## How to:

# Register as a User and Access Data

Or Contact Us for any other questions regarding the data sharing platform.



### Registering as a New User

1) On the homepage, click the green "Register for Access" button located on top-right of the page.

**Register for Access** 

- 2) Fill in the required information in the registration form.
- 3) Read and agree to Project Data Sphere's Data User Agreement by checking the box at the bottom of the registration page, and then click "Submit."
- **4)** You will receive an on-screen confirmation message and email regarding your user registration submission.
- 5) Once reviewed by Project Data Sphere (PDS), you will receive another email confirming your successful registration with instructions to finish setting up your account. PDS strives to review and approve new registrants within 48 hours.
- 6) After finishing setting up your account, you will have access to search, filter, view, analyze, and download the data on PDS's data sharing platform!

#### **Accessing Data**

1) On the homepage, login to your user account by clicking "Sign In" in the top-right of the page and login to your account.

Organization Website Sign In Register for Access

2) After successfully logging in you will be returned to the homepage. Click the "Access Data" tab at the top of the page.



3) You will be directed to the full library of data on the PDS data sharing platform. Here, you can search, filter, view, analyze, and download the data on the platform!

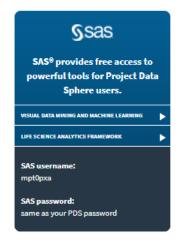


- a) Use the "Search" bar in the box to the left of the page to search for data sets by keywords associated with the studies or data
- **b)** Use the checkboxes underneath the "Search" bar to filter data sets by different criteria

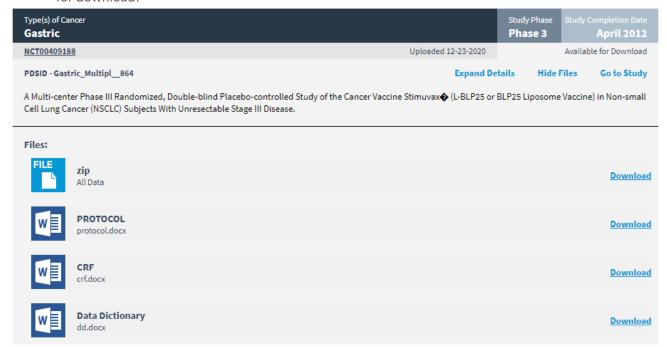
c) Within each data set information box (blue and grey container) you can choose "Expand Details" to see more information about each data set; "Show Files" to see all files associate with each data sets including the data, data dictionary, and other helpful materials; or "Go to Study" to see all information and files for only that data set.



d) Use the blue box on the right side of the screen to access the complimentary SAS tools to begin analyzing the data. These tools are free to PDS platform users. Access these tools using your unique SAS username and the same password as your PDS platform user account.



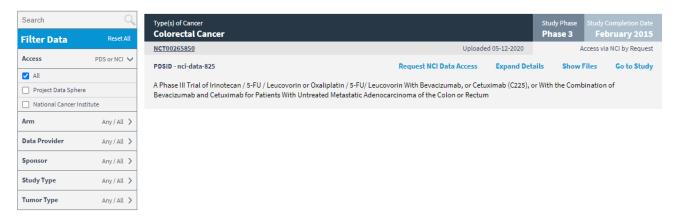
e) To download the data sets and associated files for external analysis, choose "Show Files" in the data set information box. You can then scroll down and view the associated data set files available for download.



**Note:** Datasets provided by the National Cancer Institute (NCI) require further approval from the NCI before you can download them.

### **Accessing NCI-provided Data**

1) After signing in to your user account and navigating to the "Access Data" page, you can identify data sets provided by the NCI by using the filter on the left side of the screen or looking for the "Access via NCI by Request" in the data set information box.



2) Click "Request NCI Data Access" to add a data set to your request. Once requested, an on-screen message window will appear confirming that the data set has been added to "My Data Requests." Also, the label in the data set information box will change to "Added to NCI Data Request." Note: you can add up to 5 NCI data sets per request. Once you've requested five data sets, you'll need to finalize that request and then begin another request to access more NCI data sets.

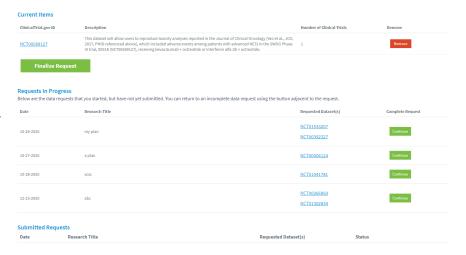


3) To view and finalize your NCI data set requests, click your username at the top right of the page and select "My Data Requests."

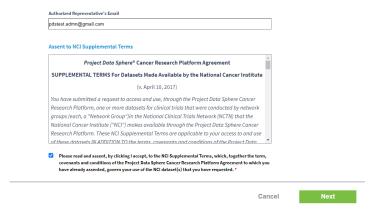


4) In your "My Data Requests," you can view and finalize current items in your selection, review and edit items in your requests that are in progress, and check the status of submitted requests.

Choose "Finalize Request" to complete your current request.



5) After clicking "Finalize Request," you'll need to provide some additional details about your data set and intended use, and agree to the NCI's supplemental data usage agreement terms. Check the box at the bottom of the page to agree to their terms and then choose "Next."



6) Next, choose "Download Organizational Approval" and sign on behalf of who the data request is for.



7) Upload a signed version of the "Organizational Approval" to finalize the NCI data request.



**Note:** you can return to any of the steps in the NCI data request process by navigating to your "My Data Requests" page where your NCI data requests will be saved. You can also check the status of your current requests here.