



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

9 June 2016

Information Management Division

## Eudravigilance

Registration User Management

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**Send a question via our website** [www.ema.europa.eu/contact](http://www.ema.europa.eu/contact)

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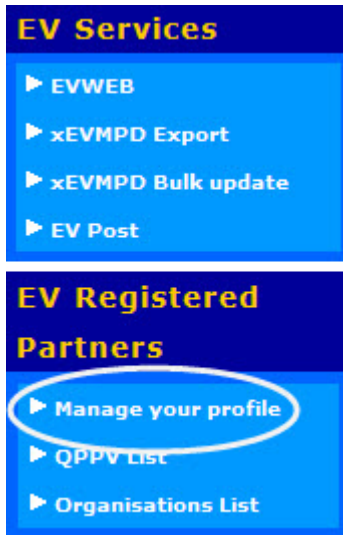


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# 1. Manage Profile

The Manage Profile function is restricted in use to the responsible person and/or deputy administrator(s) of a Headquarter Organisation.

To manage your profile, click **Manage your profile** from the main menu:



Manage your profile using the following options:



## 1.1. Printable version

The Printable Version of your profile allows you to print a user friendly version of your profile.

## 1.2. Edit Organisation

To edit the Headquarter Organisation details click **Edit Organisation**.

Edit the required details and click **Update**. If there are any errors in the profile, they are displayed in red.

Please note: Some of the organisation details cannot be amended. If details need amending and you are unable to do so, contact the EudraVigilance Registration team.

## 1.3. Add Affiliate/Subordinate Information

This option allows you to enter information about an Affiliate/Subordinate:

Step 1: Organisation      Step 2: Qual./Resp. Person      Step 3: Transmission Mode      Step 4: Security      Review and submit

[Help](#)

**Registration Form - Step 1**  
**Affiliate/Subordinate Information**  
**EMA is Troubleshooting your account**

**Affiliate/Subordinate ID:**

**Category:**

- Marketing Authorisation Holder
- Sponsor
- Third Party Service Provider / Virtual Affiliate

**Affiliate/Subordinate name:**

**Street:**

**City:**

**Postal Code:**

**Area/State:**

**Country:**

**Functional Email:**

Click the Help link for additional help filling out this section.

#### **1.4. Add HQ User**

The Add HQ user allows the registration of an Individual user:

**Registration Form**  
**Individual User**  
**EMA is Troubleshooting your account**

**Name:**

**Family Name:**

**Title (Dr,Mr,Ms,...):**

**Department:**


**Street:**

**City:**

**Postal Code:**

**Area/State:**

**Country:**

**Telephone (country code/number /extension):**  -  -  

**Mobile phone (country code/number):**  -

**Fax (country code/number /extension):**  -  -

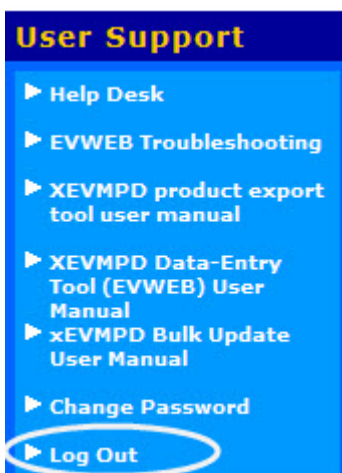
**Email:**

**Rights for XEVMPD:**

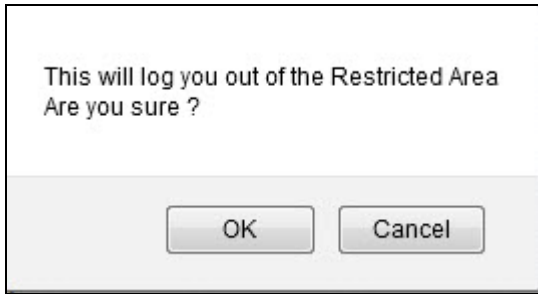
**Rights for ADR:**

**Set as QPPV**  YES  NO

## 2. Log Out

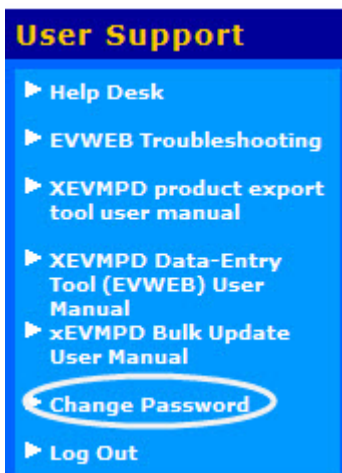


To log out of the restricted site, click **Log Out** and the following message is displayed:



