



CARTaGENE PARTICIPANT GUIDE

(June 2020 version)

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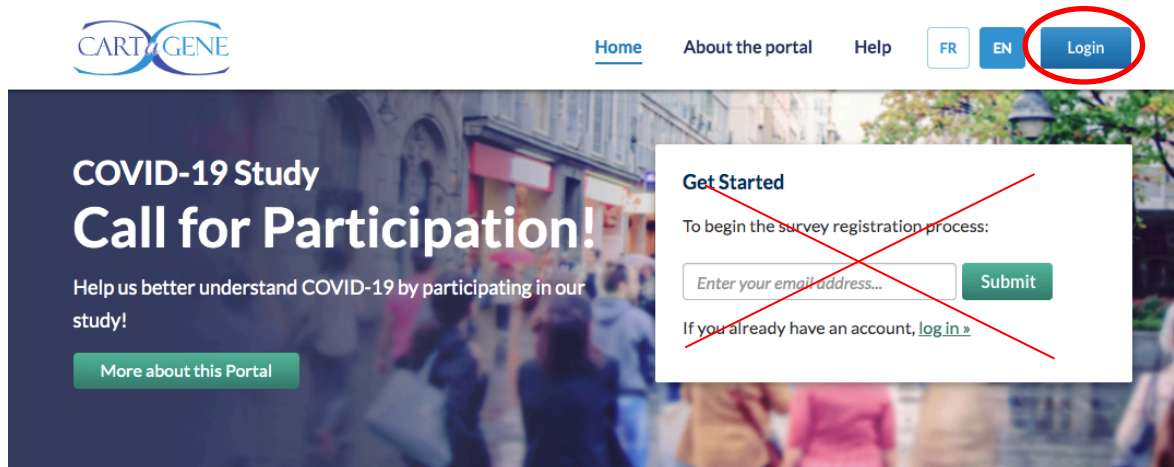
1. Context

The participant portal was created in 2016 to facilitate health follow-ups of CARTaGENE participants. The portal was also designed to allow participants to stay informed about CARTaGENE activities and new research projects.

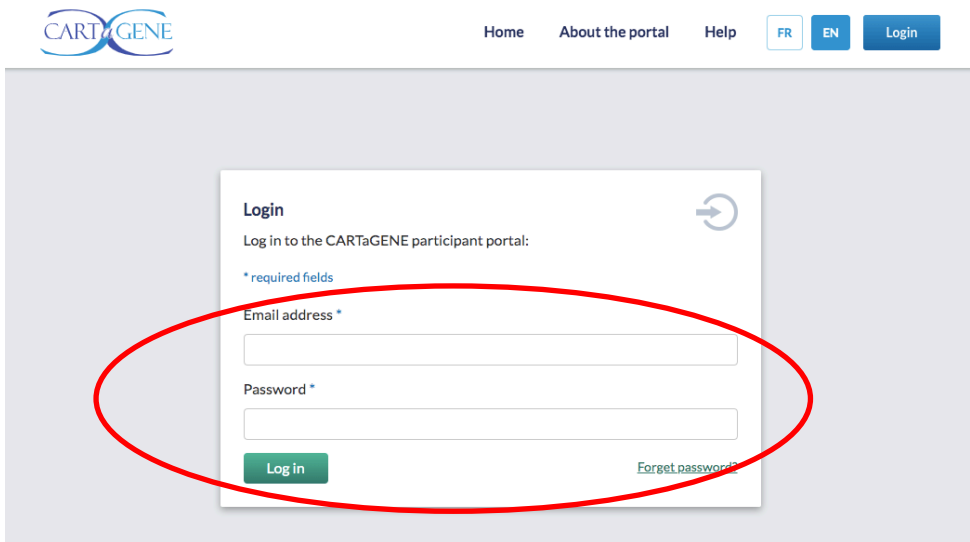
This guide on how to use the portal is intended for CARTaGENE participants. The guide explains the features of the portal.

2. Connecting to the portal when you are already registered

To reconnect to the portal, simply go to <https://participants.cartagene.qc.ca/> and click on the blue « Login » button at the top right of the page. You do not need to register again if you are already registered.



Subsequently, you will be prompted to enter your email address and password. Click on the green « Log in » button just below your password (see picture below).

