

Things to Do Before You Register

Before you register in SIP, you need to ensure that your system meets the minimum requirements for using SIP:

Check Your Browser Version and Installed Plugins

SIP is best viewed on Microsoft® Internet Explorer (IE) 11, Mozilla® Firefox 50 and above, Google® Chrome 53 and above, or Safari 9 and above, Microsoft® Edge 11; along with the Silverlight and Adobe Flash plugins. To confirm your browser and installed plugin versions, ask your local IT Administrator for assistance or contact the SIP Help Desk.

Check Your System Requirements (Display Resolution)



SIP is best viewed with a minimum screen resolution of 1024x768 pixels and a color depth of 16-bit.

To confirm the display resolution of your screen, ask your local IT Administrator for assistance or contact the SIP Help Desk.

Allow Emails from SIP and Exostar Email Addresses



To avoid important emails from SIP and Exostar from going to your email Junk or Spam folder, add the following email addresses to the Trusted Source Settings in your mailbox:

- SIPSupport@exostar.com
- do-not-reply@sharedinvestigator.com
- support@sharedinvestigator.com

To do this, ask your local IT Administrator for assistance or contact the SIP Help Desk.

From **Control Panel**, click **Internet Options**, and then the **Security** tab. Click **Trusted Sites**, and then **Sites**. In the **Add this website to the zone**, type the following:

- *.sharedinvestigator.com;

Click **Add**. Click **Close**. Click **Ok**.

Are You Already Registered in Exostar?

If you have previously registered your email address in Exostar, have an Exostar account, and have an invitation email sent by a Sponsor from SIP:



1. Click the registration URL provided in the invitation email.
2. Perform the following:
 - Accept the SIP Terms of Use, Privacy Policy, and Data Consent
 - Select your role as an Investigator or a Clinical Research User
 - Confirm your email address and follow the on-screen instructions

For detailed information on this procedure, see [Log on to SIP as an Existing Exostar User](#).



In addition, you need to disable pop-up blockers in your browser. To do this, ask your local IT administrator for assistance or contact the SIP Help Desk.

Register in SIP

1 *Check Your Email Account for the Invitation Email*
To register in SIP, you must first receive an invitation from a Sponsor. The invitation email includes the URL and instructions required to register.

2 *Click the registration URL in the Invitation Email*
This step initiates the registration process and displays the **Shared Investigator Platform Terms & Conditions** page in your browser.

Accept the SIP Terms and Conditions

The Shared Investigator Platform (SIP) Terms And Conditions

PRE-REGISTRATION NOTICE (INCLUDING CONSENT LANGUAGE, PRIVACY POLICY, AND TERMS OF USE)

The Investigator Registry ("Registry") is a shared repository of information about investigators, designed to enable clinical trial sponsors to more easily recruit qualified individuals to conduct their trials. The Registry, which has been set up by TransCelerate working with DrugDev and participating TransCelerate member companies, will contain information about you and your professional history, including your contact details and training history. It will also display information about your previous trials and details of the study sites.

Some of this is information which you provide through the Shared Investigator Platform, and some is sourced from the Sponsors and independent third parties.

Your professional user profile and site profile information will be available to view by all participating Sponsors. A list of participating Sponsors is available [here](#). The Sponsors can then use this information to contact you about future clinical trial opportunities.

At any time, you can log in to your account and update your profile.

Please note that the information you provide may be transferred throughout the world, including to the USA and other countries where data privacy laws may be less protective than the country in which you are based. The Sponsors are committed to protecting the confidentiality of your information and will treat your information in accordance with our [Privacy Policy](#).

For information on how to withdraw your consent, please read our [Privacy Policy](#).

Select All

- I consent to my information being hosted in the Shared Investigator Platform and the Registry, where it will be made available to all participating Sponsors to facilitate the recruitment of investigators for clinical trials.
- I acknowledge that I have received, read, and accept the [Privacy Policy](#) of the Shared Investigator Platform and the Registry.
- I acknowledge that I have received, read, and accept the [Terms of Use](#) of the Shared Investigator Platform and the Registry.