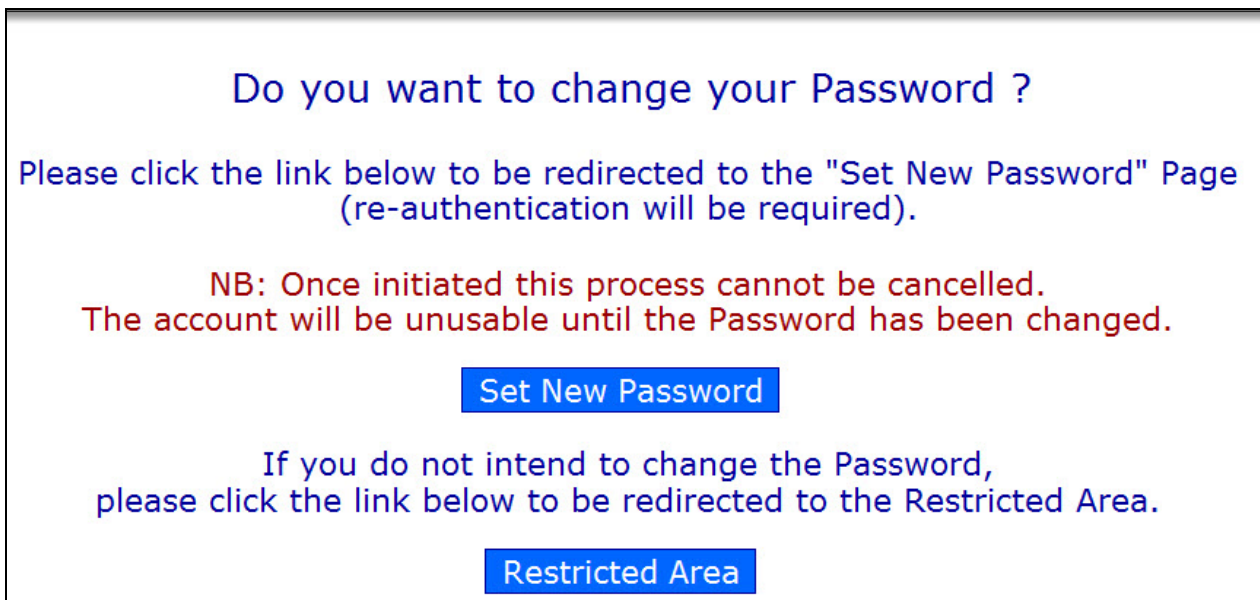
Click **OK** to logout or **Cancel** to stay logged in.

### 3. Change Password



When logged in to EudraVigilance for the first time, you are required to change your password immediately. A password change is also required if an existing password has been reset.

To change your password click **Change Password** and the following screen is displayed:



Click **Set New Password** and you are directed to the following screen where you are required to authenticate your user details:

Authentication Required

A username and password are being requested by https://eudravigilance-test.ema.europa.eu. The site says: "eudravigilance-test.ema.europa.eu"

User Name:

Password:

OK Cancel

Click **OK**.

Please enter and confirm your New Password then click "Set New Password" to complete the change.

**NB: This activity will need to be completed in under a minute. If not completed on time, you will need to re-authenticate using the Current Password and re-enter the New Password.**

**Refreshing this page will also trigger a re-authentication.**

Passwords must have a minimum length of eight characters and contain a combination of at least three of the following: Uppercase Letters, Lowercase Letters, Numbers, Symbols (.,-\_?;#~£\$&).

New Password

Confirm New Password

**Set New Password**

Enter a new password; and enter it again to confirm it and click **Set New Password**. Please note the new password **MUST** be a minimum length of 8 characters and a combination of lower and upper case letters, numbers and symbols.

**"Set New Password" Complete**

Please click the link below to be redirected to the Restricted Area (re-authentication will be required).

**Restricted Area**

The password has been changed successfully. You are prompted to return to the restricted site where you will need to enter your password to log in successfully.