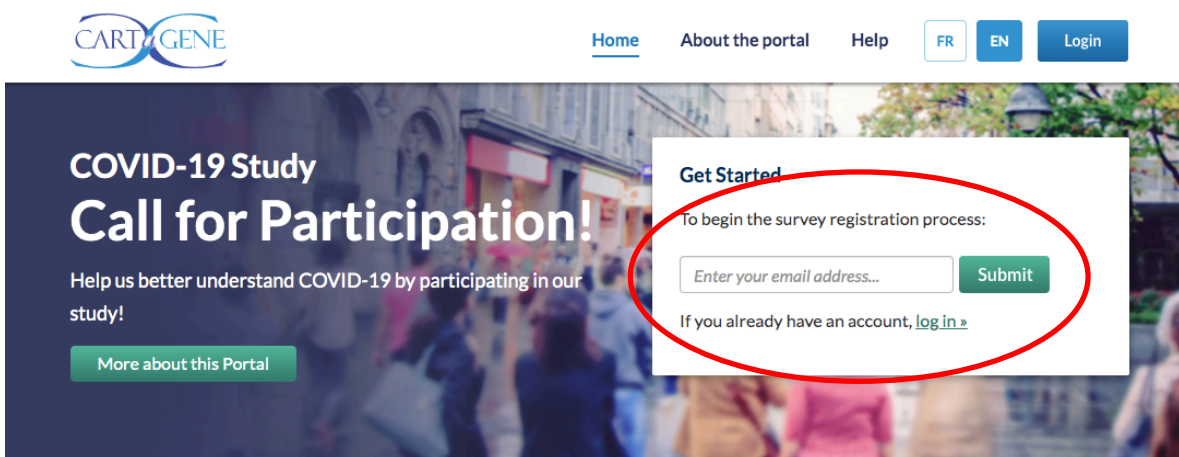


3. Access the portal for the first time and register

Participants are invited to register on the portal in order to benefit from the online follow-up and information tools. Simply follow the instructions bellow.

3.1 Type the following address: <https://participants.cartagene.qc.ca/en>

3.2 On the portal home page, enter your email address in the « Get Started » box.



3.3 Click the green « Submit » button.

3.4 You will be prompted to enter your date of birth. This step is to verify your identity. An email will automatically be sent to your email address.

3.5 Open your mailbox (ex : hotmail, gmail, etc.). Open the email you just received from CARTaGENE. Click the green «Confirm Your Email Address» button in the email.

To protect your privacy, we need you to confirm that you signed up for a participant portal account by clicking the following link:



Confirm Your Email Address »

Please note this link expires after 48 hours. After this you will need to resubmit your email for validation. This email was sent on: **June 1, 2020 at 10:09am.**

We appreciate your understanding and cooperation.

3.6 If you have not received the validation email, please check your junk mail. If you do not find the email, go to the following address for help: <https://participants.cartagene.qc.ca/en/help>

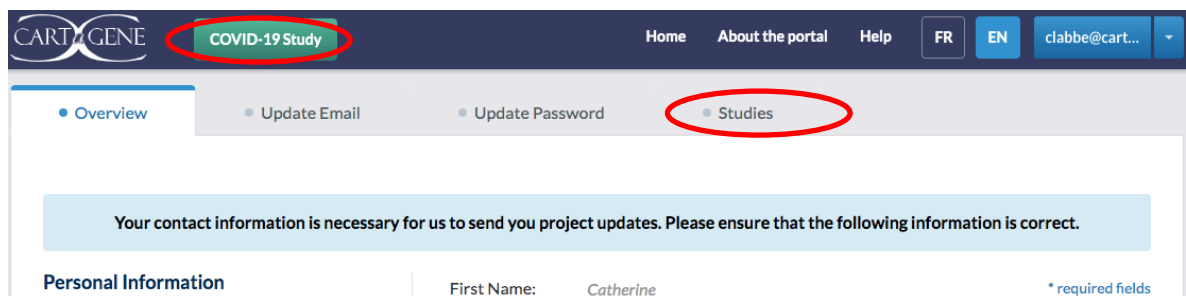
3.7 Once your email address is confirmed, you will be redirected to an information page. Please read this page carefully and click on « Continue ».

