Initiating a New Application

(NOTE: This is only for the initial application; you will need to subsequently complete a full application in WebCAMP.)

NEW USERS
(Do not have an existing account in WebCAMP)

1. Click on the following link:
   https://webcamp.nyumc.org/webcamp/sourcecode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RF A=2&DSN=1&RootURL=https$webcamp.nyumc.org$webcamp$sourcecode$

2. Select the Application Type and click Continue.

3. Check off which services/resources you are requesting and click Continue.
4. Answer all questions listed regarding the study/subjects and click Continue.

5. Enter PI name, Brief Study Title, and your name (if you are not the PI), and click Continue.

6. Click Continue and a new account will be created for you. Note that an account will only be created for the person submitting the application. If this is not the PI, the PI will not have an account created for him/her. Click Continue.
7. Complete the demographic information – for both the PI and yourself, if applicable – and click Continue.

8. Set a password for your WebCAMP account – your new password must have at least one capital letter and one number. Click Continue.

9. Click on Close Window (not shown here) to exit and check your e-mail for a link to log into WebCAMP.
10. **Coordinator**: Click on the link in the e-mail to login to WebCAMP.

**PI, if applicable**: You will receive the following email:

Coordinator Name if applicable (on behalf of PI Name) has submitted a Notification of Intent (CTSI: Full Support) entitled "Brief Study Title". No action on your part is required; either the user already has access to ePAR or s/he has provided an e-mail address from a trusted partner institution.
11. Login using your Last name, First name and the Password you have just created for yourself.