accrual Report Help', a section 'About the Report' with a paragraph of text, a section 'Running the Report' with a list of steps, and a note: 'Note: If you enter a main unit, the subunit accruals are not included.'

Returning to the Portal

To return to the Portal Home page, click Portal Home, or click Logout to end your Portal session.

User Support

If you have any questions, please contact our User Support department using the contact information in the *Support* link.

Frontier Science User Support

Hours of Operation

User Support is available 24 hours a day, 365 days a year with the exception of the holidays listed below. If you experience problems, or have questions about the Frontier Science website or systems, please contact the appropriate group listed below and provide a detailed description of the problem you encountered.

Site User Support

Phone: +1 716 834-0900 x7302

Email: user.support@fstrf.org

Registration/Randomization Support

Phone: +1 716 834-0900 x7301

Email: rando.support@fstrf.org

IBCSG Registration/Randomization Support

Phone: +1 716 834-0900 x7301

Email: bc.helpdesk@fstrf.org

LDMS and Laboratory User Support

Phone: +1 716 834-0900 x7311

Email: ldmshelp@fstrf.org

DataFax User Support

Phone: +1 716 834-0900 x7302

Email: datafax.user.support@fstrf.org

OlympiA Centers User Support

Phone: +1 716 834-0900 x7301

Email: olympia.rando@fstrf.org

<https://frontierscience.org/olympia/support/home.view>

Observed Holidays List

Support is not available on the following holidays:

New Year's Day

Memorial Day (US Holiday)

Independence Day (US Holiday)

Thanksgiving Day (US Holiday)

Christmas Day

Thank you for taking the time to review this manual.