



CENTER FOR GLOBAL CLINICAL RESEARCH DATA

# Quick start guide: Vivli users

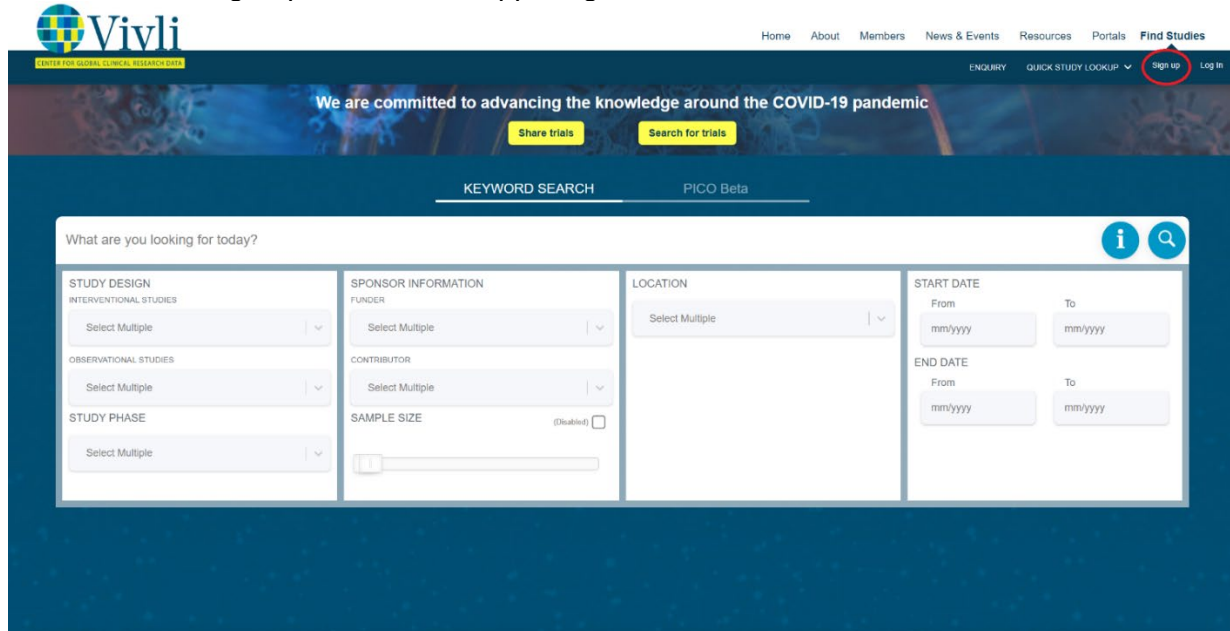
Platform Version 3.7

24 May 2025

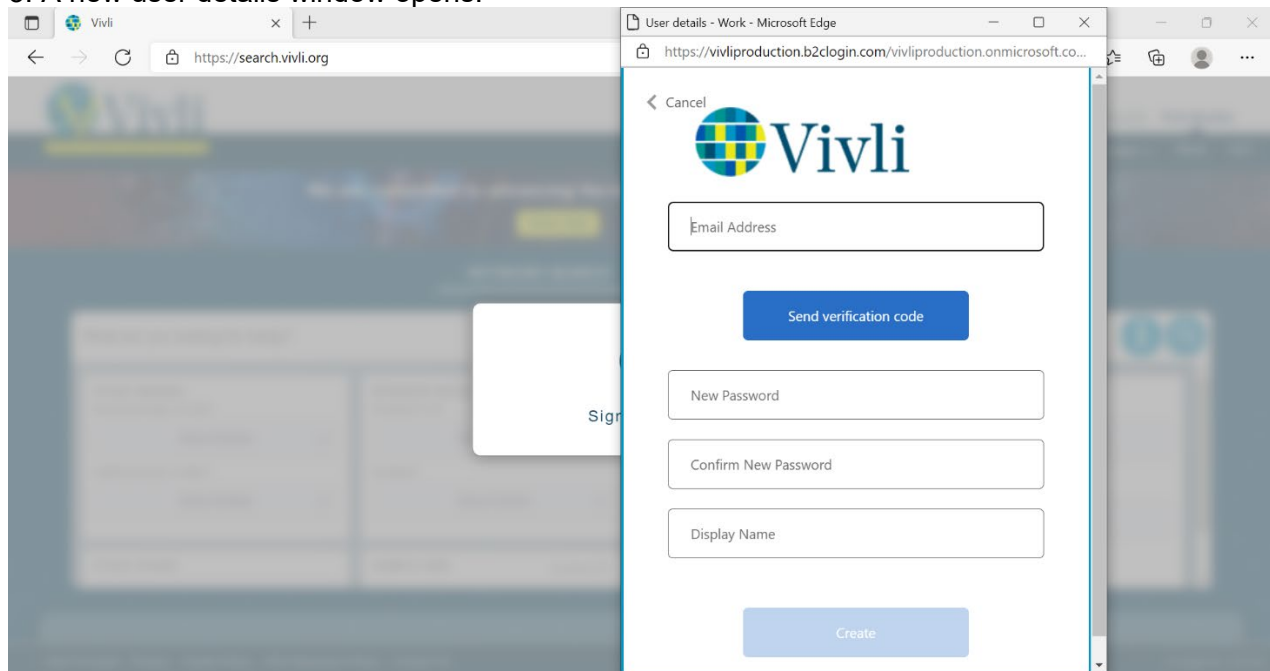
## 1. Vivli User Account

### 1.1 Sign up for a new Vivli