3.8 The portal will ask you to choose a password to login. **Make a note of this password since you will be asked for it every time you log in to the portal.**

3.9 The portal will ask you to update your contact information. Please review and correct your contact information. Then click « Save ».

4. Access the COVID-19 questionnaire on the portal

4.1 Once logged in to the portal, click on the green « COVID-19 Study » button at the top of the page or on the Studies tab.



4.2 In the Studies table, click on the « Coronavirus and COVID-19 study ».

Studies

Studies: Total: 5 Ongoing: 2 New: 1		
Study Information	Participation Status	Study Status
Coronavirus and COVID-19 (click here) Researcher: CAC	Status: Accepted Date: 2020-06-01 10:37:48	Ongoing
Since the end of 2019, we have been facing a global epidemic related to the coronavirus causing COVID-19. This epidemic raises many medical and social issues and requires the mobilization of the... Access the questionnaire		

4.3 An information and consent page is displayed. Read this page carefully and if necessary, follow the links to download the explanatory documents. If you would like to participate in the study, click « I consent to participate in this study » at the bottom of the page.

(x)

Participation in the Study: *Coronavirus and COVID-19*

[Download the study consent](#)

I consent to participate in this study.
 I refuse to participate in this study

You can also authorize the transfer to CARTaGENE of your COVID-19 screening test results for validation. In this case, click on « I authorize ...».

Then click on « submit response ».

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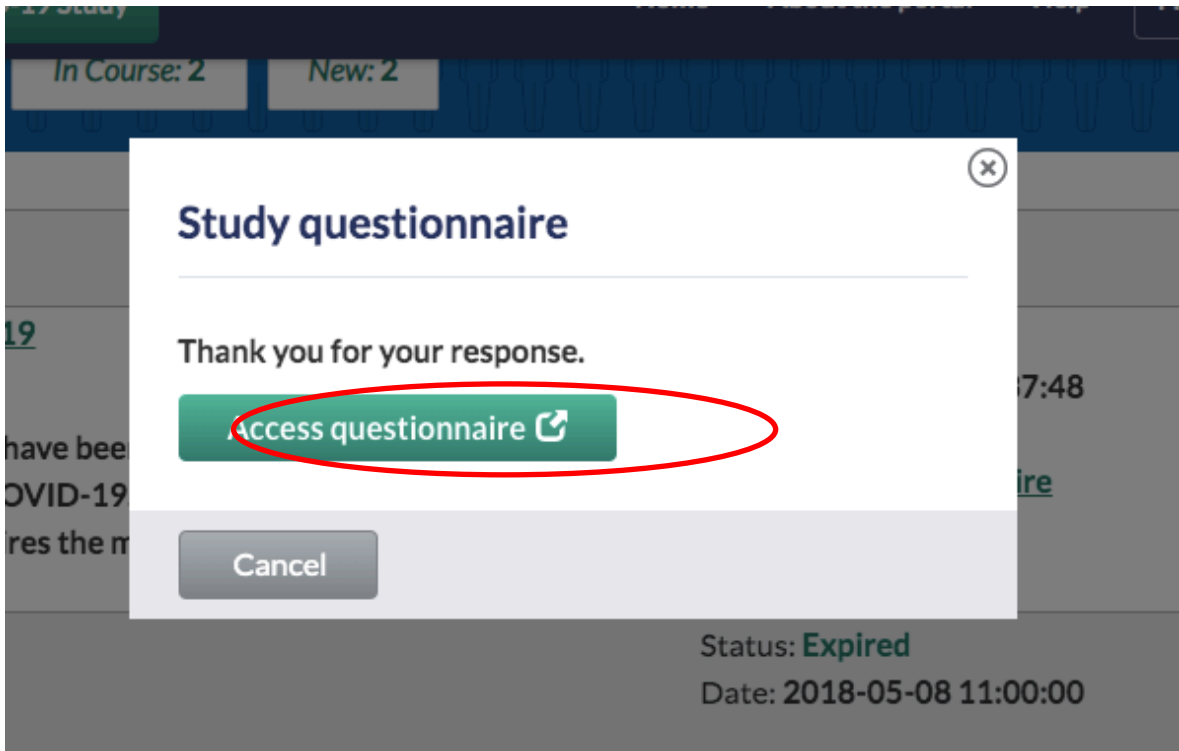
Participation in the Study: *Coronavirus and COVID-19*

[Download the study consent](#)

I consent to participate in this study.
 I refuse to participate in this study

I authorize the transfer of my COVID-19 screening test results by laboratory(ies) or institution (s) holding them to CARTaGENE for validation purposes.
 I refuse the transfer of my COVID-19 screening test results by laboratory(ies) or institution (s) holding them to CARTaGENE for validation purposes.

