

CTO STREAM



Signature Requests in CTO Stream

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Logging in to CTO Stream

Go to apply.ctostream.ca to access the CTO Stream login portal using the latest version of a supported browser. Below is a list of supported browsers:

- Google Chrome
- Firefox
- Microsoft Edge
- Safari

Use your email address and password to log in to the system. If you need assistance accessing your account, contact streamline@ctontario.ca.

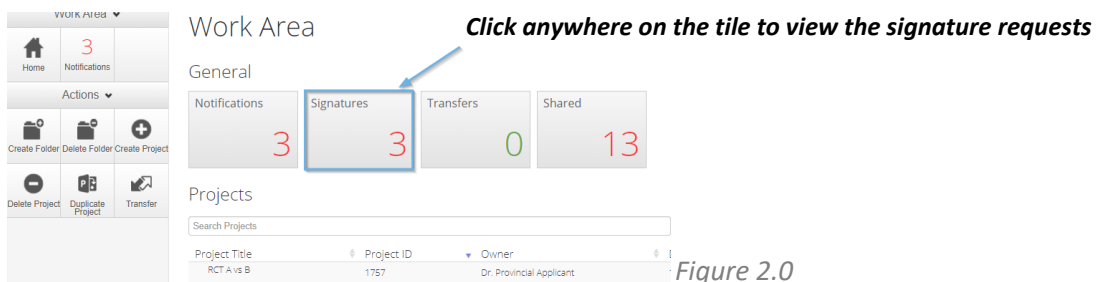
Signing/Rejecting a Signature Request

When someone is asked to sign a form, they will receive an email containing a link to CTO Stream (as well as a notification within the system). In addition, the request will be visually displayed (number in red) on the Signatures tile in their work area.



To review the application form:

1. Click the Signatures tile to view the Signatures page.



2. Click 'View Form' in the far-right column to go to the application form.

Signatures

Search Signatures

In the Actions column, click 'View Form'

Type	Project Title	Requesting User	Message	Requested Date	Response Date	Status	Action
Principal Investigator	RCT A vs B	Mr. Scott Tomlinson		16/Mar/2019 14:45		Requested	View Form

Figure 3.0

3. Review application form.

You can move between sections and pages of the form by clicking the 'Previous' and 'Next' buttons in the Action Menu on the left-hand side of the screen.

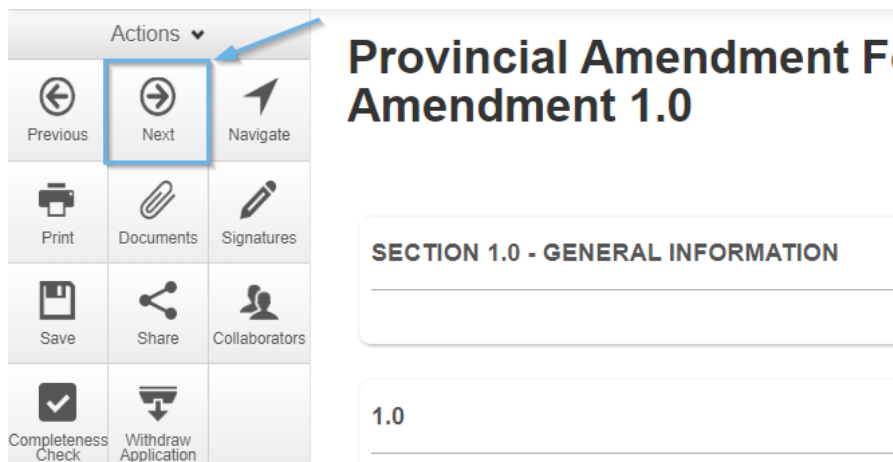


Figure 4.0

To sign the application form:

1. Click 'Sign' in the Action Menu on the left of the screen.

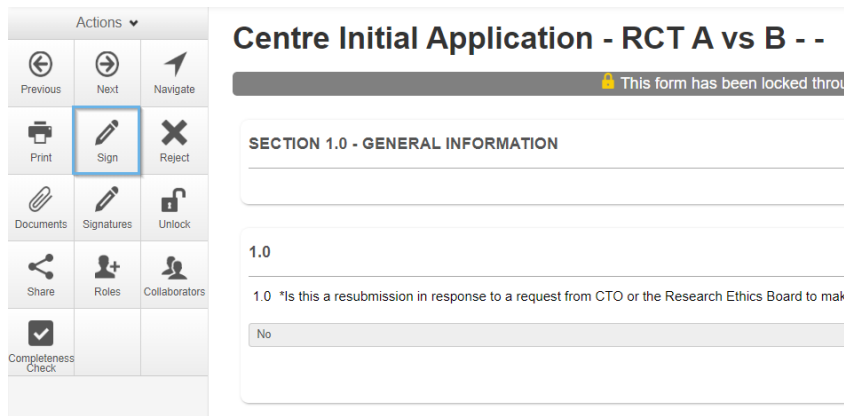


Figure 5.0

2. Clicking the 'Sign' button will open a pop-up window where you will be prompted to **enter your Username and Password**. Click the green 'Sign' button when done.

