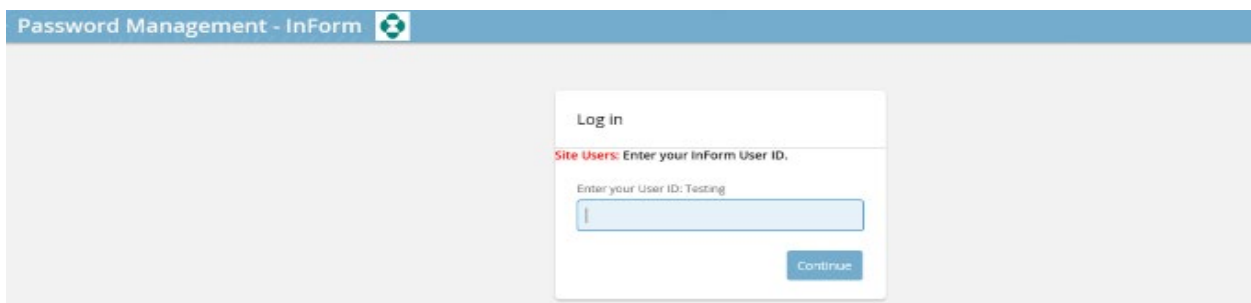
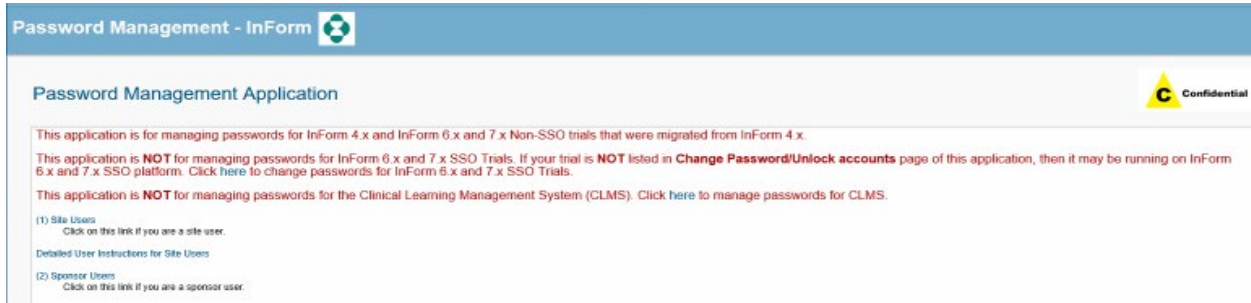
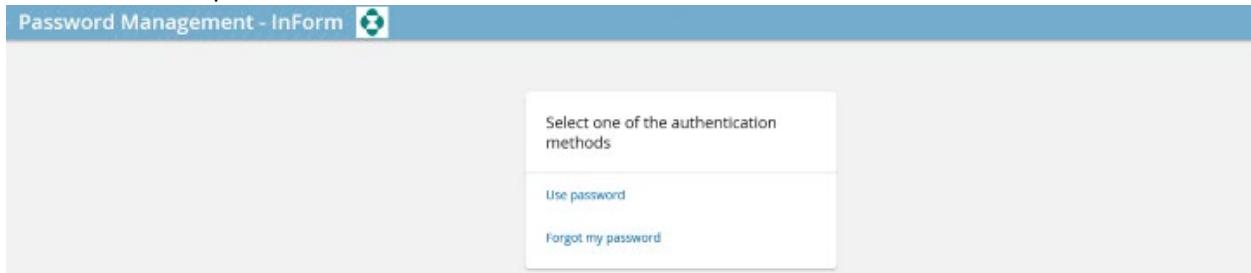