CONTINUE CANCEL

Invitation Code :

[User Registration Help](#) | [Terms of Use](#) | [Help Desk](#)

1. Review all SIP Terms and Conditions.
2. Click **Continue**.

Consent is required for SIP registration.

Confirm Your Email Address and SIP Role

Welcome to The Shared Investigator Platform

YOUR EMAIL ADDRESS

▲ The email address you use for SIP should be the same email address you use for other clinical trials with various sponsors. Use of multiple email addresses may result in multiple SIP IDs and cause issues with your training records and Single Sign-on applications. Do not use shared (common) email address or a mailbox.

Confirm your email address.

Edit

YOUR SIP ROLE

Select "Investigator" if you are qualified by training and experience to conduct a clinical investigation as a Principal Investigator, otherwise select "Clinical Research User"

- Investigator
- Clinical Research User

SUBMIT CANCEL

Invitation Code:

- 3.** Verify your email address displayed below **Confirm Your email address**. To modify the registered email address, click **Edit**. You are required to provide your own business email address. You must not use a group or shared email address.
- 4.** Click **Investigator** or **Clinical Research User** to confirm your SIP Site User Role.
- 5.** Click **Submit** to confirm.

Complete the Personal Information page

On the **SIP User Registration** page, please complete the **Personal Information**, **Contact Information**, and **Time Zone** sections. Optional fields are indicated on the screen.

SIP User Registration
Registering on the Shared Investigator Platform will provide sponsors with visibility to your site.

PERSONAL INFORMATION

Title

First Name

Middle Name

Last Name

Suffix

Job Title

CONTACT INFORMATION
Enter your primary business address. For Investigators, this should be the address you would include on the FDA Form 1572 or equivalent.

Street Name & Number

Building/Floor/Room/Suites

Country

State/Province/Region

City

Zip/Postal Code

Mobile/Cell Phone

TIME ZONE

Time Zone

Exostar provides credentialing for access to SIP.
 I agree to Exostar LLC's Terms and have read the [Exostar Privacy Policy](#)

- Please do not enter more than 50 characters for the first, middle, or last name fields. If you have multiple family names, it is recommended that you enter only one name as your last name. You can use a-z A-Z 0-9 ,.# () ? : ; / space ' _ - ISO 8859-1, ISO 8859-15 version of UTF-8 character set as part of your first or last name.

Accept Exostar Terms and Conditions and submit the details

I agree to Exostar LLC's Terms and have read the [Exostar Privacy Policy](#)

- Review the Exostar Privacy Policy and select the **I agree to Exostar LLC's Terms and have read the Exostar Privacy Policy** check box.
- Click **Register**. The **Submission Confirmation** page is displayed.

Submission Confirmation

Thank you for submitting your registration to SIP. Account credentials are managed by Exostar LLC.
Once your registration has been processed, you will receive an email from SIP Support (SIPSupport@exostar.com) containing an activation link. After activating your account, you will be able to access the Shared Investigator Platform and other applications that have partnered with Exostar.
If you need support please contact SIP customer services at [Help Desk](#)

Logging on to SIP for the First Time

Check Your Email Account for Activation Email

After you register in Exostar, you will receive an email from SIPSupport@exostartest.com.

Dear [redacted]

Thank you for registering with SIP. Your account will be managed by Exostar, the credentialing provider that enables single sign-on for SIP and many other Sponsor applications.

Please click the URL below to activate your account and set up your password.

https://secureaccess.exostartest.com/IdpGov/accesslogin/Process10n_faces?pk=6M1ck1jY2vzc&vY3f5hYmVY3G0eM@gs1Y100vYnJ1m1k2uXkzG0uPvZkn6201L4vYv0m2B8xkThuc0duJd7z2h0m0a6Fv41Z00t0em

SIP Helpdesk E-mail Address: SIPhelp@cognizant.com

NEED HELP? <https://validation.sharedinvestigator.com/sipstatic/documents/SIP-Help-Desk.pdf>

Please bookmark the SIP home page: <https://validation.sharedinvestigator.com>

DO NOT reply to this email. This is an automated email and replies are not being monitored.

