

## Welcome to the ImmPort **Study Registration Wizard**

The Wizard, or **SRW**, will guide you through the initial upload of your study metadata, protocol(s) and study files

If you have not registered for ImmPort please register and then contact the ImmPort Helpdesk to be assigned a private workspace to upload your data

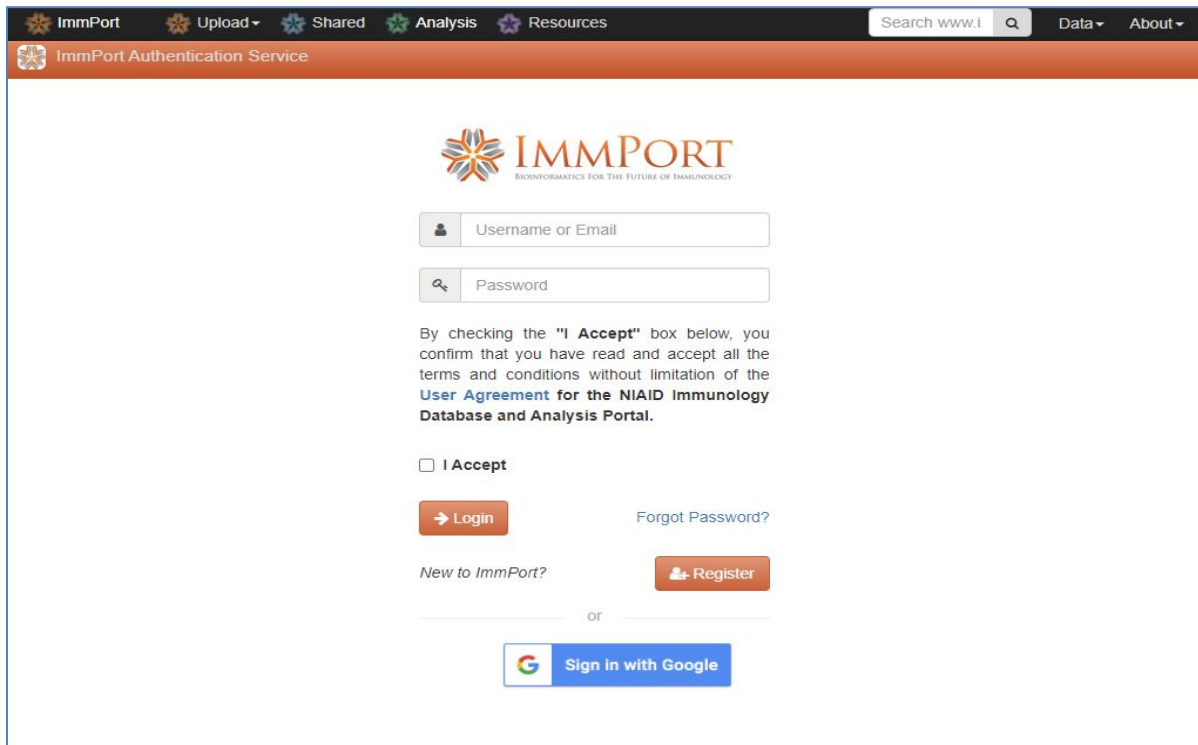
Registration link:

<https://import-user-admin.niaid.nih.gov:8443/registrationuser/registration>

Helpdesk:

[ImmPort\\_Helpdesk@import.org](mailto:ImmPort_Helpdesk@import.org)

## Study Registration Wizard - SRW



The screenshot shows the ImmPort Authentication Service registration page. At the top is a navigation bar with links: ImmPort, Upload, Shared, Analysis, Resources, a search bar, Data, and About. Below the navigation bar is a header with the ImmPort logo and the text "BIOINFORMATICS FOR THE FUTURE OF IMMUNOLOGY". The main content area contains a registration form with the following elements:

- A "Username or Email" input field with a user icon.
- A "Password" input field with a magnifying glass icon.
- A paragraph of text: "By checking the 'I Accept' box below, you confirm that you have read and accept all the terms and conditions without limitation of the [User Agreement](#) for the NIAID Immunology Database and Analysis Portal."
- A checkbox labeled "I Accept".
- A "Login" button with a right arrow icon.
- A "Forgot Password?" link.
- A "New to ImmPort?" link.
- A "Register" button with a user icon.
- A horizontal line with "or" in the center.
- A "Sign in with Google" button with the Google logo.

ImmPort registration webpage

# Study Registration Wizard - SRW

## SRW Navigation

#1 Mouse-over gray fields for more information

#2 Steps, or breadcrumb trail, indicates where you are in the SRW process

#3 Question marks indicate additional information is available with a mouse-over or click

#4 Light blue boxes provide guidance throughout the SRW

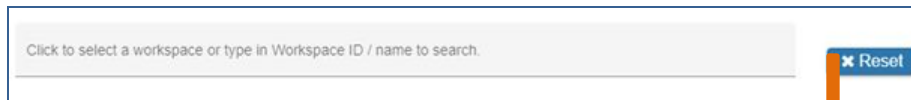
#5 Red asterisk indicates required fields

#6 Gray 'Next' button indicates data is missing

Helpdesk:

[ImmPort\\_Helpdesk@import.org](mailto:ImmPort_Helpdesk@import.org)

#1



✕ Reset

Please click the Reset button to choose another workspace

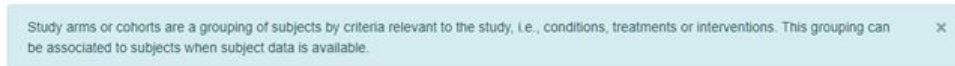
#2



#3



#4



#5



#6



Buttons will be active (blue) when all required fields have data entered

- Exit – asks whether to save and returns to initial SRW webpage
- Save – saves all data
- Back – navigate to previous webpage
- Next – navigate forward

## Study Registration Wizard (SRW) home page

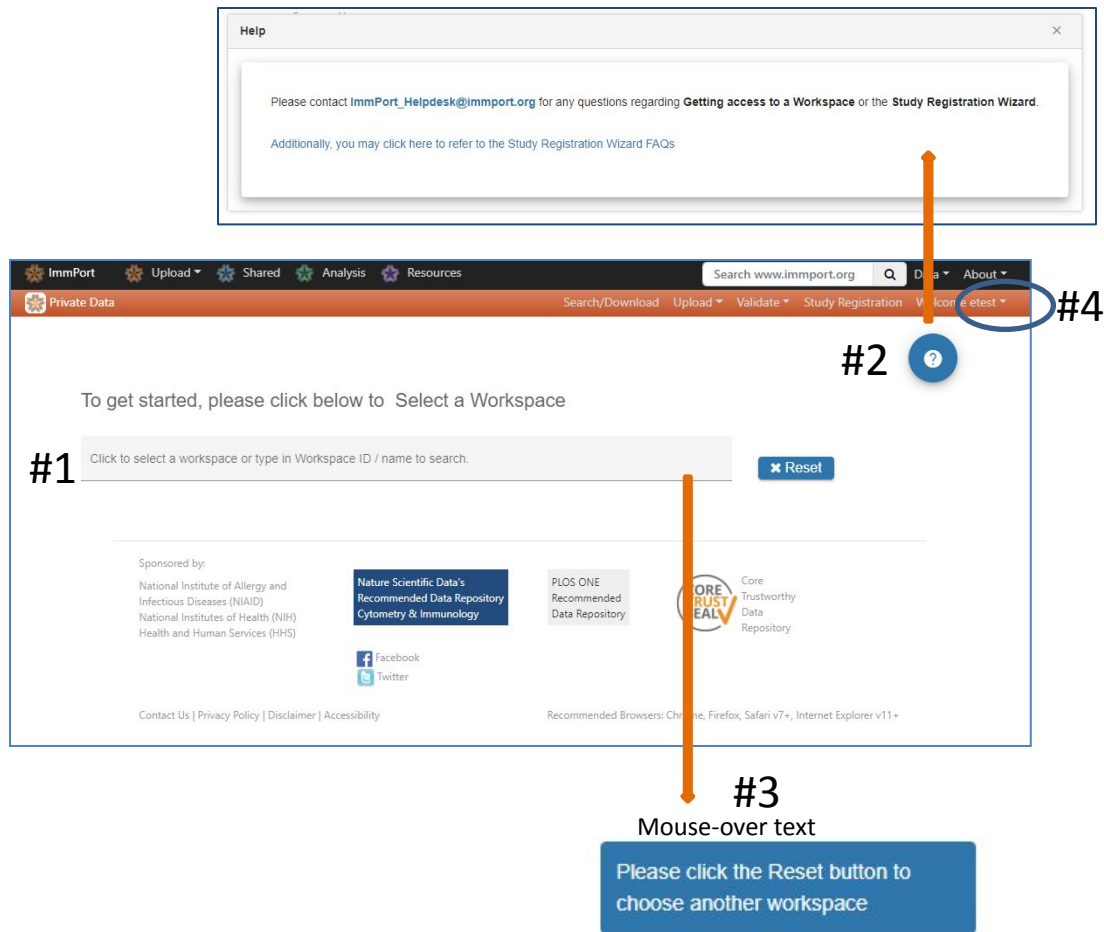
#1 Click the field to select the workspace you will be uploading data