	<b>403_ER37_PASSWORD MANAGEMENT JOB AID</b> MSD Password Management for InForm Non-SSO trials (Electronic Data Capture - EDC)	Effective Date: 23 April 2023
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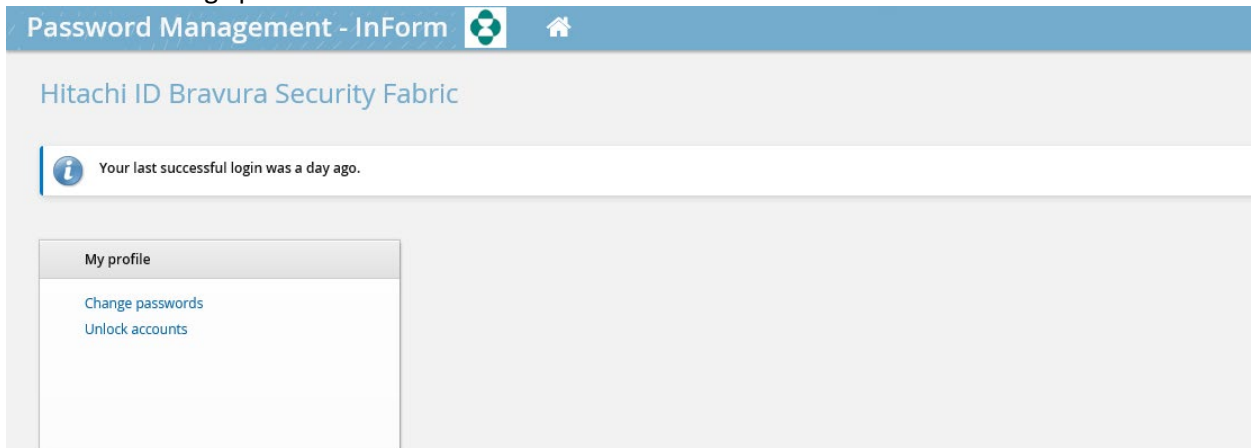
1. Access Password Management Application by clicking on [Password Management Application](#).
2. On the main menu page **Password Management Application (PMA)**, click option for **Site Users**.
3. Enter User ID and click **Continue**.





4. Click on 'Use password' then Authenticate

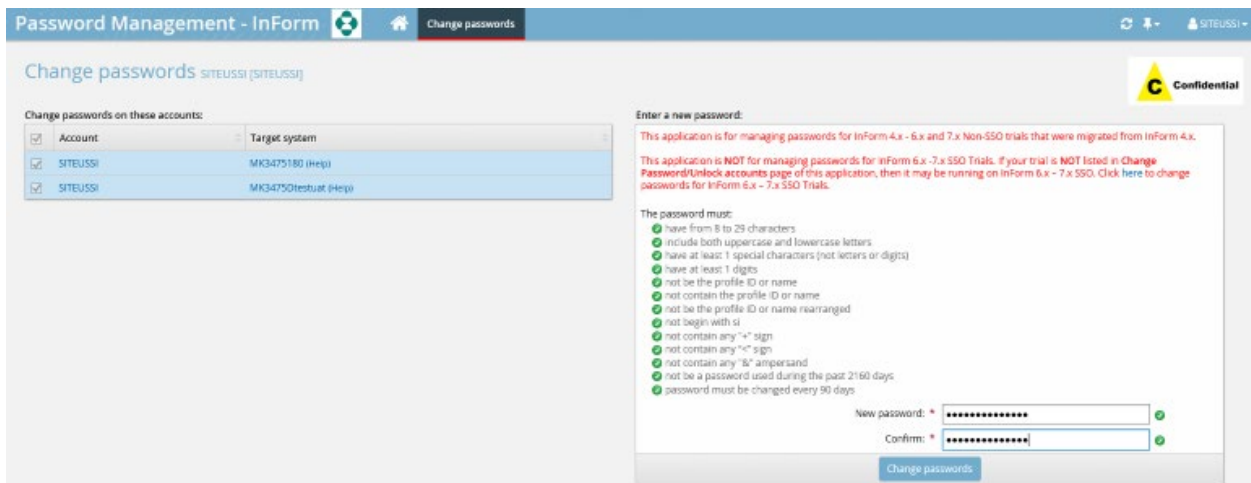
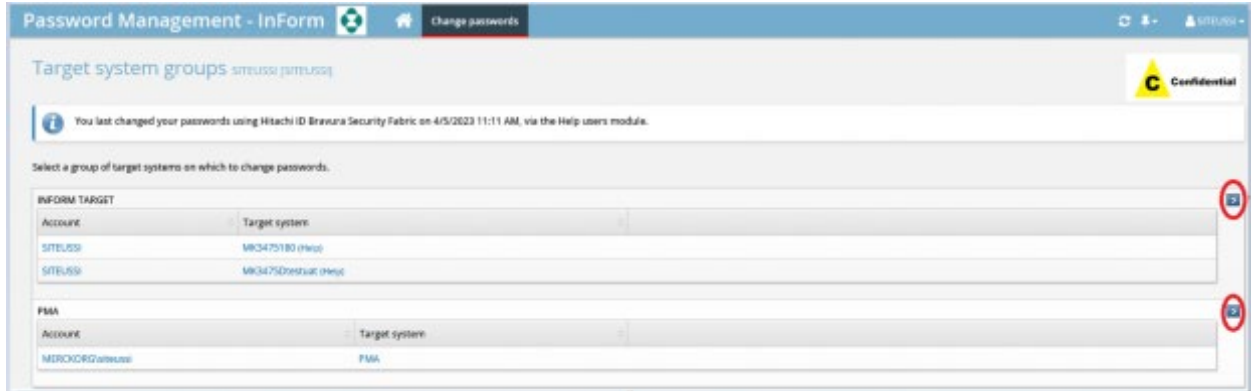


