

# "mammoQC" Website (Production Version: 2.0.X)

## User Registration Guide

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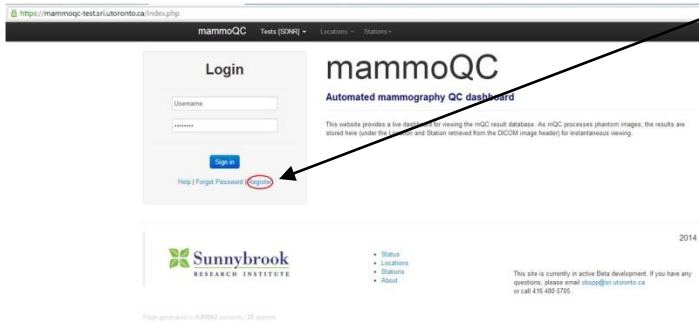
Please note that all of the information contained in the screenshots displayed in the Guide is test data only.

## Task 1 -- User Registration

1.1 Click on the following URL to access the "mammoQC" website:

<http://mammoqc.sri.utoronto.ca/index.php>

1.2 On the "mammoQC" website, there is a button called "Register":



1.3 As soon as you click on the "Register" button, the following registration window will show up:

[Figure 1]

- **1.3.1** Please fill in as many fields as you can. This will enable us to communicate with you. **Remember to scroll down and fill in all the required registration fields. The last field that you are required to fill in is the "Key in the captcha code" field.**

- **1.3.2 Mandatory Fields**

- 1.3.2.1 The fields indicated with \* are mandatory for you to fill in.
- 1.3.2.2 "CMRTO Reg#"\*
  - This field is mandatory for "Site MRT" to fill in.
- 1.3.2.3 "Site(s)"
  - You are allowed to checkmark more than one sites that you are associated with.
  - You can quickly locate your site name by entering the keyword into the "Filter" box (circled in **Red** in *Figure 1* above).
- 1.3.2.4 *Note: All mandatory fields have to be filled in, otherwise you cannot submit your registration form to "mammoQC".*

**1.4 Before you click on the "submit" button, kindly write down your registered login name and password and keep it in a safe place, but preferably not on a post-it on your monitor. You will need both to log into "mammoQC", once your registration has been approved.**

1.5 As soon as you click "submit", a verification email will be sent from "mammoQC" to your registered email address, requiring you to click on an URL link to verify your registered email address.

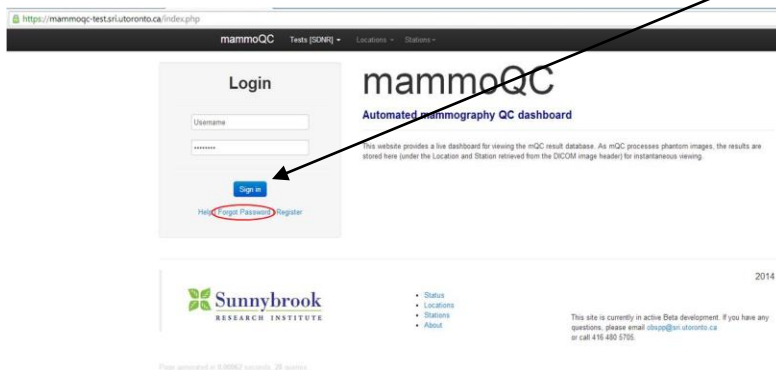
1.6 Once you click on the embedded link inside that email, you will be directed to a web page, which notifies you that your registration application is under process.

1.7 After "mammoQC" (a human will verify your information) has approved your user registration, you will receive a final confirmation email at your registered email address.

*Now you can click on that embedded link, be directed back to "mammoQC", and log in with your registered login name and password.*

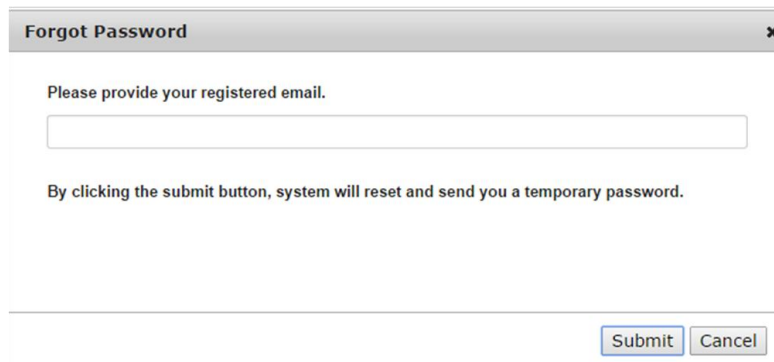
## Task 2 "Forgot Password"

2.1 In case you forget your password, you can click on the "Forgot Password" button on the "mammoQC" website:



2.2 As soon as you click on this button, you will be required to enter your registered email address.

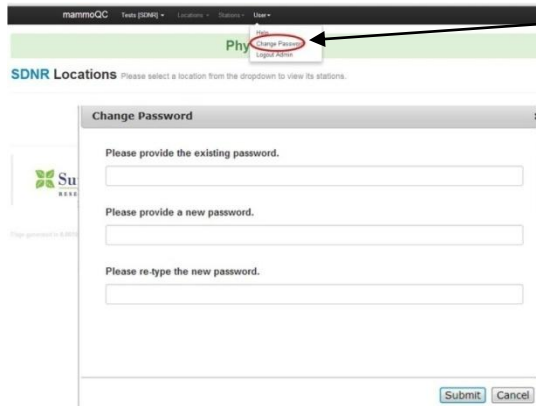
2.3 After you enter your registered email, click on the "Submit" button. An automatic message will show up, stating "A new password has been sent to (your registered email, e.g. "abc@xxxx.com")":



2.4 Meanwhile, "mammoQC" will send a temporary password to your registered email address. Then you come back to the login page, type in your username and your temporary password.

2.5 It is highly recommended that you change your password as soon as you log into the main page of "mammoQC".

2.6 To change your password, you can click into the tab "User" on the top of the webpage and select "Change Password":



The screenshot shows the mammoQC website interface. At the top, there is a navigation bar with the following items: "mammoQC", "Tests (SDNR)", "Locations", "Reports", and "User". The "User" tab is selected and highlighted in green. Below the navigation bar, there is a "Phy" dropdown menu with "Change Password" and "Logout Admin" options. The "Change Password" option is circled in red, and an arrow points to it from the text above. Below the navigation bar, there is a "SDNR Locations" section with a dropdown menu and the text "Please select a location from the dropdown to view its stations." Below this, there is a "Change Password" form with the following fields and buttons:

- "Please provide the existing password." with an input field.
- "Please provide a new password." with an input field.
- "Please re-type the new password." with an input field.
- "Submit" and "Cancel" buttons at the bottom right.

2.7 After you type in a new password and click on "Submit", you have two choices:

- Continue browsing the "mammoQC" website;
- Log out from the website and log in again with your new password, and then browse the "mammoQC" website.

**Note: Once you change your password and log out from the "mammoQC" website, you can no longer use the "temporary password" to log in.**

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