#2 Help buttons appear on each webpage and provide useful information and links to assist users with uploading data

#3 Mouse-over fields to see more information or helpful instruction

#4 Your account information

# Study Registration Wizard - SRW



The screenshot shows the ImmPort website's Study Registration Wizard (SRW) home page. The page has a dark blue header with the ImmPort logo and navigation links: Upload, Shared, Analysis, Resources, and a search bar. Below the header is an orange navigation bar with links: Private Data, Search/Download, Upload, Validate, Study Registration, and a dropdown menu for Account. The main content area is white and contains a search box for workspace selection, a 'Reset' button, and a section for sponsors including the National Institute of Allergy and Infectious Diseases (NIAID), National Institutes of Health (NIH), and Health and Human Services (HHS). There are also logos for Nature Scientific Data's Recommended Data Repository, PLOS ONE Recommended Data Repository, and the Core Trustworthy Data Repository. At the bottom, there are links for Contact Us, Privacy Policy, Disclaimer, and Accessibility, along with recommended browsers.

**#1** Click to select a workspace or type in Workspace ID / name to search.

**#2** Help button (question mark icon) in the top right corner.

**#3** Mouse-over text: Please click the Reset button to choose another workspace.

**#4** Account dropdown menu in the top right corner.

# Study Registration Wizard - SRW

## #1 Select a Workspace

If no option is presented please contact the ImmPort helpdesk to be assigned a workspace

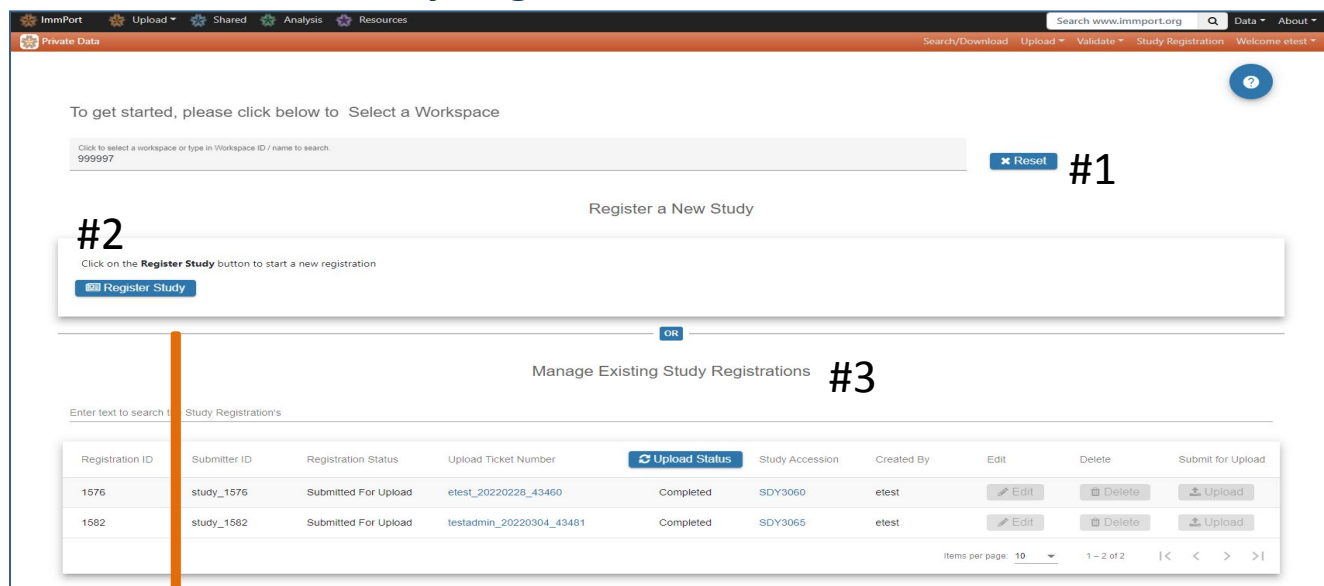
#2 Click **Register Study** to begin the registration and upload process

A pop-up displays information that will be needed to complete the study registration and upload

#3 Studies previously registered via the SRW will appear in the **Manage Existing Study Registrations** table

#4 **Register Study** pop-up

#5 Select **Proceed** if you are ready to begin the registration process



ImmPort Upload Shared Analysis Resources

Search www.immport.org Data About

Private Data Search/Download Upload Validate Study Registration Welcome etest

To get started, please click below to Select a Workspace

Click to select a workspace or type in Workspace ID / name to search 999997 Reset #1

Register a New Study

Click on the **Register Study** button to start a new registration

Register Study

OR

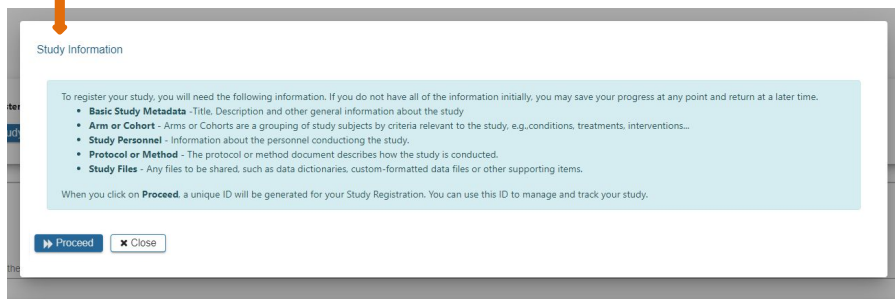
Manage Existing Study Registrations #3

Enter text to search Study Registrations

Registration ID	Submitter ID	Registration Status	Upload Ticket Number	Upload Status	Study Accession	Created By	Edit	Delete	Submit for Upload
1576	study_1576	Submitted For Upload	etest_20220228_43460	Completed	SDY3060	etest	Edit	Delete	Upload
1582	study_1582	Submitted For Upload	testadmin_20220304_43481	Completed	SDY3065	etest	Edit	Delete	Upload

Items per page: 10 1 - 2 of 2 |< < > >|

## #4



Study Information

To register your study, you will need the following information. If you do not have all of the information initially, you may save your progress at any point and return at a later time.

- **Basic Study Metadata** - Title, Description and other general information about the study
- **Arm or Cohort** - Arms or Cohorts are a grouping of study subjects by criteria relevant to the study, e.g. conditions, treatments, interventions...
- **Study Personnel** - Information about the personnel conducting the study
- **Protocol or Method** - The protocol or method document describes how the study is conducted.
- **Study Files** - Any files to be shared, such as data dictionaries, custom-formatted data files or other supporting items.

When you click on **Proceed**, a unique ID will be generated for your Study Registration. You can use this ID to manage and track your study.

