CCAPS Login Guide

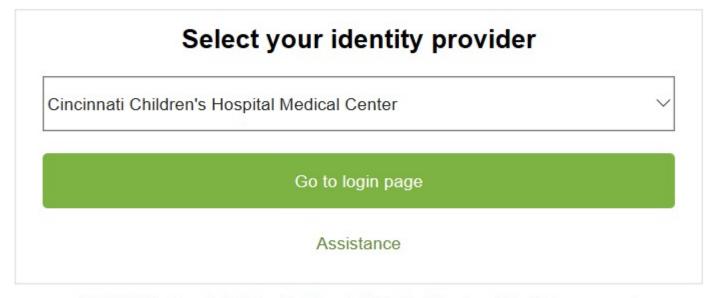**CCTST Competition & Awards Program Site**

How Do I Get Started?

- The first step for anyone using CCAPS is to either have a CCHMC login, UC login or external login linked to the Cincinnati Children's Research Network

- To determine whether you have access, click the link below and follow the instructions on slides 3-4

- You can access the CCAPS page by clicking the following link https://ccaps.research.cchmc.org/welcome

Your Page Should Now Look Like This:

CCTST | Center for Clinical & Translational Science & Training

Select Your Primary Institution From the Drop Down Menu

Please note if your institution is **NOT** listed, you should select Cincinnati Children's Hospital Medical Center

Common Reasons Login Is Unsuccessful

1.) You are an external user and a login ID has not yet been created for you

2.) You selected the wrong institution as your primary affiliation

I Need Help!

If you are unable to login, please click "assistance" as shown in the screenshot below and you will be directed to the BMI help email (help@bmi.cchmc.org)

Alternatively

If your request is urgent, please reach out to Jamie Tharrington (tharrijt@ucmail.uc.edu), and provide your 6+2 and M number. Otherwise a member of the Children's IT department will be in touch to let you know your accounts have been linked.