Account

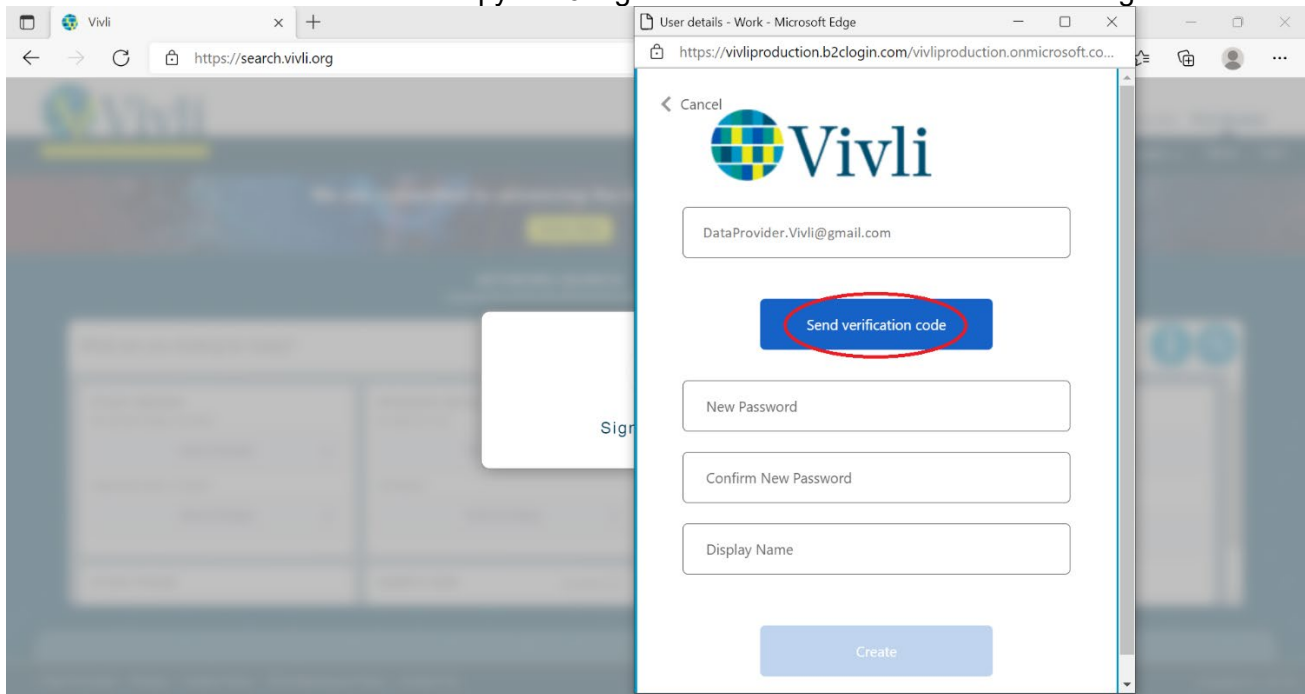
1. From a supported browser (see section 2 below for details), go to [search.vivli.org](https://search.vivli.org) to access the platform
2. Click on the Sign-up button in the upper-right hand corner