Proceed Close


## #5

## Basic info

#1 The 11 steps to register a study are displayed at the top of the SRW webpages. **Blue** indicates where you are in the registration process

#2 Basic study information is entered in **Step 1**

A **red** asterisk indicates required information

#3 Hover your mouse over the  for additional guidance

#4 The **Exit**, **Save** and **Next** buttons at the bottom of each webpage offer the opportunity to return to the initial SRW webpage, save the work or advance to the next page. **Exit** – pop-up will ask if you want to save the data

# Study Registration Wizard - SRW

Private Data

Search/Download Upload Validate Study Registration Thomson, Ltd

[Home Page](#)

Study Registration ID 1591 for Workspace ID 999997

1

2

3

4

5

6

7

8

9

10

11

Basic Info

Categorization

Condition or Disease

Arm Or Cohort

Inclusion/Exclusion

Personnel

Planned Visit

Protocol

Publications/Study Links  
Optional

Study Files  
Optional

Finish

User Defined ID/Submitter ID \*

study\_1591

Should be unique within the selected workspace. (Cannot be updated in Edit Mode)

10 / 150

Brief Title/Study Title \*

Eosinophilic Esophagitis Databank (CoFAR5)

42 / 250

Study Official Title

Eosinophilic Esophagitis (EoE) Databank

39 / 500

Sponsoring Organization \*

National Institute of Allergy and Infectious Diseases (NIAID), National Institute of Diabetes and Digestive and Kidney

136 / 250

Brief Description \*

Eosinophilic esophagitis (EoE) is a newly recognized chronic disease that is increasingly being diagnosed in children and adults. Many patients with EoE also have food allergies. EoE is characterized by inflammation and accumulation of a specific type of immune cell, called an eosinophil, in the esophagus. While there have been several large studies of EoE, very few have focused on the roles the immune system, genetics/heredity, and the environment in EoE. The samples and information collected from participants will help to identify and understand the genetic mechanisms underlying eosinophilic esophagitis. The Cincinnati Children's Hospital Medical Center will serve as the Central Laboratory for genetic characterization studies.

738 / 4000

Detailed Description \*

This is a multi-site, single visit registry in subjects aged 6 months to 65 years old, of any race, gender, or ethnicity with a biopsy confirmed EoE. Participants/parents/guardians will provide responses regarding the medical history, and will provide salivary and/or blood samples. The study team will have access to the participant's medical record to verify diagnosis information and medical history.

Endpoints/Output Measurements/Clinical Assessments \*

The primary endpoint of the study is the characterization of the presence of selected genetic variants and their role in EoE.

Objectives

The primary objective is to elucidate the genetic components of EoE, focusing on a candidate gene approach the TSLP/VDNR36 locus and through GWAS analysis.

#3

?

#4

✕ Exit

Save

Next

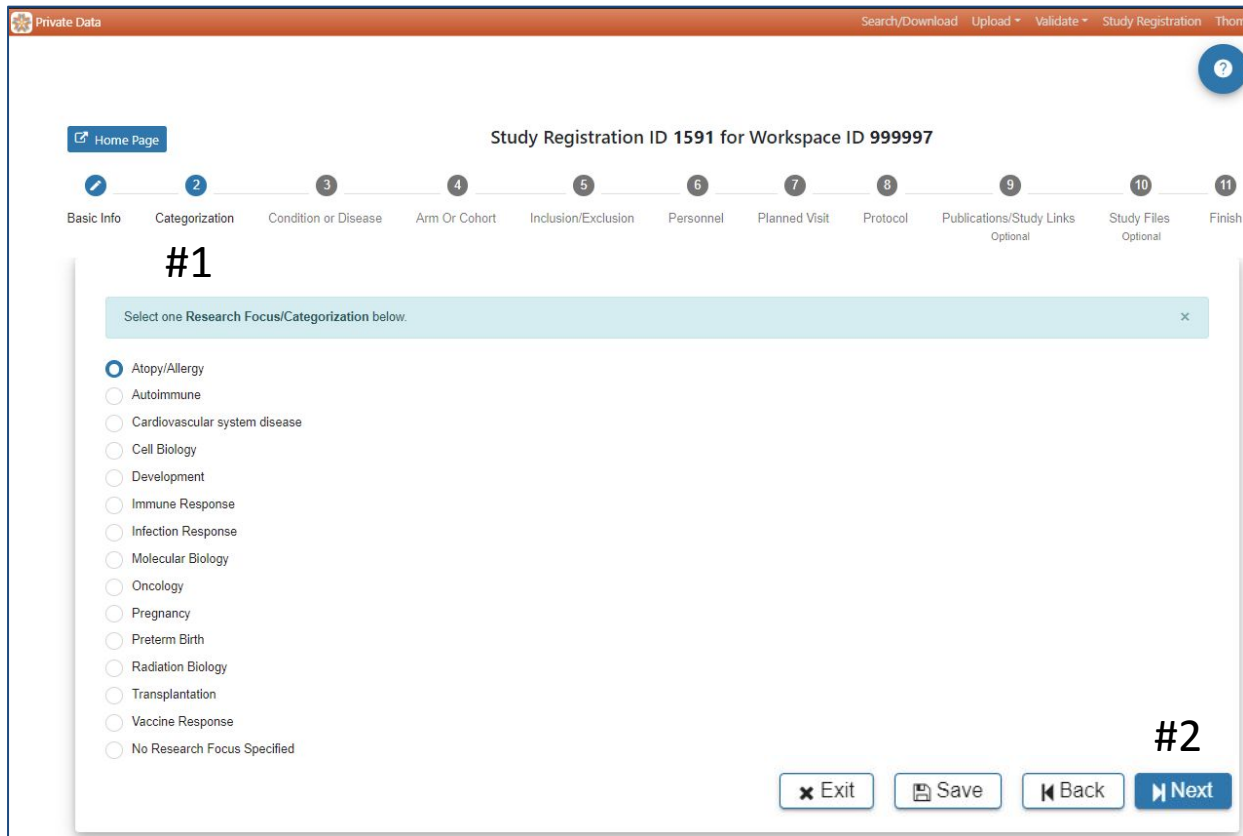
# Study Registration Wizard - SRW

## Categorization

#1 Step 2 is a single selection – choose a Research Focus that best aligns with the study being registered

Select *No Research Focus Specified* if none apply

#2 Selection of a Research Focus/Categorization is required to advance to the next step. When a selection has been made the **Next** button will be active



The screenshot displays the Study Registration Wizard (SRW) interface. At the top, there is a navigation bar with the text "Private Data" and a search bar. Below the navigation bar, a progress bar shows 11 steps: Basic Info, Categorization, Condition or Disease, Arm Or Cohort, Inclusion/Exclusion, Personnel, Planned Visit, Protocol, Publications/Study Links (Optional), Study Files (Optional), and Finish. The "Categorization" step is highlighted with a blue circle and the number "2".

The main content area is titled "Study Registration ID 1591 for Workspace ID 999997". Below the title, a large "#1" is displayed. A light blue box contains the instruction "Select one Research Focus/Categorization below." with a close button (X). Below this box, a list of radio buttons is shown, with "Atopy/Allergy" selected. The list includes:

- ☒ Atopy/Allergy
- ☐ Autoimmune
- ☐ Cardiovascular system disease
- ☐ Cell Biology
- ☐ Development
- ☐ Immune Response
- ☐ Infection Response
- ☐ Molecular Biology
- ☐ Oncology
- ☐ Pregnancy
- ☐ Preterm Birth
- ☐ Radiation Biology
- ☐ Transplantation
- ☐ Vaccine Response
- ☐ No Research Focus Specified

At the bottom right, there are four buttons: "Exit", "Save", "Back", and "Next". The "Next" button is highlighted with a blue background and a white arrow, indicating it is the active button. A large "#2" is positioned to the right of the "Next" button.