To activate your Exostar account and log on to SIP for the first time, click the activation URL. The **Create New Password** page is displayed.

Activate your Exostar Account and Set Your Password and Security/Challenge Questions

1. On the **Create New Password** page, enter the following details:
2. **New Password**—Type your new password.
3. **Re-enter New Password**—Re-type your new password.

*The password must be a minimum of eight and maximum of 16 characters. The password must contain at least one letter, one numeric value, and one special character (_ * & ^ % \$ # @ !).*

4. Click **SUBMIT**.
5. On the **Password Reset Secrets** page, in each of the **Question** drop-down lists, select a Security/Challenge question, and type the answers. Answers are case-sensitive and must be unique for each question selected. To confirm the answers, type the answers in the Confirm Answer boxes.

For additional security, you can optionally register your phone number by selecting the check box to add your phone number. This enables you to receive a one-time passcode (OTP) as an alternative to the security questions when resetting your password.



If you opt for additional security, on the **Register your phone for additional security (Optional)** page select the delivery mode, the country where the phone is registered, and the phone number. Click **Next**. Type the verification code sent to your registered phone number. Click **Complete Activation**.

6. Click **Submit**. On the **Service Agreement** page, select the required check boxes, and then click **Accept**. You must accept the terms and conditions of the Service Agreement in order to proceed.

Complete the Mandatory SIP Orientation (Site User Orientation Guide)

7. Click the link to view the Site User Orientation Guide. After you have viewed the Site User Orientation Guide, close it, and click **Read and Acknowledged**. This button will be enabled after you open the Site User Orientation Guide.

Log on to SIP as an Existing Exostar User

Click the Registration URL in the Invitation Email and Select Your Role

If you already have an Exostar account, you do not need to follow the procedure described above in order to register.

1. Click the registration URL in the invitation email. The **Shared Investigator Platform (SIP) Terms & Conditions** page is displayed.

The Shared Investigator Platform (SIP) Terms And Conditions

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CONTINUE CANCEL

Invitation Code :

[User Registration Help](#) | [Terms of Use](#) | [Help Desk](#)


2. Review the information on the page and then click **Select All**.
3. Click **Continue**.

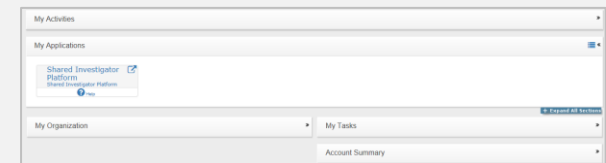
4. On the confirmation message displayed, click **Continue**. The **One Account, Secure Access** page, where you can log on to SIP, is displayed.

SIP has partnered with Exostar, a credentialing provider to provide you with Single-Sign-On capabilities. The e-mail address you provided is already registered with Exostar.
You are being directed to the Exostar login page. If you do not remember your login credentials, you can easily reset your password.

CONTINUE

For information on how to log on to SIP, refer to the [SIP Site User Online Help \(Logging on to SIP after Registering\)](#).

*While logging on, you may be taken to the following page. If so, under **My Applications** click  **Icon** next to the appropriate application name.*




For more information on OTP, refer to [Manage OTP Password](#) in the SIP Site User Online Help.

Confirm Your Email Address and SIP Role

1. Verify your email address displayed below **Confirm Your Email Address**.
To modify the registered email address, click **Edit**.

Welcome to The Shared Investigator Platform

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- Investigator
 Clinical Research User

Invitation Code:

2. Click **Investigator** or **Clinical Research User** to confirm your SIP Site User Role.
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