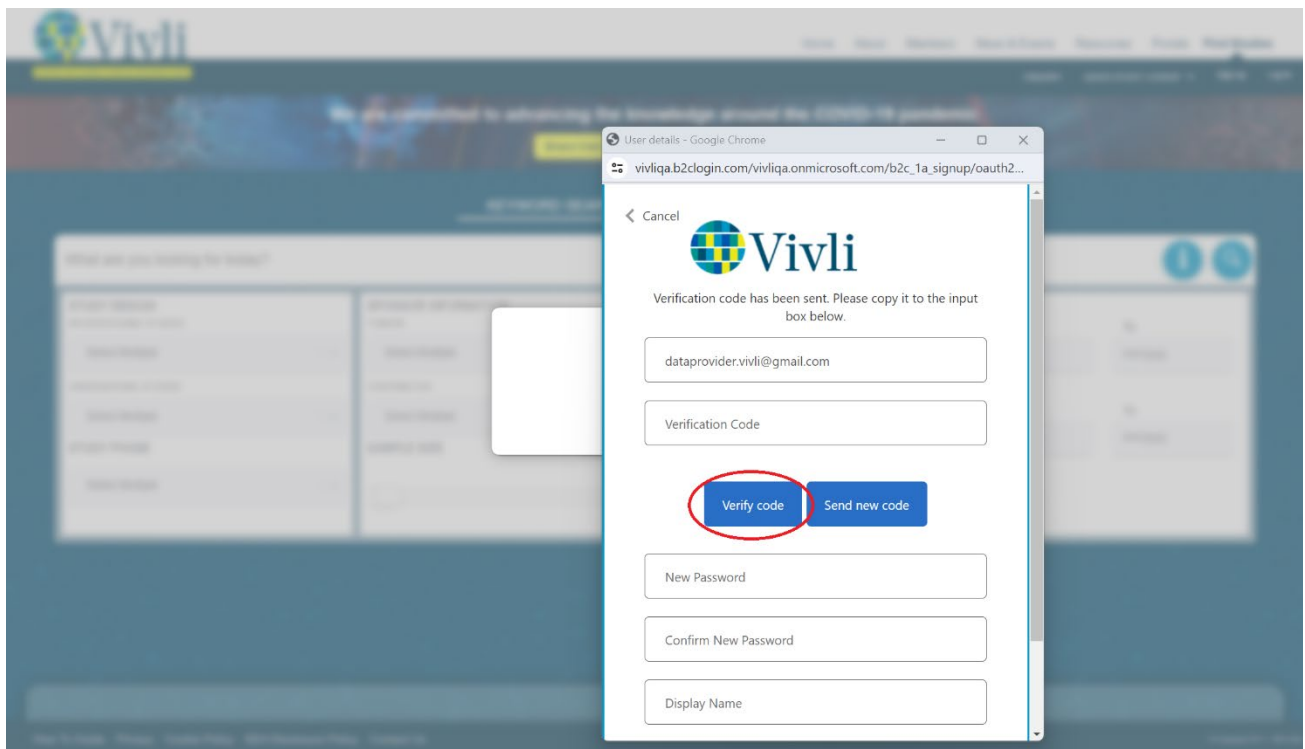
3. A new user details window opens:



4. Enter your email address and click **Send Verification Code**. A verification code is sent to the email address entered. That invite will come from the address [noreply@vivli.org](mailto:noreply@vivli.org), and the subject will be "Welcome to Vivli". Please copy the 6-digit verification code in the email message.



5. Enter the verification code into the appropriate field and click the **Verify Code** button. Once the code is verified, proceed to the next step. [Note: If you encounter problems with verifying the code, you have the option of requesting another code.]



6. Enter a password to be used for the new account. Passwords should be 8-16 characters and contain 3 out of 4 of the following: upper and lowercase letters, numbers and special characters. Enter the same password into the second password field as confirmation.

7. Enter a display name to be used in the Vivli platform and then click the **Create** button.

The image shows two overlapping browser windows. The background window is the Vivli search page (https://search.vivli.org) with a header banner and a 'KEYWORD SEARCH' section. The foreground window is a 'User details' modal form (https://vivliproduction.b2clogin.com/vivliproduction.onmicrosoft...). The form contains the following fields and elements:

- Cancel button (top left)
- Vivli logo and text: 'The code has been verified. You can now continue.'
- Email field: DataProvider.Vivli@gmail.com
- Change button (blue)
- Password field (masked with dots)
- Confirm Password field (masked with dots)
- Display Name field: Vivli New User
- Create button (blue, circled in red)

8. Your account is created, and you are now logged into the Vivli platform.

The image shows the Vivli admin dashboard (https://search.vivli.org/admin/dashboard/). The page layout includes:

- Header: Vivli logo, navigation links (Home, About, Members, News & Events, Resources, Find Studies), and user profile (VIVLI NEW USER).
- Left Sidebar: Dashboard link.
- Main Content Area:
  - Welcome, Vivli New User!
  - Organization Memberships: You are currently not a member of any organizations.
  - Data Requests Awaiting My Approval: No Data Requests Awaiting Approval.
  - Studies Awaiting Data Package Upload: Only data contributors are authorized to upload IPD data.
- Footer: How To Guide, Privacy, Cookie Policy, EEA Disclosure Policy, Contact Us, and copyright notice (© Copyright 2017 - 2021 Vivli).