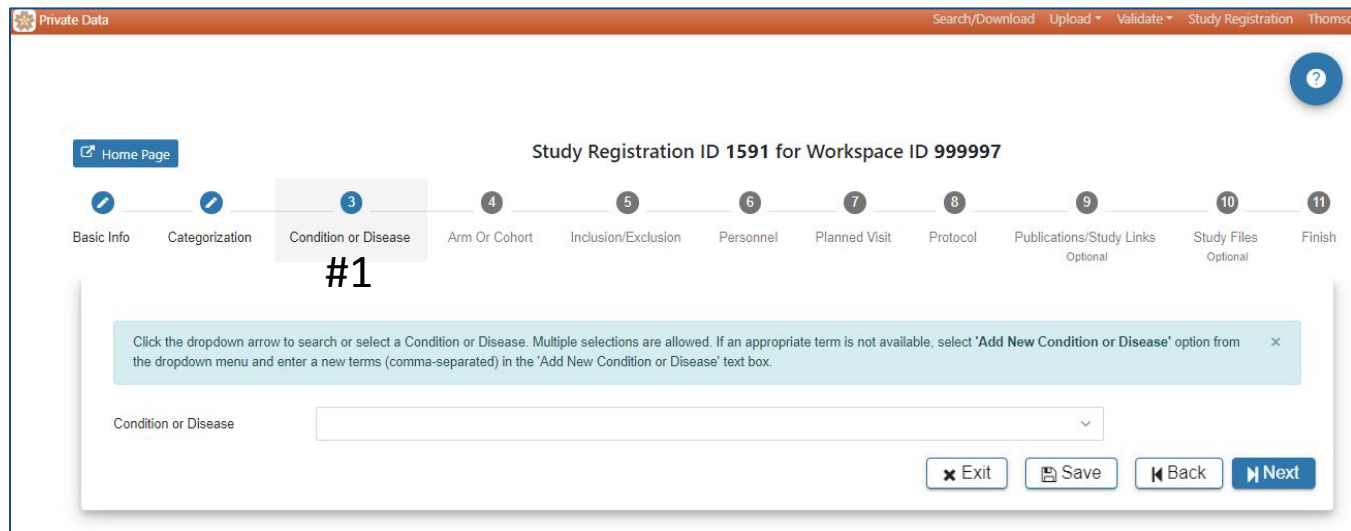
# Study Registration Wizard - SRW

## Condition or Disease

#1 Step 3 is required. Choose one or more options from the Condition or Disease dropdown

Select **Add New Condition or Disease** from the dropdown menu if you do not find the appropriate entry

#2 Selection of at least one Condition or Disease is required to advance to the next step. The **Next** button will be active when Condition or Disease has been selected



The screenshot displays the Study Registration Wizard (SRW) interface. At the top, there is a navigation bar with a "Private Data" icon, a search bar, and buttons for "Search/Download", "Upload", "Validate", "Study Registration", and "Thomso". Below the navigation bar, the title "Study Registration ID 1591 for Workspace ID 999997" is shown. A progress bar indicates the current step is "3 Condition or Disease", with other steps like "Basic Info", "Categorization", "Arm Or Cohort", "Inclusion/Exclusion", "Personnel", "Planned Visit", "Protocol", "Publications/Study Links Optional", "Study Files Optional", and "Finish" visible. A large blue box with a question mark icon is overlaid on the "Condition or Disease" step. The box contains the text: "Click the dropdown arrow to search or select a Condition or Disease. Multiple selections are allowed. If an appropriate term is not available, select 'Add New Condition or Disease' option from the dropdown menu and enter a new terms (comma-separated) in the 'Add New Condition or Disease' text box." Below this text is a dropdown menu labeled "Condition or Disease" with a downward arrow. At the bottom right of the box are four buttons: "Exit", "Save", "Back", and "Next".


#2

## Arm or Cohort

#1 Step 4 is required

#2 Click **Add Arm or Cohort**

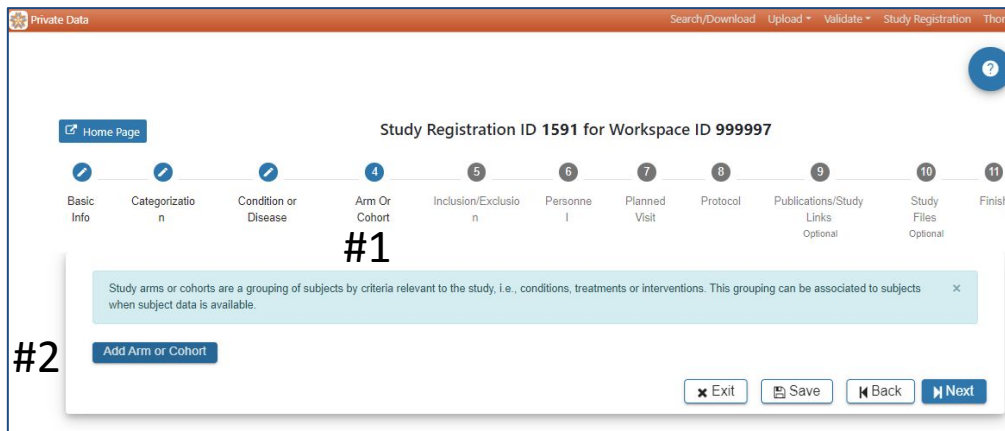
#3 In the **Add Arm or Cohort** pop-up complete the required fields. All studies will have at least one Arm or Cohort

#4 Hover over the  for helpful information about study Arms and which Arm would be appropriate for the **Select Type** field

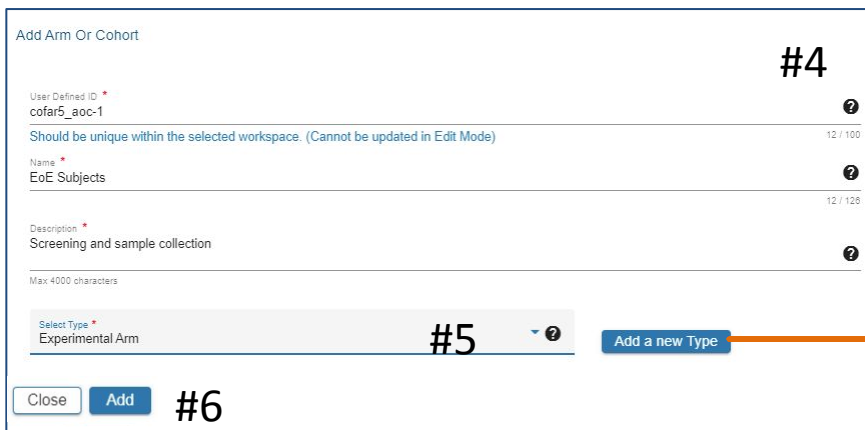
#5 Select **Add a new Type** if available types are not appropriate

#6 When information has been entered in each required field the **Add** button will be active. Select **Add** to advance to the next step.

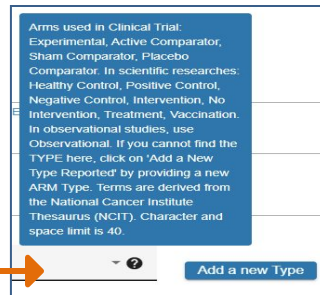
# Study Registration Wizard - SRW



#3



#4





# Study Registration Wizard - SRW

## Editing Arm or Cohort

#1 The SRW provides opportunities to **Edit** and **Delete** information through separate pop-ups (#2, #3)

#4 Select **Update** when edits have been completed

#5 Use the buttons at the bottom of the webpage to:

- Exit – asks whether to save and returns user to initial SRW webpage
- Save – saves data
- Back – navigate to previous webpage
- Next – navigate forward

Study arms or cohorts are a grouping of subjects by criteria relevant to the study, i.e., conditions, treatments or interventions. This grouping can be associated to subjects when subject data is available. ×

**Add Arm or Cohort**

Enter text to search the Arm Or Cohort's

User Defined ID	Name	Description	Type	Edit	Delete
arm-cohort_1588_1	Health 1	Healthy subjects	Healthy Control	<b>Edit</b>	<b>Delete</b>

Items per page: 1 – 1 of 1 |< < > >|

**Exit** **Save** **Back** **Next**

**Update Arm Or Cohort**

User Defined ID \*  
arm-cohort\_1588\_1 17 / 100

Should be unique within the selected workspace. (Cannot be updated in Edit Mode)

Name \*  
Healthy 7 / 100

Description \*  
Healthy 7 / 100

Max: 4000 characters

Select Type \*  
Healthy Control

**Add a new Type**

**Close** **Update**

**Delete Arm Or Cohort**

Are you sure you want to delete the arm or cohort - **arm-cohort\_1588\_1**?

