Title: **Training Registration Guide**

Version: 3.1

Version Date: November 03, 2025

REVISION HISTORY (most recent first)

Version	Effective Date	Summary of Changes
3.1	NOV-03-2025	Updated DMACC to DMASC throughout the document.
3.0	APR-17-2024	Added a note to clarify that CP-CTNet members do not need to set up a Frontier Science Portal account. Editorial modifications to clarify procedures.
2.0	FEB-21-2023	Editorial modifications to clarify procedures.
1.0	OCT-12-2021	Original version of document.

1. INTRODUCTION AND PURPOSE

The Data Management, Auditing, and Statistical Center (DMASC) provides training to Lead Academic Organizations (LAOs), Affiliated Organization (AOs), and the Division of Cancer Prevention (DCP) on various topics throughout the Cancer Prevention Clinical Trials Network (CP-CTNet) project. Training is provided as a component of Study Initiation Meetings (SIMs), during topic-specific webinars (e.g., auditing and monitoring, protocol deviations, etc.), and as standalone training sessions on DMASC systems, procedures, and resources. Training sessions are supplemented with training materials (e.g., self-guided training presentations, user guides, quick reference guides, newsletters, Standard Operating Procedures (SOPs), video tutorials, etc.) as needed, which are located on the CP-CTNet DMASC Public Website and Portal Gateway. LAO, AO, and DCP staff may request training related to any area of study conduct at any time. DMASC develops educational materials and sessions to ensure that any identified training needs are thoroughly addressed.

The Training Registration Utility is used by CP-CTNet members to register for trainings related to study conduct, including DMASC systems, procedures, and resources. This reference guide provides an overview of the Training Registration page on the CP-CTNet DMASC Portal Gateway and details the procedure for registering for training sessions using the Training Registration Utility.

2. DEFINITIONS

Term	Definition
AO	Affiliated Organization
CP-CTNet	Cancer Prevention Clinical Trials Network
DCP	Division of Cancer Prevention
DMASC	Data Management, Auditing, and Statistical Center
LAO	Lead Academic Organization
M-SOP	Manual of Standard Operating Procedures
SIM	Study Initiation Meeting
SOP	Standard Operating Procedure

3. ACCESSING AND REGISTERING FOR UPCOMING TRAINING SESSIONS

Training sessions on DMASC systems, procedures, and resources are offered continuously throughout the CP-CTNet project. LAOs, AOs, and DCP staff may register for available trainings via the Training Registration page on the CP-CTNet DMASC Portal Gateway. The Training Registration page provides information and registration links for upcoming training sessions. This section outlines the procedures for accessing and registering for DMASC training sessions.

3.1. The Training Registration page on the CP-CTNet DMASC Portal Gateway can be accessed via the Portal Gateway dashboard.

    3.1.1. For general information about user registration and access to resources on the CP-CTNet DMASC Public Website and Portal Gateway, see USRMAN02 *Public Website and Portal Gateway Overview and User Registration Guide*.

3.2. CP-CTNet members click the Training Registration dashboard tile to access the Training Registration page.

    3.2.1. This page includes general CP-CTNet training information, a list of registration links for upcoming training sessions, and downloadable resources (as needed) to assist with the registration process.

3.3. Training registration links are uploaded to the CP-CTNet DMASC Portal Gateway as they become available.

    3.3.1. Each CP-CTNet training session has a unique registration link that CP-CTNet members use to register for the training.

    3.3.2. Training registration links include information about the training session topic, the date(s) and time(s) of the training session, and a registration form. See Appendix I: *Sample Training Registration* for more information.

3.4. CP-CTNet members select the training registration link for the desired training session to access the associated registration form on the Training Registration Utility.

    3.4.1. The Training Registration Utility is located within the Frontier Science Portal.

    Note: CP-CTNet members can use their CP-CTNet DMASC Portal Gateway credentials to sign in to the Frontier Science Portal, so they do not need to set up a separate Frontier Science Portal account to access the Training Registration Utility.

3.5. CP-CTNet members enter their CP-CTNet DMASC Portal Gateway username and password on the Frontier Science Portal login page and click the **Login** button.

3.6. CP-CTNet members answer each of the available questions to complete the registration form.

3.7. After completing the form, CP-CTNet members click the **Submit** button to register for the training.

    3.7.1. The Training Registration Utility confirms successful registrations on the next webpage and sends confirmation emails for registered trainings.

    Note: Reminders for registered training sessions and calendar invitations are sent by a member of the CP-CTNet DMASC Education and Training team prior to the training session.

3.8. CP-CTNet members are encouraged to check the Training Registration page monthly to stay up to date on available trainings.

    3.8.1. Available training sessions are also announced during CP-CTNet meetings and via email to LAOs and DCP.

    Note: LAOs are responsible for sharing training session information with their accruing LAOs and AOs when the training session topic applies to their work.

3.9. LAOs and AOs are encouraged, but not required, to attend most standalone training sessions.

    3.9.1. DMASC will notify LAOs via email if attendance at a standalone training session for a specific topic is mandatory.

    3.9.2. LAOs and AOs are expected to maintain their own training attendance records for staff that attend DMASC training sessions.

Please send questions and comments to the CP-CTNet DMASC Education and Training team at Training_CP-CTNet@frontierscience.org.

4. RESOURCES

Note: All CP-CTNet SOPs are included in the *CP-CTNet Manual of Standard Operating Procedures (M-SOP)*, which is available on the CP-CTNet DMASC public website.

Resource	ID	Location
CP-CTNet DMASC Portal Gateway	Website	cp-ctnet-dmasc.org/portal

Resource	ID	Location
CP-CTNet DMASC Website	Website	cp-ctnet-dmasc.org
Public Website and Portal Gateway Overview and User Registration Guide	USRMAN02	Program Resources

5. APPENDICES

5.1. Appendix I: Sample Training Registration

Appendix I
Sample Training Registration

Training Registration

TEST: Protocol Deviations LAO/AO Training — **Title and Topic of the Training Session**

About This Training

Dates and Times
Monday, 19 July 2021 9:00 AM EDT — **Date(s) and Time(s) of the Training Session**

Registration

Answer the following questions, and click *Submit* to register for the training.

* Required field

* **First name:** `Jane`

* **Last name:** `Doe`

* **Email address:** `jdoe@ao.org`

For which network will you be attending the training? `CP-CTNet`

Please select your CP-CTNet group. `Affiliated Organization/Site (AO)`

Please select your LAO affiliation (if applicable). `University of Arizona, Cancer Prevention Clinical Trials Network`

* Please enter your site/AO name (if applicable). `Arizona AO Name`

How much experience do you have with the training topic? `Beginner`

Information Requested By the Trainer or Department

`Submit` `Reset` — **Click *Submit* to Register for the Training Session. Click *Reset* to Clear the Form**