

# EudraCT results: primary user assignment

A request for assignment to one or more trials for the purpose of posting results can be done once you have [created an EMA account](#). This step is necessary in order to upload results of a trial. Full instructions to post results can be viewed in the [Tutorials on posting results](#). A full overview of EudraCT processes is provided in the [EudraCT step-by-step guide](#). In case support is needed, see [here](#).

## Request assignment to become the primary user of your trial(s)

Steps after [logging in EudraCT](#) using the Multi Factor Authentication (see [user manual](#)):

1. click on 'your page' at the top left corner of the site and then on the request assignment link:

### Your page

You currently are not assigned to any clinical trials with results in a draft state.

If you are to be delegated responsibilities for preparing results of a trial, contact the primary user of that trial in your organisation who will assign the trial to your user account.

If you want to become a primary user for a trial on behalf of your organisation, you first need to [request assignment](#) of the relevant trial to your user account.

[View posted and finalised results](#)



2. Insert the EudraCT number(s) to which you would like to be assigned. Every number needs to be inserted on a separate line:

### Request assignment

Step 1: Identify Trials

EudraCT number

- 2004-000551-42
- 2004-000555-42
- 2004-000557-35
- 2004-000559-22
- 2004-000562-13
- 2004-000563-96
- 2004-000564-28
- 2004-000565-34

(max. 50 trials)

1. Enter each EudraCT number on a new line in the format xxxx-xxxxxx-xx where x is a digit.
2. Only trials that appear in this box will be processed.
3. Ensure the list of EudraCT numbers in this box matches those that appear in the letter supporting the request.

You will not be able to add more later in the process.

Cancel Next

3. Click on 'Next' and enter the full name of the trial and the name of the sponsor(s), as per initial Clinical Trial Application submitted to the National Competent Authority(ies) or third country file:

EudraCT number	Full title of trial	Name of Sponsor organisation(s)	
2004-000551-42	<input type="text"/>	<input type="text"/>	Delete
2004-000555-42	<input type="text"/>	<input type="text"/>	Delete
2004-000557-35	<input type="text"/>	<input type="text"/>	Delete

Previous page Page 1 of 1 Next page

Cancel Back Next

- Click Next. Download the [clinical trial assignment request template](#) and fill it in with the same EudraCT numbers previously entered in the request and **inserting the email associated with your EMA account in the 'Requestor's email' field**. You do not need to print, sign and scan the form: typing your name in the signature's field is sufficient. Save the template on your PC.
- Select "Attach authorising letter" and upload the filled in template (please note: if you choose to upload a letter that is different from the recommended template, the supported file formats are PDF, BMP, JPG, GIF, PNG and the maximum file size is 5MB):

## Request assignment

### Step 3: Attach letter

#### Authorising letter

Attach authorising letter

Supported file formats: PDF, BMP, JPG, GIF, PNG  
Maximum file size = 5 MB

#### Checklist:

- Ensure that all EudraCT numbers entered in this request are also mentioned in the authorising letter.
- Ensure that all EudraCT numbers mentioned in the letter are also included in this request, otherwise they will not be considered part of the request.
- Ensure the attachment is a scanned image containing the required hand-written signature.

Submit request Back Cancel

- When the document is attached, click on 'Submit request'. A confirmation is displayed: click on 'Done' to return to the 'Your page'

Note: in case you see this error message 'The EudraCT number that you have entered does not exist in the system', consult our [FAQs](#), section **Questions about results**.

- Once processed, an email is sent informing you the request has been processed. You will then see your trial(s) listed in 'your page'.

It is now recommended that you [assign a back-up user to your trial](#). Please note that the person you assign as back-up user needs to have an EMA account (see [EMA account creation](#))

From 'your page' you can edit, view the results that are in draft and view users assigned to the clinical trial. Additionally, you can request an assignment to other clinical trials. This page also allows you view posted and finalised results for clinical trials assigned to you.

## Support needed?

For questions, refer to our [Frequently Asked Questions](#). If the answer to your question is not there, [Contact us](#).