CDMS Vault Training and Study Access Process for Site Users

Site User

Welcome Emails

Vault CDMS Access

You will receive a **Welcome to Veeva Vault** email from vault-emails@veeva.com with username and temporary password.

Do you currently have Veeva Vault access?

No

Yes

Study Notification

You will receive an email from vault-emails@veeva.com indicating you have been added to a study.

Note: You will NOT have study access until training is complete

VeevaID

VeevaID Registration

You will receive a **Welcome to CDMS Vault Training** email from no-reply @veeva.com to register for a VeevaID.

Do you have a VeevaID?

No

Yes

You will use your existing VeevaID for CDMS Vault Training.
You do not need to register for a new VeevaID to access CDMS Vault Training.

Training

Vault Training Curriculum

You will receive a **You Have Been Enrolled in an eLearning Curriculum** email from vault-emails@veeva.com.

Login to Vault Training with your VeevaID and complete multi-factor authentication to verify the login (if required)

Complete all assigned eLearning courses in the curriculum

Study Access

Study Access Granted

Within 2 hours, you should be granted study access but if you need access sooner, click **Refresh Training Status** on the My Training tab in CDMS.

Note: You will not receive an email notification. Login to Vault CDMS to check for access.

Study access is not provisioned until a study is live.

Veeva