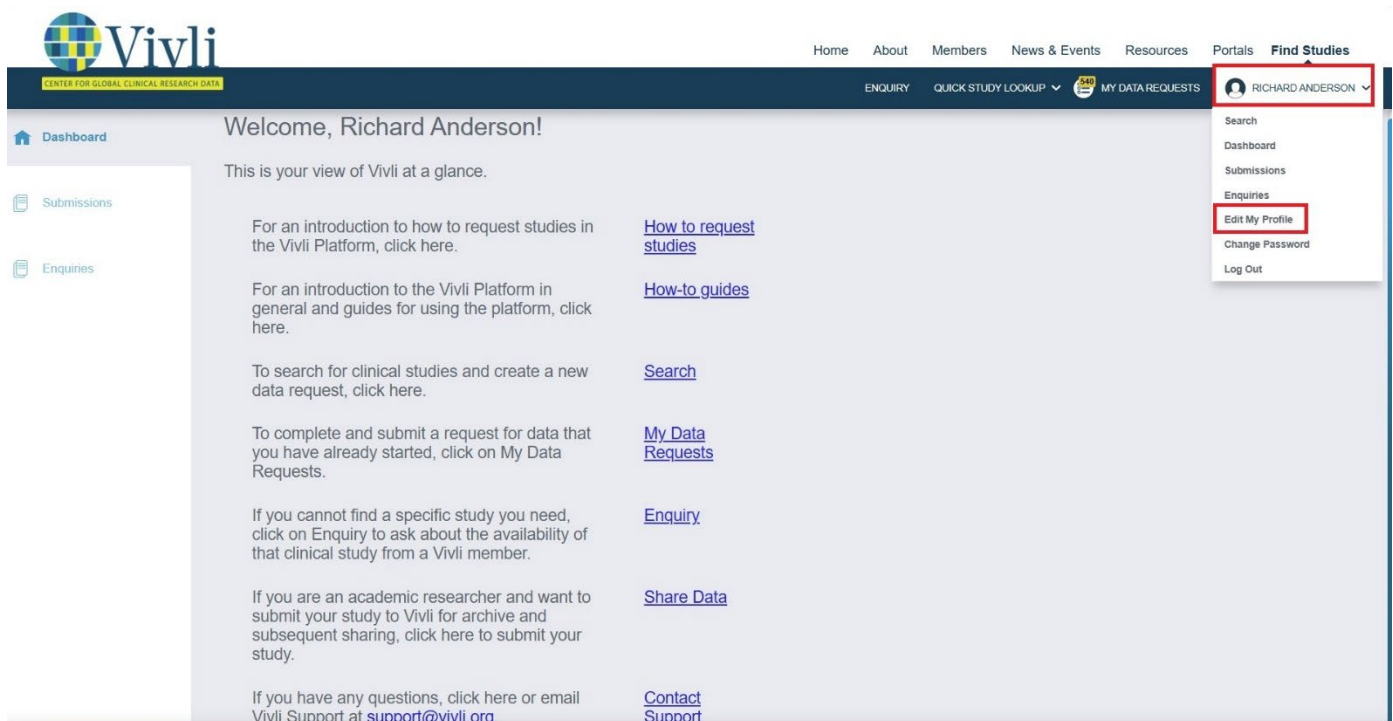
## 1.2 Active Platform Accounts

Quick Start Guide: Vivli Users  
Version 3.7

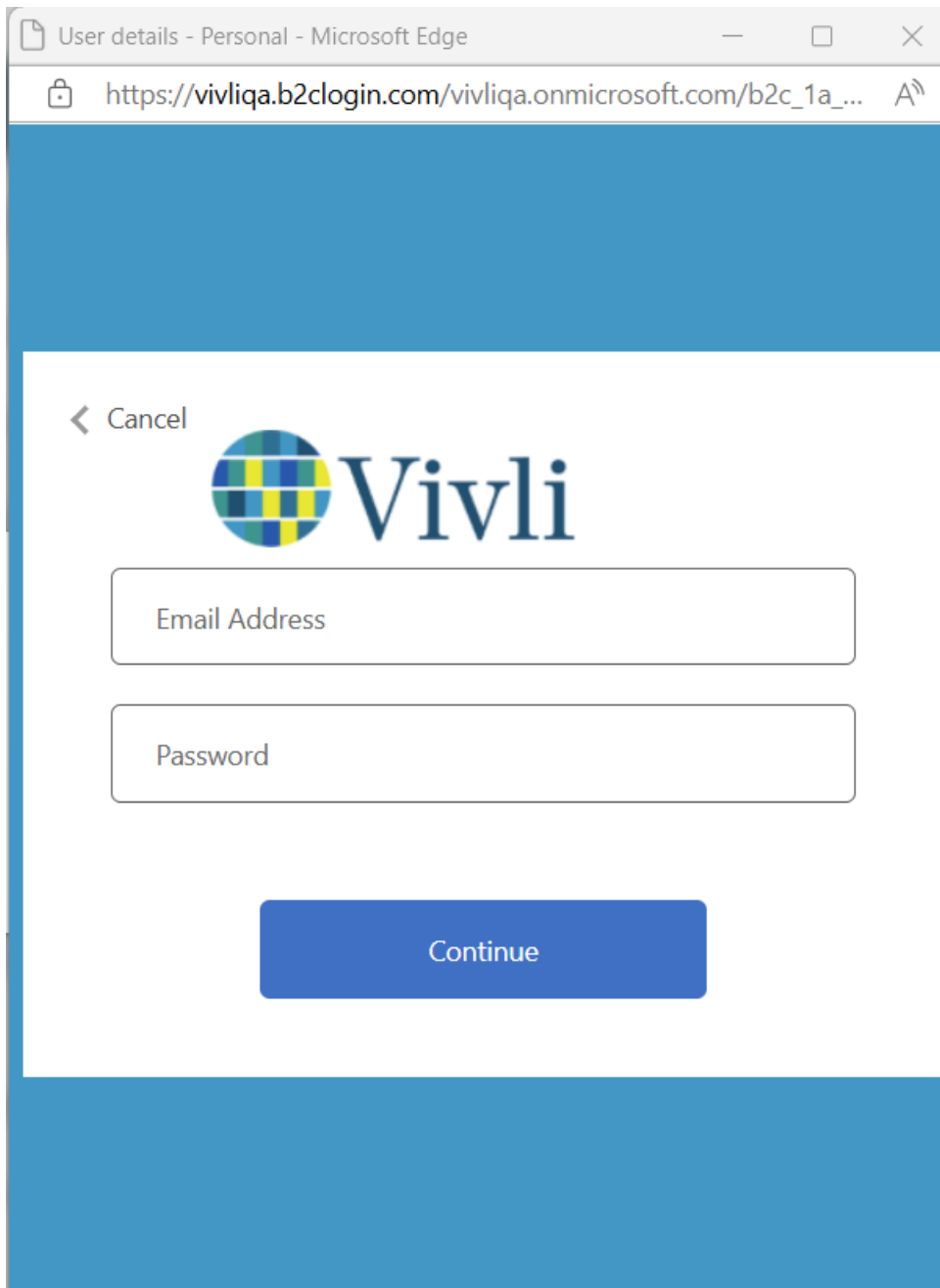
1. As part of Vivli's security policy, for accounts to remain active on the platform, users must log in every six months.
2. If you have not logged in for more than six months, the Vivli team will email you asking that you log in to your account. The Vivli team cannot accept notifications via email to keep these accounts active. It will require you to log in every six months.
3. If this is not done within 10 business days of the six-month notification email, the account will be deactivated. If you want your account reactivated, you can email us at [support@vivli.org](mailto:support@vivli.org), and we can reactivate it at any time.

### 1.3 Edit display name in profile

1. To edit your display name, click “Edit My Profile” on the right-hand side of the platform underneath your name




2. You will be prompted to log in again with your credentials



The screenshot shows a Microsoft Edge browser window with the title "User details - Personal - Microsoft Edge". The address bar displays the URL "https://vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/b2c\_1a\_...". The main content area has a blue header and footer. The central white box contains a login form with the Vivli logo (a circular icon with a blue and yellow grid pattern) and the text "Vivli". Below the logo are two input fields: "Email Address" and "Password". A blue "Continue" button is positioned below the password field. A "Cancel" link with a left-pointing arrow is located at the top left of the white box.

< Cancel

 Vivli

Email Address

Password


Continue

3. Provide your full name and click **Continue**

User details - Personal - Microsoft Edge

https://vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/B...