**Close** **Delete**

#5

**Exit** **Save** **Back** **Next**

# Study Registration Wizard - SRW

## Inclusion/Exclusion

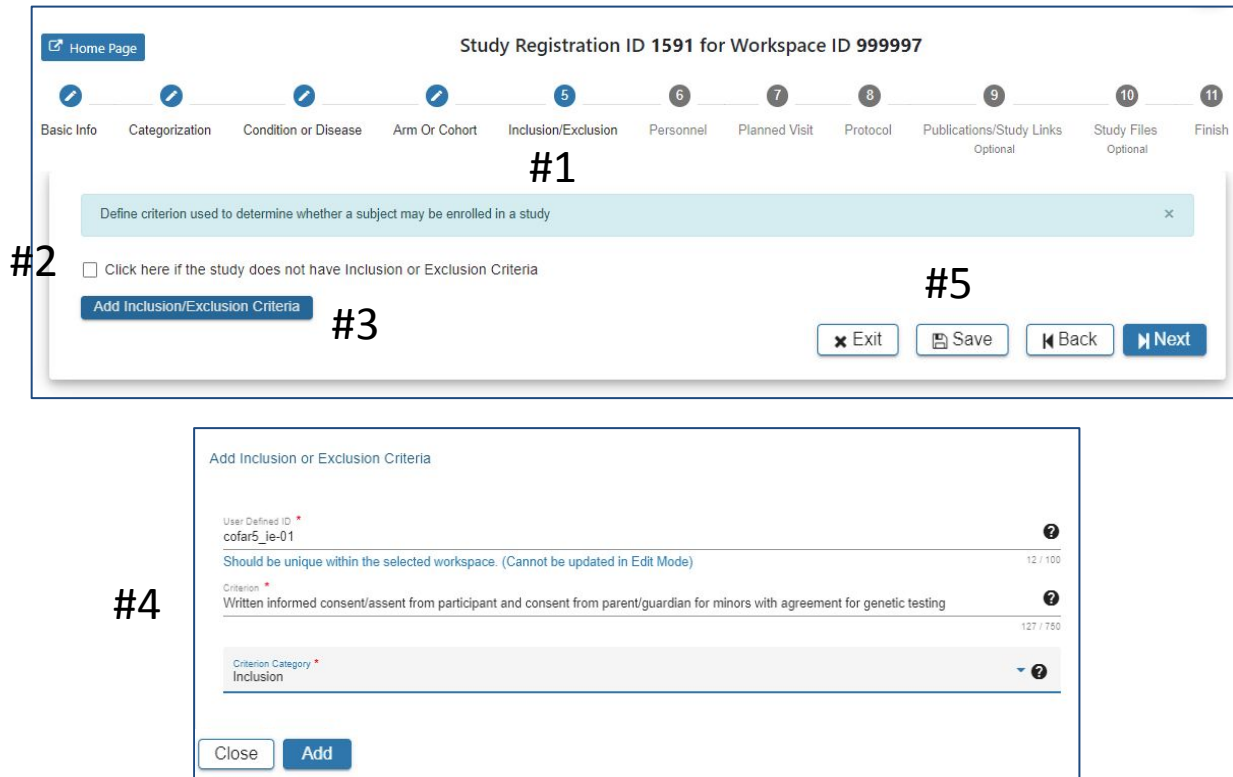
#1 Step 5 is required

#2 The **checkbox** can be used to indicate the study has no Inclusion/Exclusion criteria

#3 Click **Add Inclusion/Exclusion Criteria** as appropriate

#4 In the **Add Inclusion/Exclusion Criteria** pop-up complete the required fields. The **Add** button will be active when all required fields have data entered

#5 Select **Exit**, **Save**, **Back** or **Next** as needed



The screenshot displays the Study Registration Wizard (SRW) interface for Study Registration ID 1591 and Workspace ID 999997. The progress bar at the top indicates the current step is 5, Inclusion/Exclusion. The main content area shows a light blue header with the text "Define criterion used to determine whether a subject may be enrolled in a study". Below this, there is a checkbox labeled "Click here if the study does not have Inclusion or Exclusion Criteria". A blue button labeled "Add Inclusion/Exclusion Criteria" is visible. At the bottom right, there are four buttons: "Exit", "Save", "Back", and "Next".

The "Add Inclusion or Exclusion Criteria" pop-up window is also shown, containing the following fields:

- User Defined ID: cofar5\_ie-01 (with a question mark icon and a note "Should be unique within the selected workspace. (Cannot be updated in Edit Mode) 12 / 100")
- Criterion: Written informed consent/assent from participant and consent from parent/guardian for minors with agreement for genetic testing (with a question mark icon and a note "127 / 750")
- Criterion Category: Inclusion (with a dropdown arrow and a question mark icon)


At the bottom of the pop-up, there are "Close" and "Add" buttons.

## Personnel

#1 Step 6 is required

#2 Select **Add Personnel**

#3 In the **Add Personnel** pop-up complete the required fields.

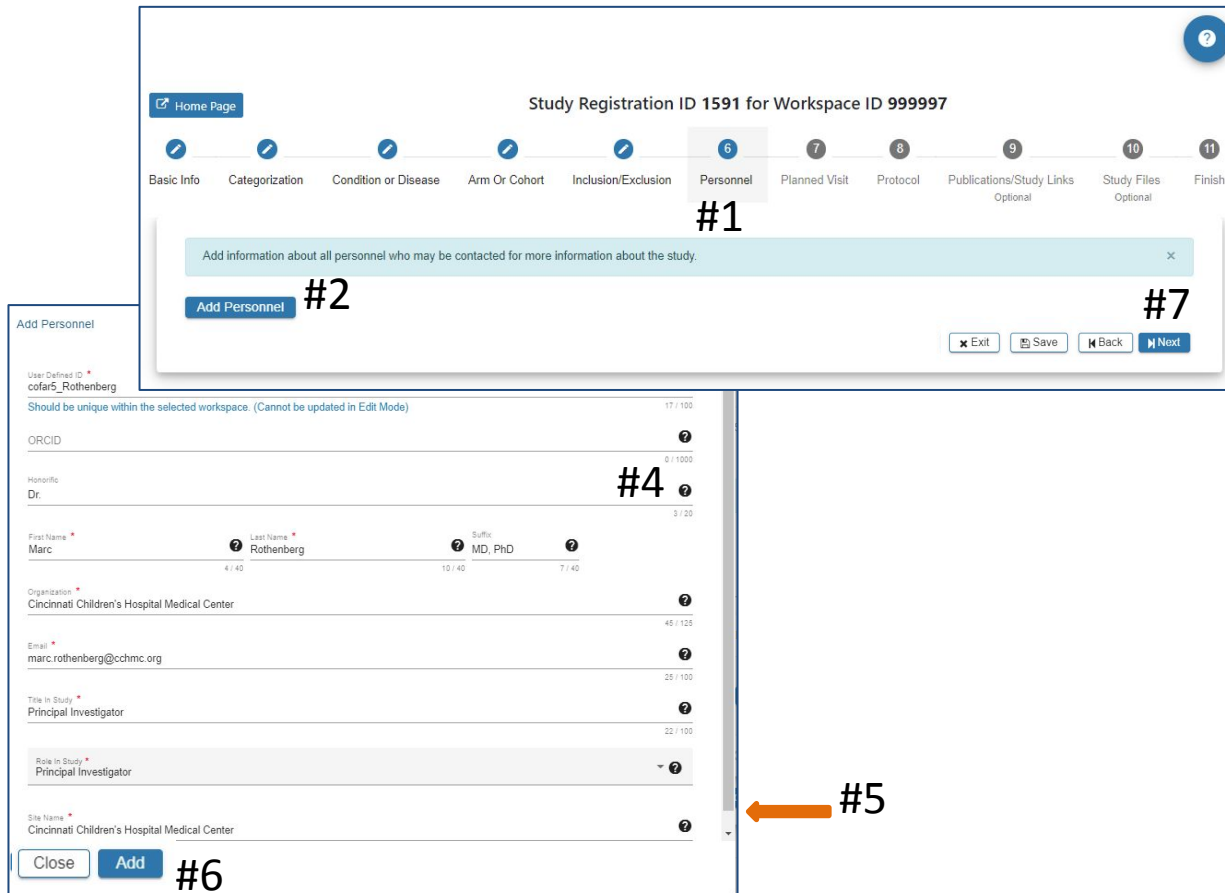
#4 Hover your mouse over the  for additional guidance

