

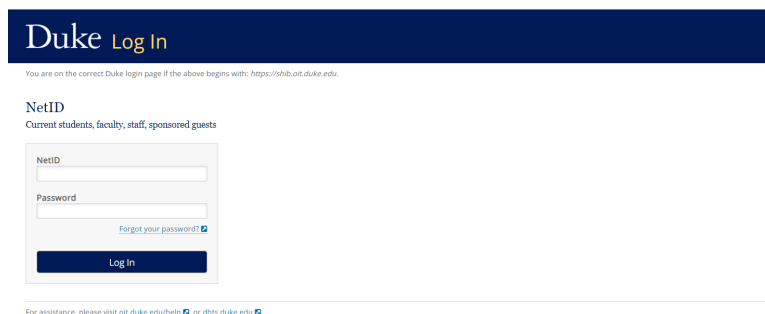
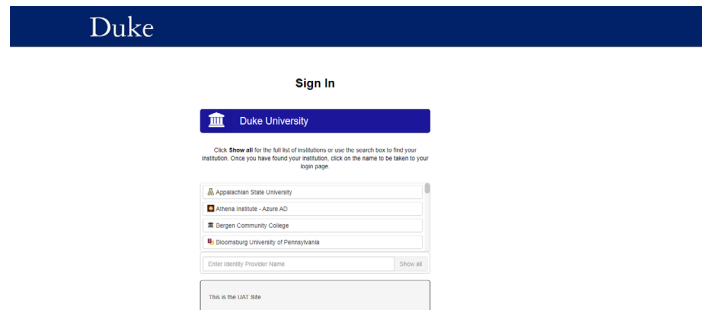
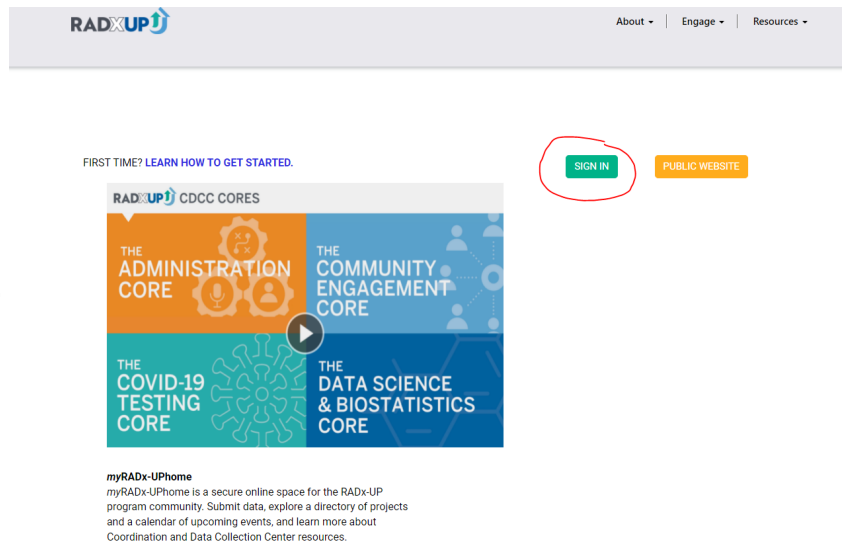
## myRADx-UPhome Reference Card

## SIGN IN & SET UP A USER PROFILE

Welcome to **myRADx-UPhome**! Please follow the instructions below to sign in to use the collaboration space and create your user profile. Setting up your user profile is *very important*; it is the first step to using **myRADx-UPhome** and is how the user directory is populated, which is how users will find each other to communicate and collaborate

First, go to [myhome.RADx-up.org](https://myhome.RADx-up.org).

1. **Landing page.** The pre-sign in landing page hosts a video about the four cores of the CDCC, a link to our public website, and a handful of useful open access pages. In the upper-right corner, select the button to Sign In.
2. **Select your institution. You will be taken to an InCommon sign in page.** Search for and select your institution. Once you make a selection, you will be taken to your institution's secure sign-in page. The screenshot below shows the Duke NetID log in page as an example.



3. **Set up your user profile.** If this is your first time logging in, you will be directed to the Profile page. Fill out your name, title, institution/organization, phone, specialty/area of research, and languages you speak. This information will help ensure that our directory is robust and informative. Please note that you cannot change the fields “Group” or “Core.” These are set by an administrator, as they impact what content is available to you.

4. **Self-assign projects.** By default, you will not have any RADx-UP projects assigned to you. To assign yourself your project, do so by selecting the “Select Project” button. You can then search the existing project records.

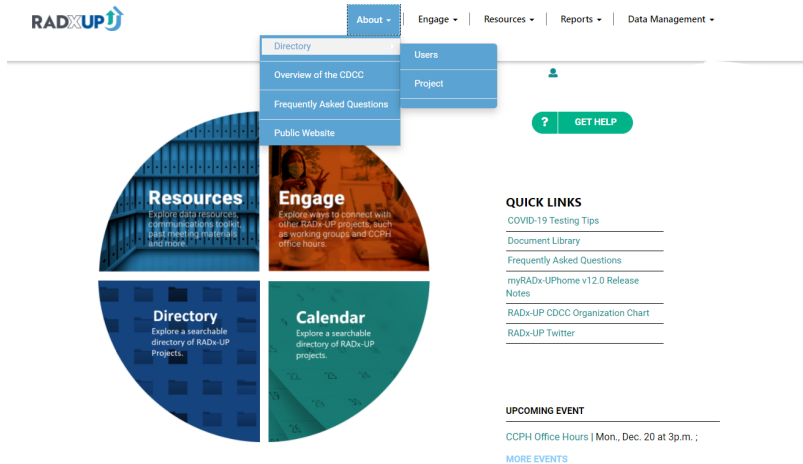
Awardee Name ↑	Project Title ↑	Project Number ↑
Arizona State University-Tempe Campus	A Survey Related to Eliminating COVID-19 disparities in Arizona in partnership with underserved/vulnerable communities	25
Brown University	Developing A Realtime Monitoring System and Program to Improve COVID-19 Testing for Latinx Populations	24

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5. **Await approval.** Once you have made a user profile, your account must be authenticated by the myRADx-UPhome administrator. You should receive an email confirming verification within one business day. If you have any difficulty with verification, please fill out a help request [here](#).



- Once you are approved, come back to **myRADx-UPhome** and explore the **Directory** page. Your profile should now be included in the Directory. Confirm that your information is correct. Note that as more RADx-UP project teams create user profiles, this list will grow.



- View the **Projects** page. You should now also be able to browse and search RADx-UP projects.

The final step? **Give us your feedback.** Your feedback is critical to the continued evolution of this collaboration space for RADx-UP projects and community partners. Please share your initial impressions and user feedback with us by filling out [this form](#). If you need any assistance, submit your help request [here](#).