< Cancel

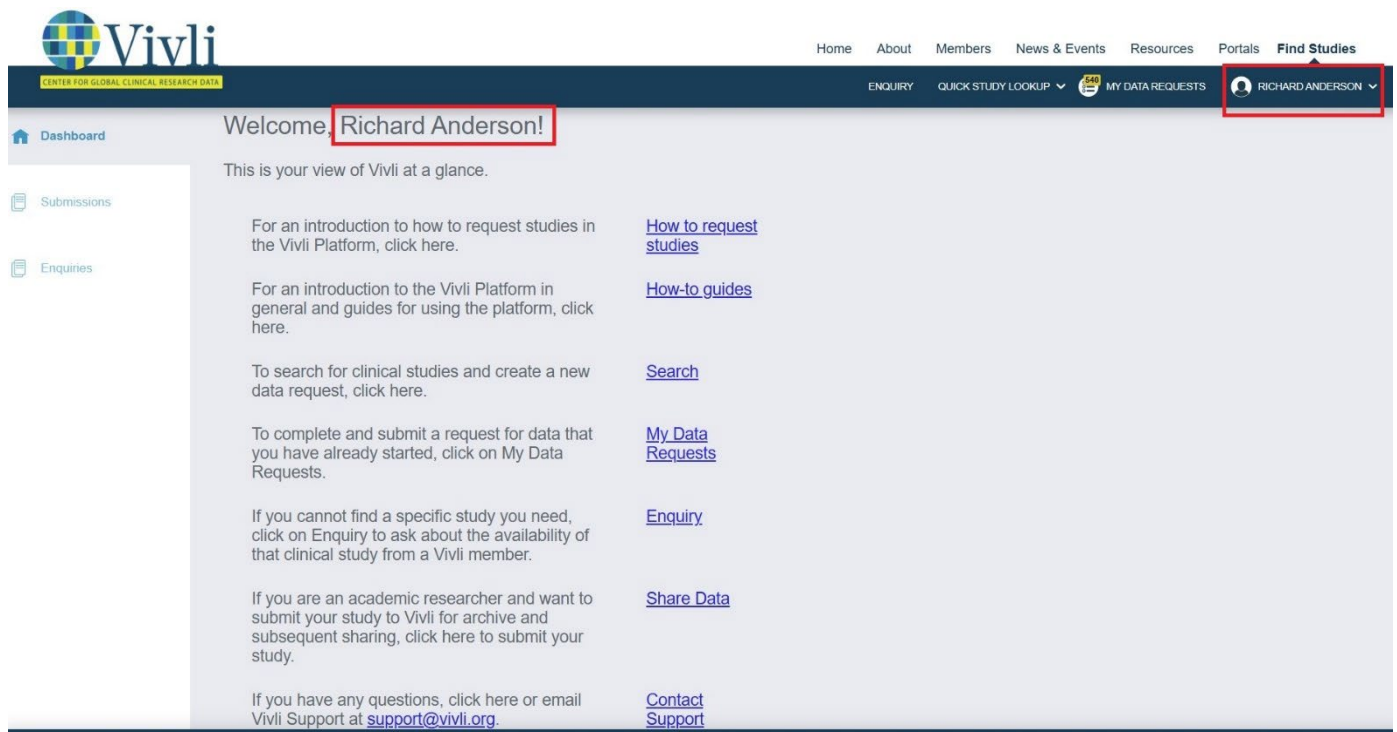
 Vivli

Richard Anderson

Continue

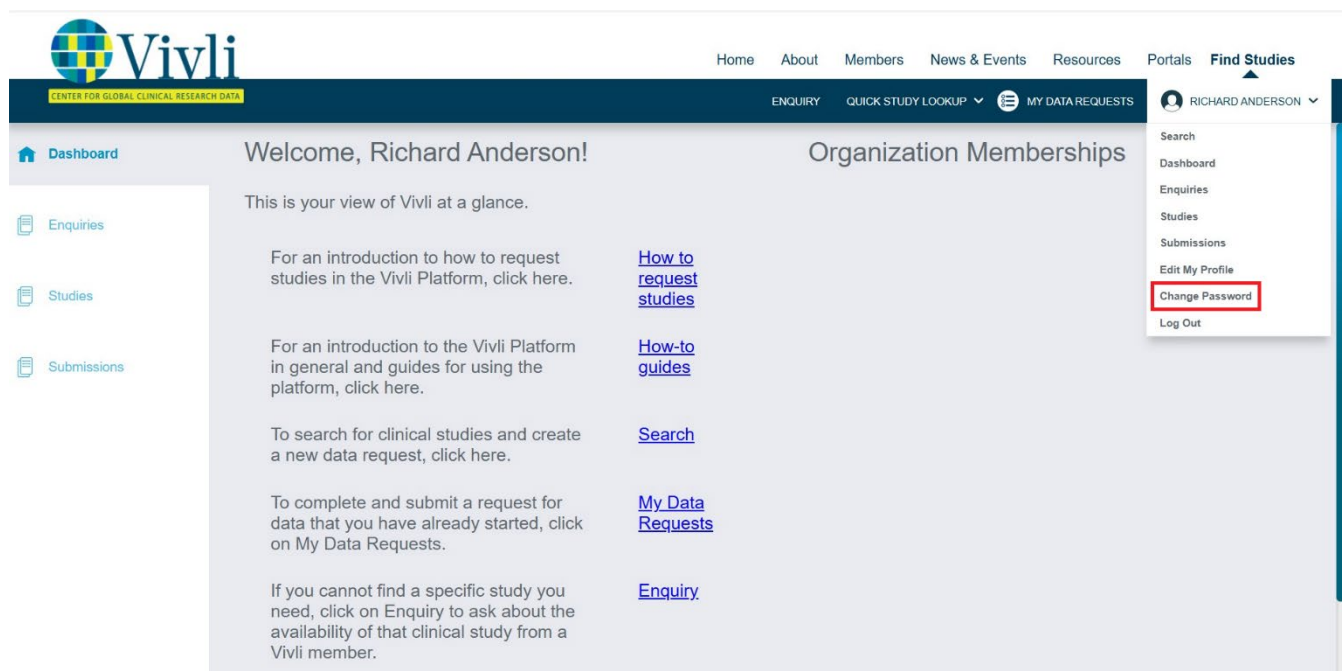


4. The system will take you to the Dashboard where you can see the updated name.



## 1.4. Change Password

1. To change your password, click “Change Password” on the right-hand side of the platform under your name



2. Enter your old password and confirm your new password and click Continue. Your new




password cannot be the same as the previously used password.