#5 Scroll down to ensure all required fields are entered

#6 The **Add** button will be active when all required fields have data entered

#7 Select **Exit**, **Save**, **Back** or **Next** as needed

# Study Registration Wizard - SRW




The screenshot displays the 'Study Registration Wizard - SRW' interface. At the top, it shows 'Study Registration ID 1591 for Workspace ID 999997'. A progress bar indicates the current step is 'Personnel' (step 6), with other steps like 'Basic Info', 'Categorization', 'Condition or Disease', 'Arm Or Cohort', 'Inclusion/Exclusion', 'Planned Visit', 'Protocol', 'Publications/Study Links', 'Study Files', and 'Finish' shown as completed or optional. A large blue button labeled 'Add Personnel' is prominently displayed, with a '#2' annotation. Below this, a light blue box contains the instruction: 'Add information about all personnel who may be contacted for more information about the study.' At the bottom right of this box are buttons for 'Exit', 'Save', 'Back', and 'Next', with a '#7' annotation. A smaller 'Add Personnel' pop-up window is overlaid on the main interface, showing a form for adding a new personnel member. This pop-up has a title bar 'Add Personnel' and a close button. The form includes fields for 'User Defined ID' (with a value 'cofar5\_Rothenberg'), 'ORCID', 'Honorable Dr.', 'First Name' (Marc), 'Last Name' (Rothenberg), 'Suffix' (MD, PhD), 'Organization' (Cincinnati Children's Hospital Medical Center), 'Email' (marc.rothenberg@cchmc.org), 'Title In Study' (Principal Investigator), 'Role In Study' (Principal Investigator), and 'Site Name' (Cincinnati Children's Hospital Medical Center). Each field has a character count and a help icon. A vertical scrollbar on the right side of the pop-up indicates that the form is scrollable. An orange arrow points to the scrollbar with a '#5' annotation. At the bottom of the pop-up are 'Close' and 'Add' buttons, with a '#6' annotation. A '#3' annotation points to the pop-up window, and a '#4' annotation points to the help icon in the 'First Name' field.

## Planned Visit

#1 Step 7 is required

#2 Click the **checkbox** if planned visits is not applicable to the study

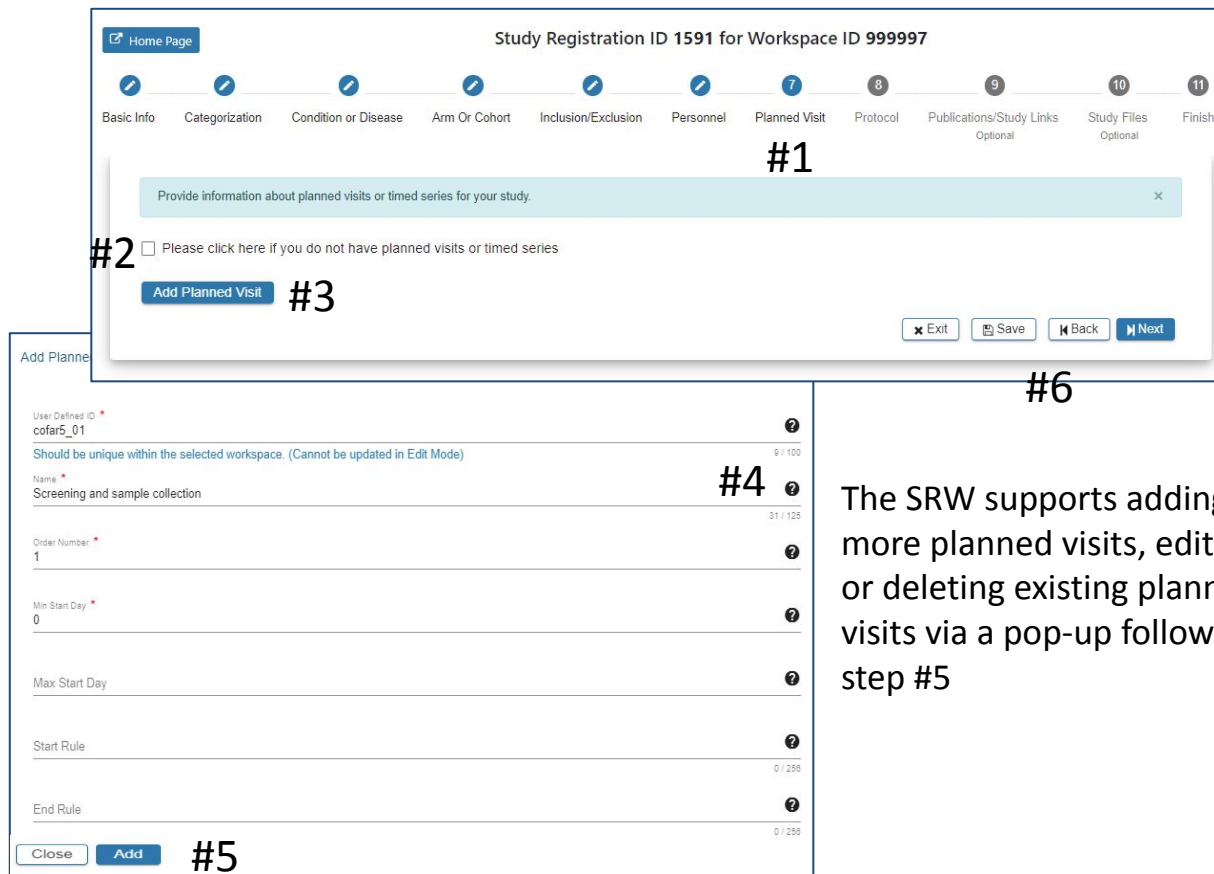
#3 In the **Add Planned Visit** pop-up complete the required fields.

#4 Hover your mouse over the  for additional guidance

#5 The **Add** button will be active when all required fields have data entered

#6 Select **Exit**, **Save**, **Back** or **Next** as needed

# Study Registration Wizard - SRW



The image shows the Study Registration Wizard (SRW) interface. At the top, it displays 'Study Registration ID 1591 for Workspace ID 999997'. A progress bar at the top indicates the current step is 'Planned Visit' (Step 7), with other steps like 'Basic Info', 'Categorization', 'Condition or Disease', 'Arm Or Cohort', 'Inclusion/Exclusion', 'Personnel', 'Protocol', 'Publications/Study Links', 'Study Files', and 'Finish' shown as completed or optional. The main content area is titled 'Provide information about planned visits or timed series for your study.' and includes a checkbox labeled 'Please click here if you do not have planned visits or timed series'. Below this is an 'Add Planned Visit' button. At the bottom right are buttons for 'Exit', 'Save', 'Back', and 'Next'. A pop-up window titled 'Add Planned Visit' is open, showing fields for 'User Defined ID' (cofar5\_01), 'Name' (Screening and sample collection), 'Order Number' (1), 'Min Start Day' (0), 'Max Start Day', 'Start Rule', and 'End Rule'. The 'Add' button is active. A help icon is visible next to the 'Name' field.