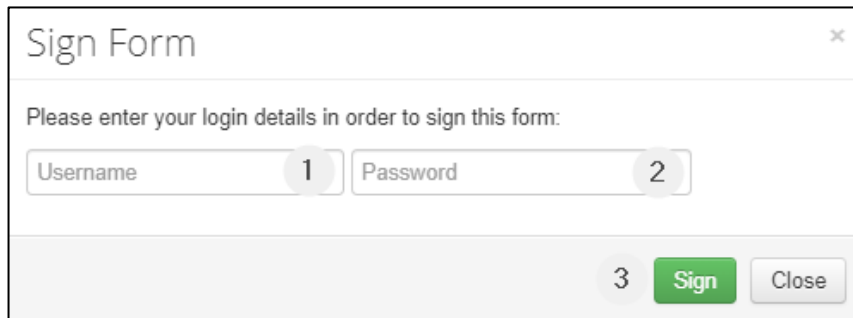
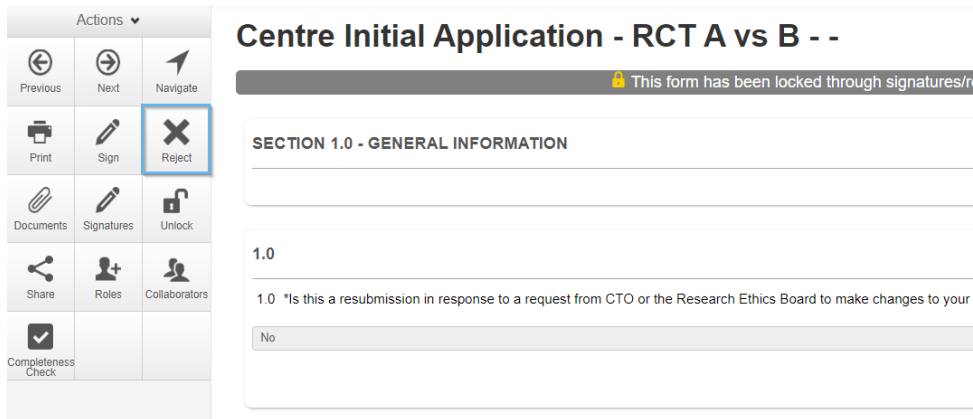


Figure 6.0

1. **Enter your email and password**
2. **Enter the reason for declining the signature**
3. **Click 'Reject' to confirm declining the signature**

To decline a signature request

1. **Click the 'Reject'** button (Figure 7.0) in the action panel on the left of the screen. Clicking 'Reject' will open a pop-up window.



Centre Initial Application - RCT A vs B - -

This form has been locked through signatures/r

SECTION 1.0 - GENERAL INFORMATION

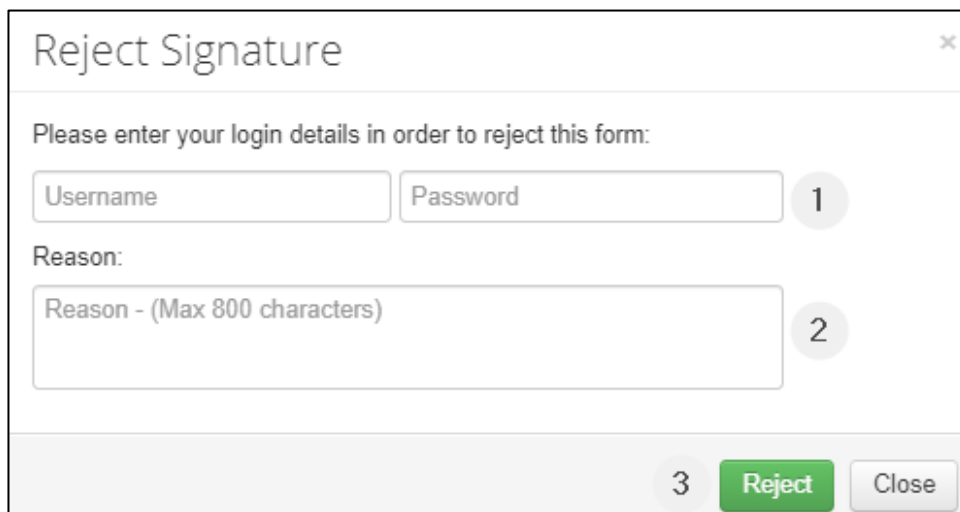
1.0

1.0 *Is this a resubmission in response to a request from CTO or the Research Ethics Board to make changes to your

No

Figure 7.0

2. **Enter your email address and password**, provide a reason why you are declining the signature in the 'reason' field, and press 'Reject'.



Reject Signature

Please enter your login details in order to reject this form:

Username Password 1

Reason:

Reason - (Max 800 characters) 2

3 Reject Close

Figure 8.0

4. **Enter your email and password**
5. **Enter the reason for declining the signature**
6. **Click 'Reject' to confirm declining the signature**