

How to Submit a Data Change Request in the New IDEAS Study Portal

1. Log into the New IDEAS Study Portal via <https://www.ideas-study.org/>
2. Select “Data Collection” Tab.
3. Select “Case Registration.”
4. Clear Filters at the top of the page.
5. Use the Filter Tab to search by patient name or Case ID.
6. Click on the Case ID number.
7. Select the completed form you would like to update.
8. Select the “Submit Data Change,” highlighted in blue, under “My Requests” from the column on the left side of webpage.
9. In as much detail as possible, write out your requested data change-in the comment box that opens (e.g. change patient first/last name, date of birth, etc.)
10. Click “Send.” An email will be sent to the New IDEAS Data Management Team for review.
11. You will receive an email confirmation once the Data Change Request has been implemented by the New IDEAS Data Management Team, usually in 1-2 business days.