

CDMS Vault Training and Study Access Process for Sponsors

Welcome Emails

Training

Study Access

Sponsors

Vault CDMS Access

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

No

Do you currently have Veeva Vault access?

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.

Vault Training Curriculum

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

Login to Vault CDMS using your Sponsor ID

Navigate to CDMS Vault Training in Two Ways:

Select CDMS Vault Training from the vault selector
-or-
Access the training from the My Training tab in CDMS

Complete all assigned eLearning courses in the curriculum

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.