4.4 Submission of the consent form opens a window that allows you to access the questionnaire. Please click on the green button « Access questionnaire ».



4.5 Answer the questions in the questionnaire. You can follow your progress in the top bar. The questionnaire can be completed at your convenience. The questionnaire is automatically saved when you reach the next section. You can fill out a part of this survey and come back later to complete it. You simply have to log in again and continue where you left off.

0%

Language: English ▾ [Change the language](#)

COVID-19 Questionnaire - CARTaGENE

As the current COVID-19 pandemic continues to affect our lives, we are seeking your help to better understand and track the disease.

[Next](#)



✉ unite.cartagene.hsj@ssss.gouv.qc.ca
☎ 1-877-263-2360
🌐 <https://cartagene.qc.ca>

You can also access the questionnaire from the « Studies » tab.

Overview Update Email Update Password **Studies**

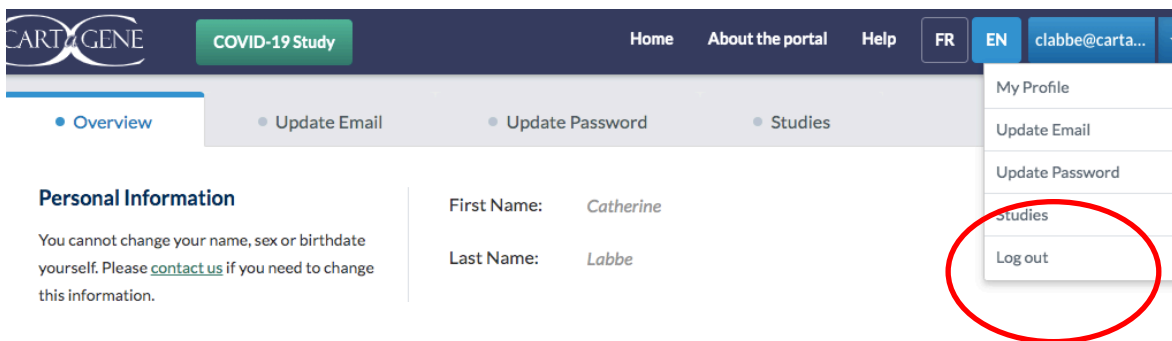
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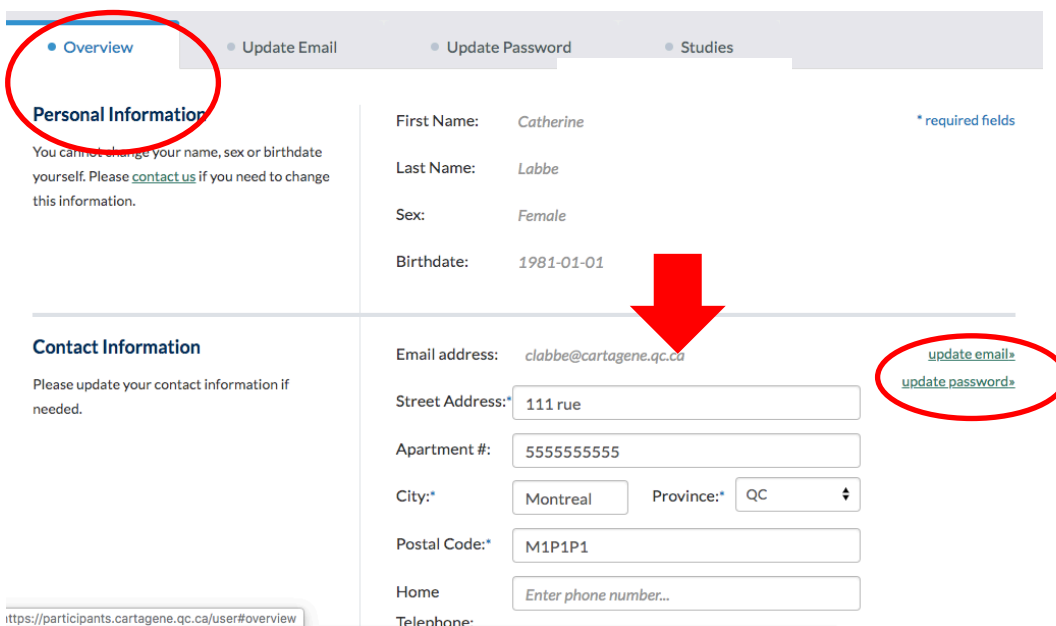
5. Signing out of the portal