#1

#2

#3

#4

#5

#6

The SRW supports adding more planned visits, editing or deleting existing planned visits via a pop-up following step #5

# Study Registration Wizard - SRW

## Protocol

#1 Step 8 is required

#2 If a protocol has been previously uploaded via the SRW it will appear as an option to select, as appropriate. Or...

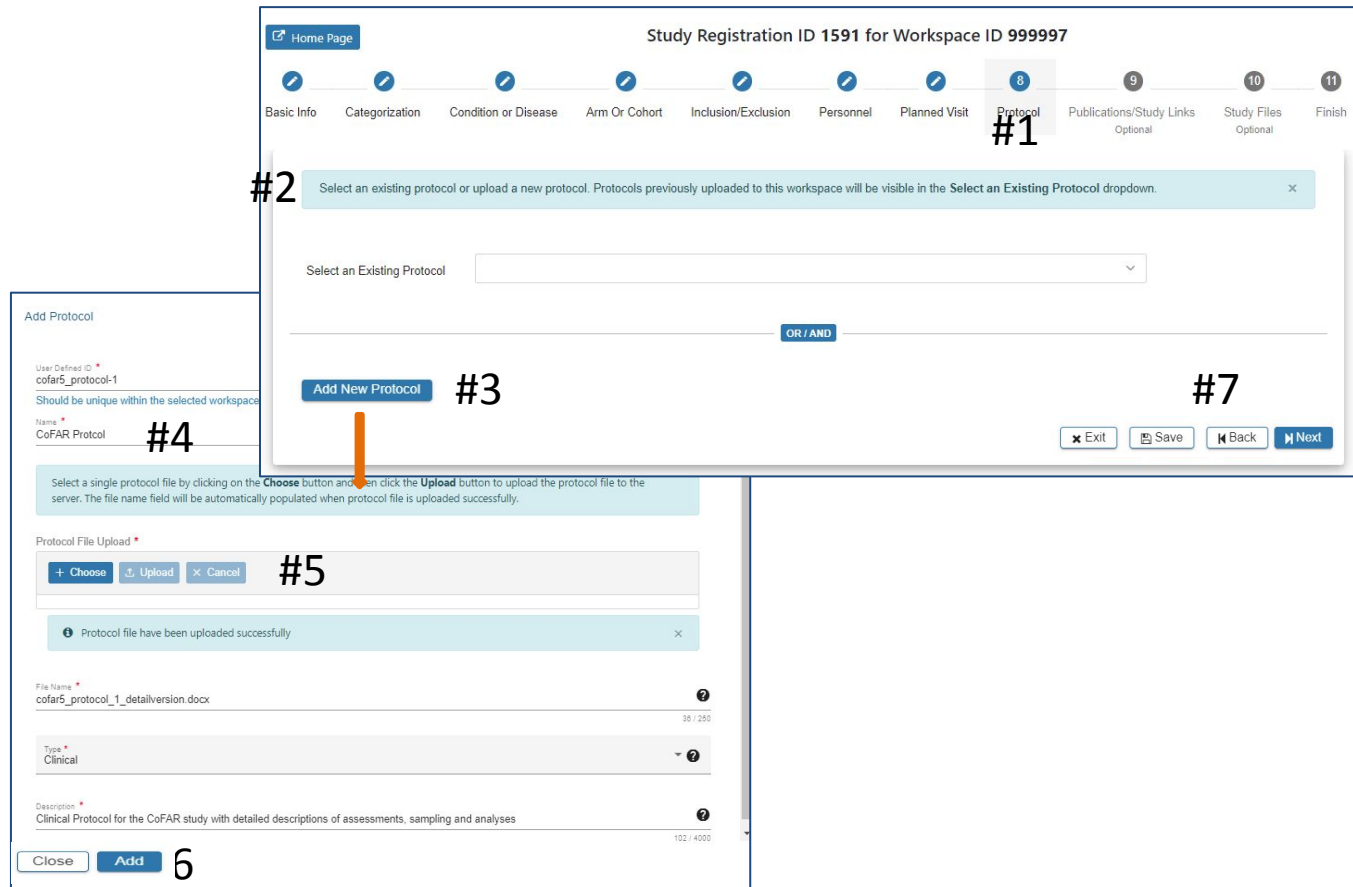
#3 Select **Add New Protocol**

#4 Enter data in the required fields (\*).

#5 Select the appropriate protocol file to be included with this study

#6 The **Add** will be active when all required data fields have data entered. Click **Add**

#7 Select **Exit**, **Save**, **Back** or **Next**



The screenshot displays the 'Study Registration Wizard - SRW' interface. At the top, a progress bar shows steps 1 through 11, with step 8 ('Protocol') highlighted. The main heading is 'Study Registration ID 1591 for Workspace ID 999997'. Below the progress bar, a light blue box contains the instruction: 'Select an existing protocol or upload a new protocol. Protocols previously uploaded to this workspace will be visible in the Select an Existing Protocol dropdown.' Below this is a dropdown menu labeled 'Select an Existing Protocol'. A blue button labeled 'Add New Protocol' is visible. To the right of the button is a large '#3' label. At the bottom right, there are buttons for 'Exit', 'Save', 'Back', and 'Next', with a large '#7' label above them. On the left side, a smaller window titled 'Add Protocol' is open, showing a form with fields for 'User Defined ID' (cofar5\_protocol-1), 'Name' (CoFar Protocol), and 'Type' (Clinical). A blue button labeled 'Add' is at the bottom of this window, with a large '#6' label next to it. Above the 'Add' button is a message: 'Protocol file have been uploaded successfully'. The 'Add Protocol' window also has a 'Close' button.

## Publication/Study Links

#1 Step 9 is **optional**

#2 Select a date when you anticipate sharing your study

#3 Select **Add Publication**.

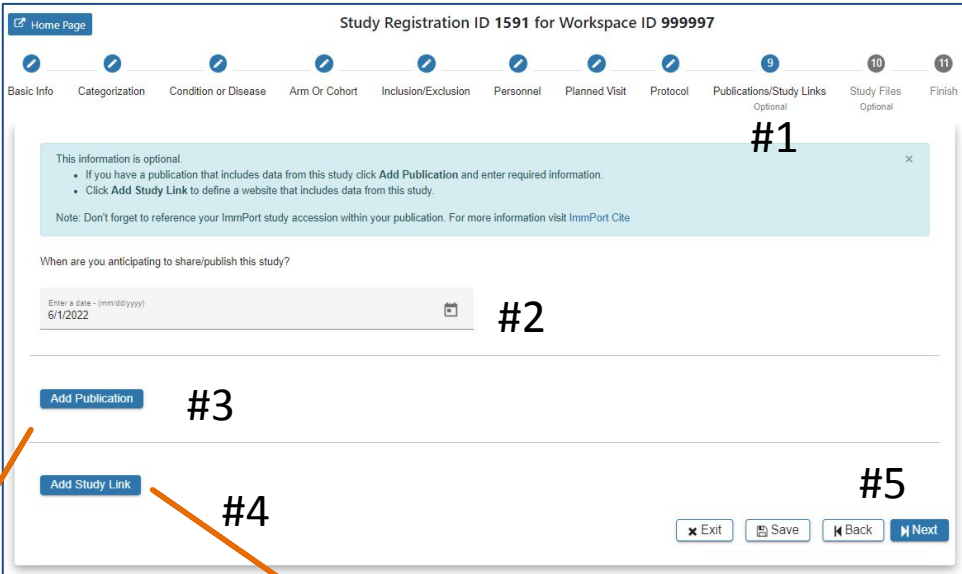
Complete appropriate information in the Publication pop-up. The **Add** button will be active when all required fields have data entered. Click **Add**.

#4 Select Add Study Link and complete required fields. Click **Add**.

#5 Select **Exit**, **Save**, **Back** or **Next** as needed

The SRW supports editing Publications and Study Links once the data has been entered and prior to submission

# Study Registration Wizard - SRW



Study Registration ID 1591 for Workspace ID 999997

Home Page

Basic Info Categorization Condition or Disease Arm Or Cohort Inclusion/Exclusion Personnel Planned Visit Protocol Publications/Study Links Optional Study Files Optional Finish

This information is optional.

