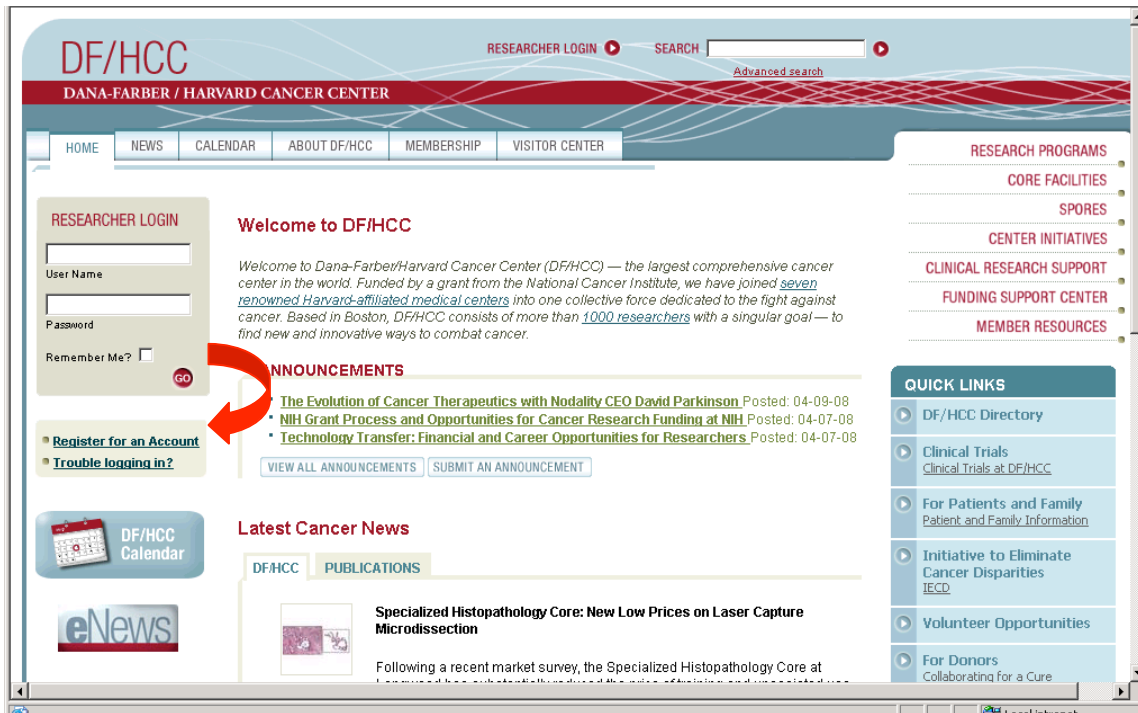


## DF/HCC Website Login FAQs (Version Date: April 9, 2008)

You must log into the DF/HCC website in order to access intranet CRU pages.

### How do I register for a new account?

1. Go to <http://www.dfhcc.harvard.edu/membership/login/r/1/>



2. Click “Register for an Account”. Enter your last name and hit “Go”.

When you see your email address there you will get a box to complete the registration process, if your name is not listed here **you are not a DF/HCC member. Follow information below to register as a member of the Harvard Research Community.**

**If you are a member of the DF/HCC community:**

Go to **“Do you belong to the Harvard Research Community”**

Put in your first name, last name, and your email address. You will get an email to your inbox with a temporary password.

3. Copy the temporary password from your email, click the link in your email, and paste it into the temporary password box to complete registration for your permanent password. This is where you may choose to scroll down and set your password to your Partners login (choice 3).

### What if I forget my password?

Go to <http://www.dfhcc.harvard.edu/membership/login/> and click on the link that says "**Trouble Logging In**" and put in your email address. You will then have your password sent to you in email.

### How do I change my existing account to my Partners login?

1. Go to <http://www.dfhcc.harvard.edu/membership/>
2. Click on "**Change Account Settings**"
3. Login at prompt
4. (Users should now be at a page titled "User Control Panel"; if not, they can click on "Change Account Settings")
5. Click "**Change Authentication Type**"
6. Select the radio button corresponding to Partners and enter their Partners username and password, and click submit

From now on you will be able to log in using their Partners username and password.

### Who do I contact if I have questions regarding the Clinical Research Support, Clinical Research Unit website?

Nancy Antonino, 617-632-5188, [nantonino@partners.org](mailto:nantonino@partners.org)