To log out of the portal, simply click « Log out » in the drop-down menu at the top right of the page, next to your email address.



6. Modify your contact info, your password, your language of correspondence, or unsubscribe to the newsletter

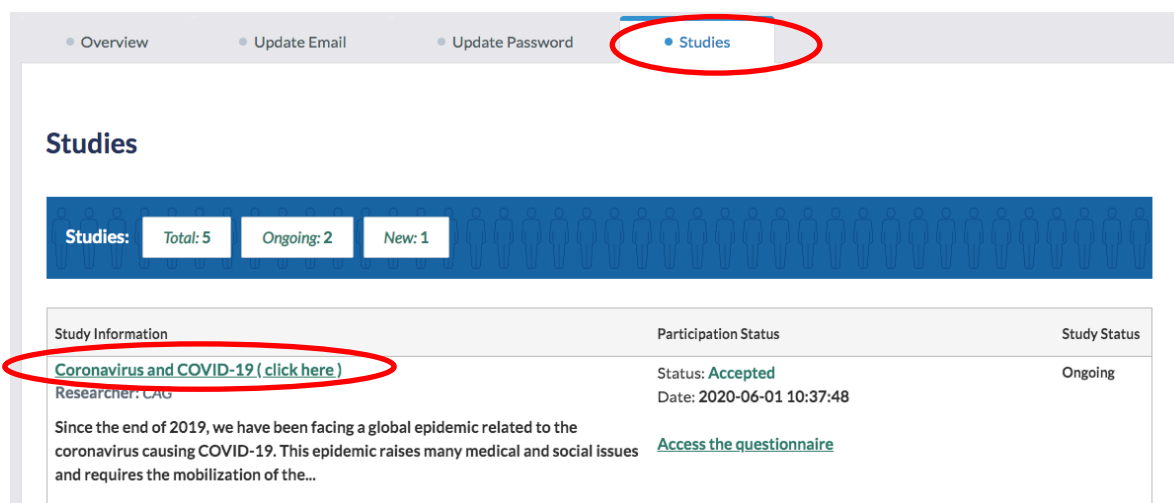
To change your contact details (eg., address, telephone number), click on the « Overview » tab. You can update your contact information. Your email address and password can also be changed by following the links. You can also indicate your preferred language of correspondence (French or English) and unsubscribe from the CARTaGENE newsletter.



When your changes are done, click the green « Save and continue to studies » button at the bottom of the page to save your changes.

7. Access the consent forms

You can review your consent forms anytime by clicking on the « Studies » tab and then on the title of the study (for example Coronavirus and COVID-19).



Study Information	Participation Status	Study Status
Coronavirus and COVID-19 (click here) Researcher: CAG Since the end of 2019, we have been facing a global epidemic related to the coronavirus causing COVID-19. This epidemic raises many medical and social issues and requires the mobilization of the...	Status: Accepted Date: 2020-06-01 10:37:48 Access the questionnaire	Ongoing

8. Technical Support

If you have any questions or issues with the portal or the questionnaire, you can reach CARTaGENE:

- By email: unite.cartagene.hsj@ssss.gouv.qc.ca
- By phone: **1-877-263-2360 (toll-free)**.

During the month of June 2020, a person will be available to answer your questions at the following timeslots:

Monday : 8h30-16h30

Tuesday : 8h30-16h30 et 18h-20h

Wednesday : 8h30-16h30

Thursday : 8h30-16h30

Friday : 8h30-16h30

Sunday : 10h-14h

If you call outside these hours, please leave a message with your contact details, we will call you back.

Thank you for your involvement in CARTaGENE!