- If you have a publication that includes data from this study click **Add Publication** and enter required information.
- Click **Add Study Link** to define a website that includes data from this study.

Note: Don't forget to reference your ImmPort study accession within your publication. For more information visit ImmPort Cite

When are you anticipating to share/publish this study?

Enter a date - (mm/dd/yyyy)  
6/1/2022

**Add Publication**

**Add Study Link**

**Exit** **Save** **Back** **Next**

**Add Publication**

For publications with PubMed IDs, the fields on this form will be auto populated by the ImmPort system. For other types of publication IDs, please complete all applicable fields on this form.

ImmPort ID \*  
25817184

Title

DOI

Authors

Issue

Journal

Pages

**Close** **Add**

**Add Study Link**

Name \*  
ClinicalTrials.gov

URL \*  
https://clinicaltrials.gov/ct2/show/NCT01323803

**Close** **Add**

## Study Files

#1 Step 10 is **optional**

#2 Select **Add Study File** if you would like to include additional study data for upload. Additional data can be custom-formatted data files, data dictionaries, case report forms (.txt, .xlsx, .pdf...)

If you have questions about other types of data please contact the ImmPort helpdesk:

[ImmPort\\_Helpdesk@immpport.org](mailto:ImmPort_Helpdesk@immpport.org)

#3 Select **Exit**, **Save**, **Back** or **Next** as needed

# Study Registration Wizard - SRW



The screenshot displays the Study Registration Wizard (SRW) interface for Study Registration ID 1591 and Workspace ID 999997. The progress bar at the top shows steps from Basic Info to Finish, with Step 10 (Study Files) highlighted. A light blue box labeled #1 contains the text: "Upload study files to be associated with the study, e.g., data dictionaries, Case Report Forms, custom-formatted data files. This information is optional." Below this box is a button labeled #2 "Add Study File". At the bottom right, there are four buttons labeled #3: "Exit", "Save", "Back", and "Next".

## Validate & Upload

#1 Step 11 is required to register your study and upload associated files

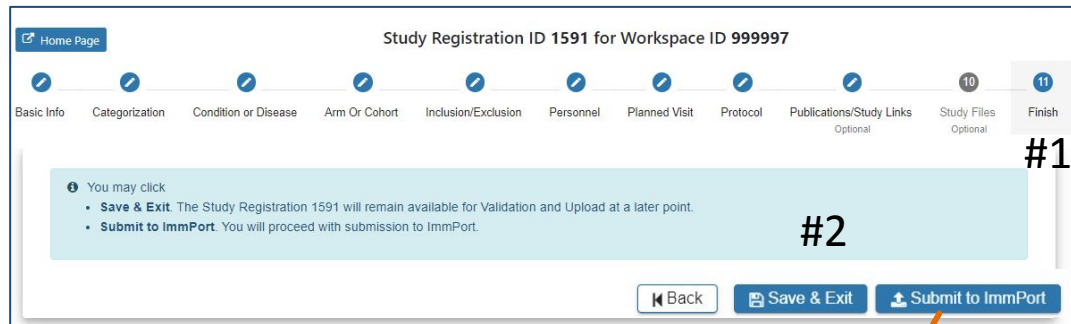
#2 Select **Submit to ImmPort** to proceed with submission to ImmPort

#3 Selecting **Validate/Upload** will place your study and associated files in the queue for Validation. When successfully validated the study will be submitted to ImmPort

Please contact the ImmPort helpdesk if you have questions or feedback you would like to share:

[ImmPort\\_Helpdesk@import.org](mailto:ImmPort_Helpdesk@import.org)

## Study Registration Wizard - SRW



Home Page

Study Registration ID 1591 for Workspace ID 999997

Basic Info Categorization Condition or Disease Arm Or Cohort Inclusion/Exclusion Personnel Planned Visit Protocol Publications/Study Links Optional Study Files Optional Finish

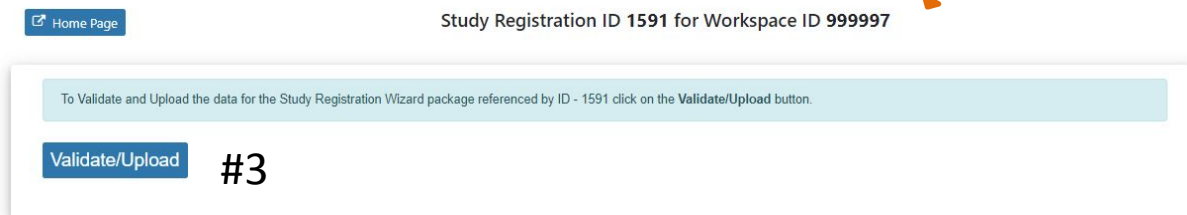
#1

#2

You may click

- **Save & Exit.** The Study Registration 1591 will remain available for Validation and Upload at a later point.
- **Submit to ImmPort.** You will proceed with submission to ImmPort.

Back Save & Exit Submit to ImmPort



Home Page

Study Registration ID 1591 for Workspace ID 999997

To Validate and Upload the data for the Study Registration Wizard package referenced by ID - 1591 click on the Validate/Upload button.

Validate/Upload

#3



## Submission Status

#1 The SRW provides information on the Validation and Upload status of the study including:

- Definition of **Pending**, **Completed**, and **Rejected**
- How to see the new study in ImmPort
- How to access the Rejected upload ticket for more details about why the upload was rejected

The SRW will send, via email to the email account used in your registration, an upload status message with downloadable reports

Please contact the ImmPort helpdesk if you have questions or feedback you would like to share:  
[ImmPort\\_Helpdesk@import.org](mailto:ImmPort_Helpdesk@import.org)

## Study Registration Wizard - SRW

Registration Home
Study Registration ID 1591 for Workspace ID 999997

To Validate and Upload the data for the Study Registration Wizard package referenced by ID - 1591 click on the **Validate/Upload** button.

**Validate/Upload**

Upload of the study zip package is completed.

The upload processor will queue your job for processing. You will soon receive an email with the status when your upload job completes.

**How to check the status of your upload:**

- The upload ticket number is `etest_20220321_43524`. To access the status of the upload ticket number click [here](#).
- Use the **"Upload Status"** button on the home page to check the latest status of your upload. The image below shows where you will find the **"Upload status"** button on the Home Page.
- Use the **Upload Ticket Number** link on the home page to check the status of your upload. The image below shows where you will find the **Upload Ticket Number** link on the Home Page.

If the status of the upload ticket number shows:

- "Pending"** - your study is still waiting in the queue to be processed.
- "Completed"** - your study is registered with ImmPort and you will see the study accession in the **Study Accession** column. This Study Accession can be used in your publication.
- "Rejected"** - you can access the upload ticket number link in the **Upload Ticket Number** column get details of your errors.

### Register a New Study

Click on the **Register Study** button to start a new registration.

**Register Study**

OR

### Manage Existing Study Registrations

Enter text to search the Study Registrations

study\_15

Registration ID	Subscriber ID	Registration Status	Upload Ticket Number	Upload Status	Study Accession	Created By	Edit	Delete	Submit for Upload
1592	study_1592	Completed	<a href="#">testadme_20220222_43426</a>	Rejected		testadme	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Upload</a>
1596	study_1596	Submitted For Upload	<a href="#">testadme_20220222_43425</a>	Completed	SDY3041	testadme	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Upload</a>
1597	study_1597	Submitted For Upload	<a href="#">testadme_20220222_43427</a>	Completed	SDY3042	testadme	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Upload</a>
1594	study_1594	Submitted For Upload	<a href="#">testadme_20220221_43431</a>	Completed	SDY3047	testadme	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Upload</a>
1598	study_1598	Submitted For Upload	<a href="#">testadme_20220228_43459</a>	Completed	SDY3058	testadme	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Upload</a>

Items per page: 20 | 1 - 5 of 5 | < > >

Click on the upload ticket number to get details of the ImmPort upload status.

Click on the Study Accession to edit the study after it is submitted to ImmPort