5. Two Options available: to 'Change passwords' or 'Unlock accounts'
6. Select 'Change passwords'



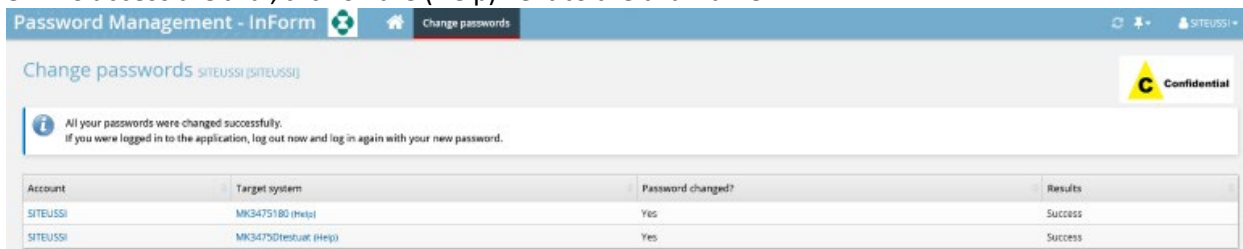
	<b>403_ER37_PASSWORD MANAGEMENT JOB AID</b> MSD Password Management for InForm Non-SSO trials (Electronic Data Capture - EDC)	Effective Date: 23 April 2023
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7. To change the InForm password click on the arrow as displayed below:  in the INFORM TARGET section

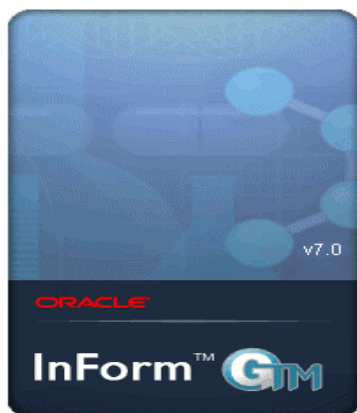


	<b>403_ER37_PASSWORD MANAGEMENT JOB AID</b> MSD Password Management for InForm Non-SSO trials (Electronic Data Capture - EDC)	Effective Date: 23 April 2023
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8. To access the trial, click on the (Help) next to the trial name



**InForm 6.3.x and InForm 7.x:**

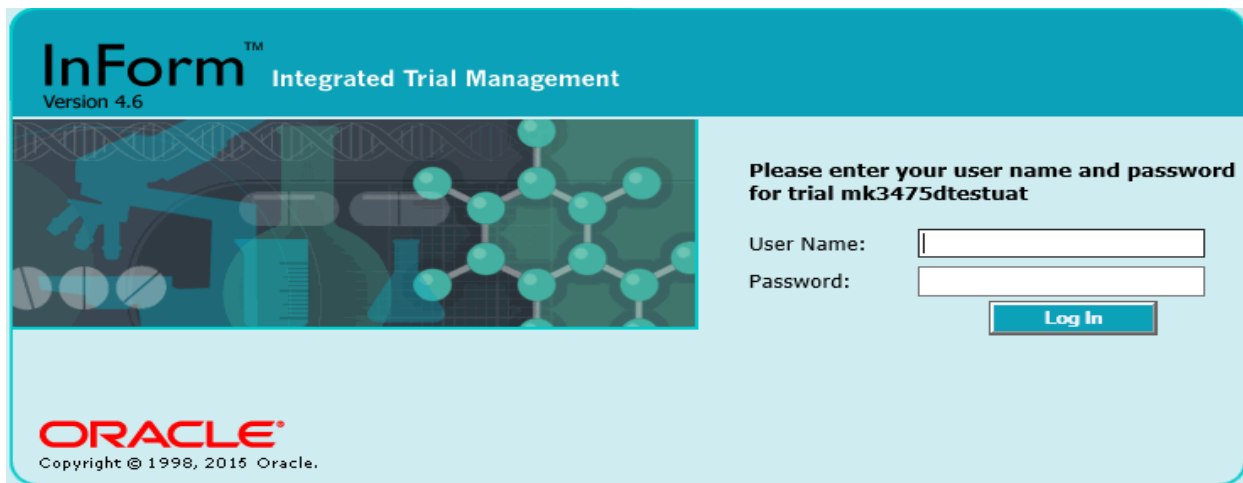


Enter your name and password for study mk3475180

User Name:

Password:

**InForm 4.6.x:**



	<b>403_ER37_PASSWORD MANAGEMENT JOB AID</b> MSD Password Management for InForm Non-SSO trials (Electronic Data Capture - EDC)	Effective Date: 23 April 2023
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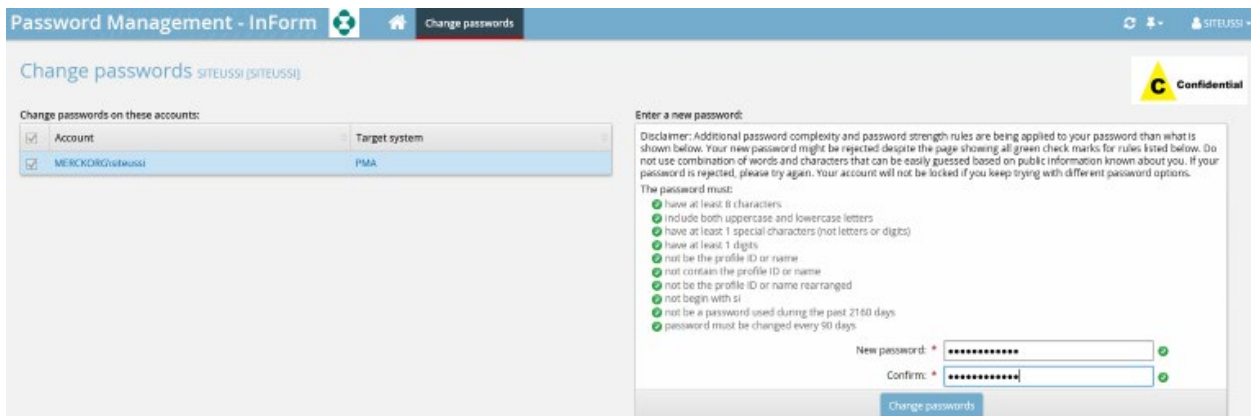
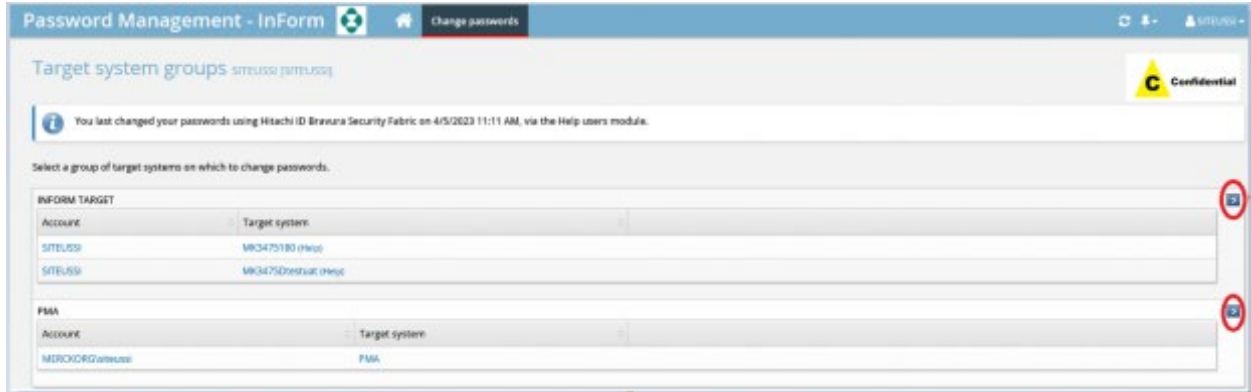
9. Click on Unlock accounts



10. Then select the account/s to unlock then select Unlock



11. To change the PMA password, click on the arrow in the PMA section



12. If the password is forgotten, then select: 'Forgot my password' and an email will be sent to you with a link to reset your password.



Two screenshots of the Password Management - InForm interface are shown.

The first screenshot shows the main authentication screen with the following text and options:

Password Management - InForm

Select one of the authentication methods

Use password

Forgot my password

The second screenshot shows the "Forgot my password" screen with the following text:

Password Management - InForm SITEUSI

Forgot my password

You will receive an email shortly containing a link to reset your password.

### IMPORTANT Points/Tips

1. User will have ONE User ID for both PMA and InForm
  - i. Users will have TWO separate passwords
  - ii. One to log into PMA (expires every 90 days) and
2. One for all InForm Non-SSO trials (expires every 90 days) Note: These two passwords must be different.
3. The PMA password was previously called the CPAC password. It is now known as PMA password since CPAC has been retired in 4Q2020.
4. Site User will be sent an email reminder to reset password for InForm every 90 days
5. PMA password also expires every 90 days, but no email reminder will be sent
6. Whenever a user gets access to another InForm Non-SSO trial, the user will need to change their existing InForm Non-SSO password (create new). This new password should be used to log-in to all your InForm Non-SSO trials
7. Logging in to **InForm Non-SSO**: The User ID must be entered in **UPPERCASE**.