User details - Work - Microsoft Edge

https://vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/b2c\_1a...

< Cancel

 Vivli

Old Password

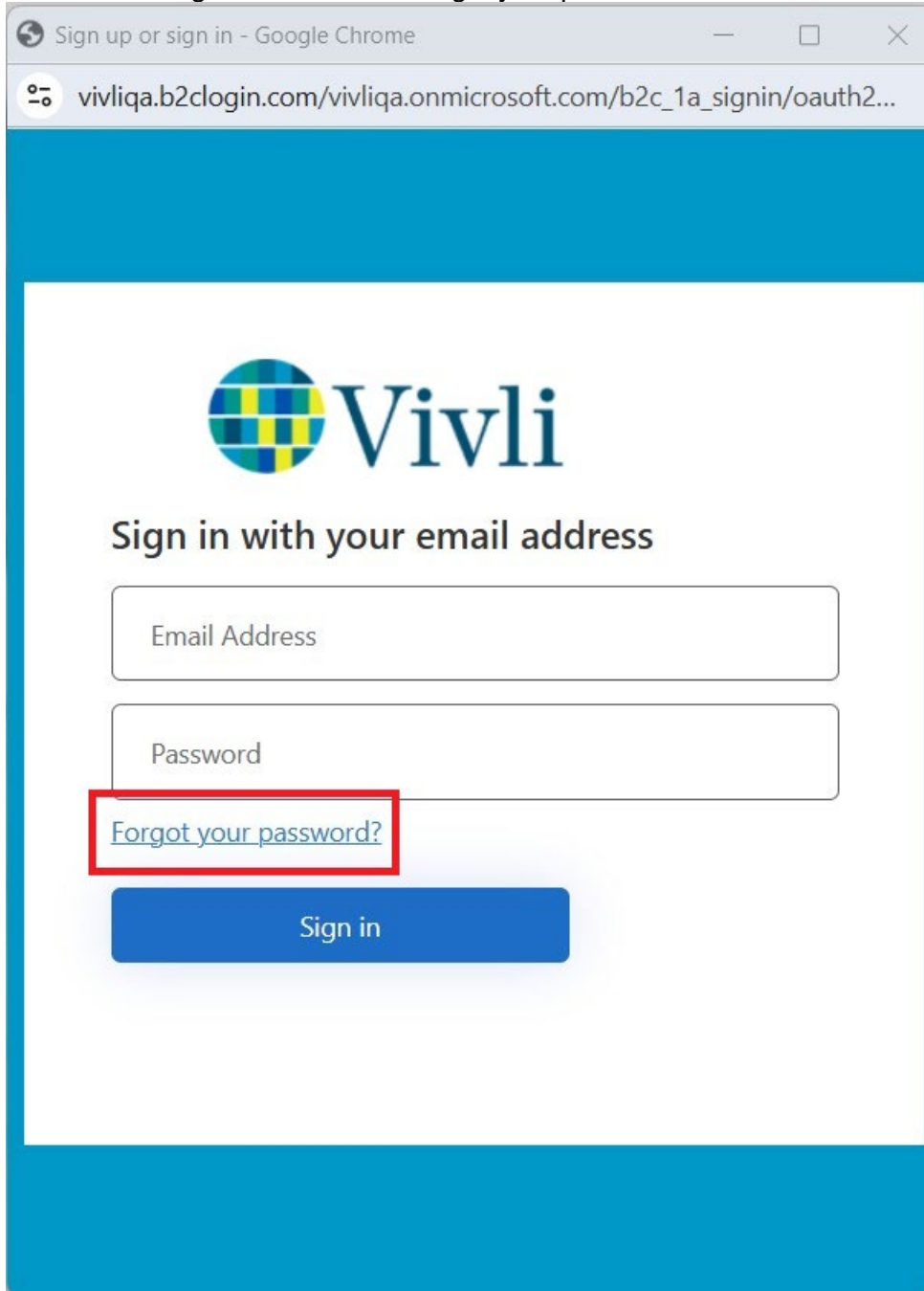
New Password

Confirm New Password

Continue


### 1.5. Forgot Password

1. Click on Log in and click on “Forgot your password?”



Sign up or sign in - Google Chrome

vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/b2c\_1a\_signin/oauth2...

 Vivli

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in


2. Enter your email address and click **Send Verification Code**. A verification code is sent to the

email address entered. That invite will come from the address [noreply@vivli.org](mailto:noreply@vivli.org), and the subject will be "Welcome to Vivli". Please copy the 6-digit verification code in the email message.

User details - Google Chrome

vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/B2C\_1A\_SignIn/api/C...

< Cancel

 Vivli

Email Address

Send verification code

Set New Password


3. Enter the verification code into the appropriate field and click the Verify Code button. Once the

code is verified, proceed to the next step. [Note: If you encounter problems with verifying the code, you have the option of requesting another code.]

User details - Google Chrome

vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/B2C\_1A\_SignIn/api/C...

< Cancel

 Vivli

Verification code has been sent. Please copy it to the input box below.

researcher@gmail.com

Verification Code

Verify code Send new code

Set New Password


4. Set your new password. Your new password cannot be the same as the previously used

password.

User details - Google Chrome

vivliqa.b2clogin.com/vivliqa.onmicrosoft.com/B2C\_1A\_SignIn/api/C...

< Cancel



Verification code has been sent. Please copy it to the input box below.

Verification Code

Verify code Send new code

Set New Password

## 2. Browser Compatibility & System Requirements

Quick Start Guide: Vivli Users  
Version 3.7

Windows	Mac
<b>Supported browser:</b> Chrome, Firefox or Edge	<b>Supported browser:</b> Chrome, Firefox or Safari
<b>Version:</b> Use the latest version of your preferred browser	<b>Version:</b> Use the latest version of your preferred browser
<p><b>Make sure you have enabled pop-ups:</b></p> <p><b>Chrome (Windows)</b> By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Customize and control Google Chrome</b> menu (the three horizontal bars in the upper right corner).</li> <li>2. Select <b>Settings</b>.</li> <li>3. Under <b>Privacy and Security</b>, click <b>Site Settings</b>.</li> <li>4. Go to Content and click Pop-ups and redirects.</li> <li>5. To disable the pop-up blocker slide the Blocked to Allowed.</li> <li>6. To enable pop-ups on specific sites, check <b>Do not allow any site to show pop-ups</b> (recommended) and click <b>Exceptions</b> and enter the URL(s).</li> </ol> <p><b>Firefox (Windows)</b>  <ol style="list-style-type: none"> <li>1. Click the <b>Firefox</b> menu in the left-hand corner of the window.</li> <li>2. Select <b>Options</b>.</li> <li>3. Click <b>Privacy &amp; Security</b>.</li> <li>4. Scroll of Permissions. To disable the pop-up blocker, uncheck the Block pop-up windows box.</li> <li>5. To allow specific pop-ups, click <b>Exceptions</b> and enter the URL(s) and Save Changes.</li> </ol> </p> <p><b>Edge (Windows)</b>  <ol style="list-style-type: none"> <li>1. Open <b>Settings</b> by clicking on the three horizontal dots in the upper right-hand corner of the window.</li> <li>2. Click <b>Settings</b>.</li> <li>3. Click <b>Privacy and Security</b>.</li> <li>4. Scroll down to <b>Security and Switch Block the Block Pop-ups</b> Toggle to Off.</li> </ol> </p>	<p><b>Make sure you have enabled popups:</b></p> <p><b>Chrome (Macintosh)</b> By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Customize and control Google Chrome</b> menu (a red arrow in the upper right corner of the browser).</li> <li>2. Select <b>Settings</b>.</li> <li>3. Click the <b>Privacy and Security...</b> on the left panel.</li> <li>4. Under <b>Site Settings</b>, click the <b>Pop-ups and redirects</b> button.</li> <li>5. To disable the pop-up blocker toggle the Blocked (recommended) tab to Allow.</li> <li>6. To enable pop-ups on specific sites, click Add and enter the URL(s).</li> </ol> <p><b>Firefox (Macintosh)</b>  <ol style="list-style-type: none"> <li>1. Select <b>Preferences</b> from the <b>Firefox</b> menu.</li> <li>2. Choose <b>Privacy and Security from the left panel</b>.</li> <li>3. Uncheck the <b>Block pop-up windows</b> box.</li> </ol> </p> <p><b>Safari (Macintosh)</b>  <ol style="list-style-type: none"> <li>1. From the <b>Safari</b> menu, select <b>Preferences</b>.</li> <li>2. Click <b>Websites</b> at the top of the window</li> <li>3. Select Pop-up Windows from the left panel</li> <li>4. Choose Allow from the When visiting other websites box.</li> <li>5. To allow pop-ups on specific sites, open the site in a new browser window and return to this menu. Choose Allow from the Currently open websites.</li> </ol> </p>