Overview:

MROQC currently has 3 **separate** databases:

1. MROQC (Breast & Lung)
2. METS (Bone Mets)
3. Prostate

There are 3 separate levels of security for <u>each</u> database:

- Level 1 = VPN login
- Level 2 = MROQC or METS database login
- Level 3 = DUO Two-Factor Authentication

DUO access is required. You have the choice of using an assigned DUO token, or downloading the DUO mobile app and using your smartphone. You will use your chosen option to access both MROQC & METS databases.

Before you begin!
1. You will receive a welcome email with your Username and Temporary Passwords.
2. You must have established DUO access via smartphone, or token, before your first login attempt.
3. You will need internet access. Google Chrome is the preferred internet browser.
4. Please disable the "Autofill" feature in your internet settings.
   a. Click <u>HERE</u> for instructions on how to Disable & Clear Autofill Info.
5. Review these instructions <u>before</u> your first login attempt.

MROQC Database Access Assistance:
1. Please refrain from logging in after **THREE** failed attempts to avoid being blocked from the database.
2. If possible, screenshot any errors you receive; include the URL at the top of the page.
3. Email support: support@mroqc.org
   - With your request, please include:
     1. Your Username:
     2. The security level you cannot access:
        - Level 1 = VPN login
        - Level 2 = MROQC or METS database login
        - Level 3 = DUO Two-Factor Authentication
     3. A description of your issue:
     4. Any screenshots of the errors you are experiencing:

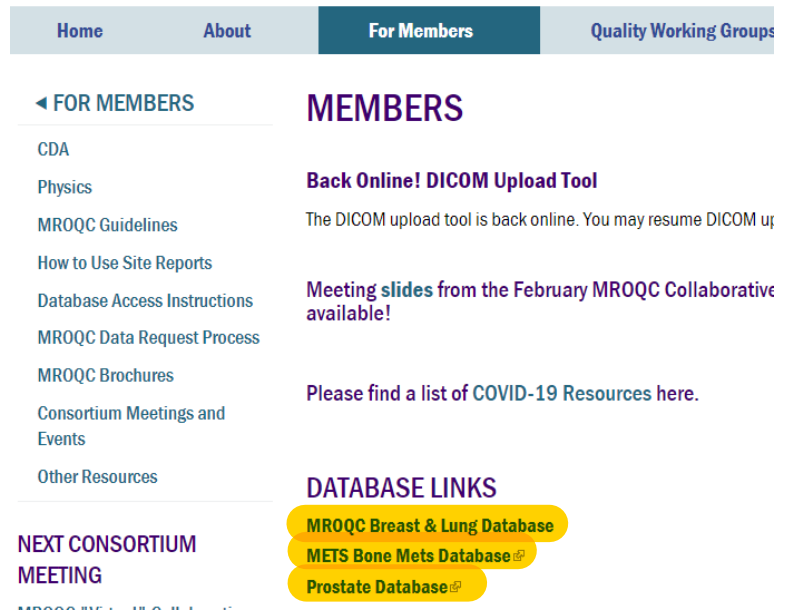Links to the databases are located on the Members page of our MROQC website.

1. Open a web browser and go to URL: https://www.mroqc.org/member-resources
2. Click on the database you wish to access:

Attention!!

DO NOT bookmark the database links!

These contain embedded security that is regularly updated by our database administrator. Using an outdated URL will result in being blocked from the database.

We do suggest that you bookmark the URL to our members page:

https://www.mroqc.org/member-resources

| Home | About | **For Members** | Quality Working Groups |

◄ FOR MEMBERS

MEMBERS

CDA

Physics

MROQC Guidelines

How to Use Site Reports

Database Access Instructions

MROQC Data Request Process

MROQC Brochures

Consortium Meetings and Events

Other Resources

NEXT CONSORTIUM MEETING

Back Online! DICOM Upload Tool

The DICOM upload tool is back online. You may resume DICOM up

Meeting slides from the February MROQC Collaborative available!

Please find a list of COVID-19 Resources here.

DATABASE LINKS

MROQC Breast & Lung Database

METS Bone Mets Database

Prostate Database

Step 1: Level 1 - MROQC/METS/Prostate VPN Login:

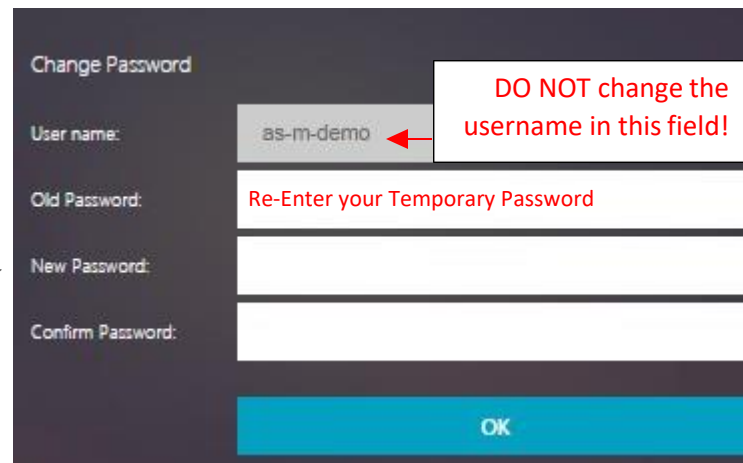***** Do not use copy and paste; passwords are case sensitive and include special characters.

1. Enter your User name:
2. Enter your MROQC/METS/Prostate Temporary Level 1 Password included in your welcome email

| User name | Please supply either domain\username or user@full |
| Password: | |

✅ First factor

Log On
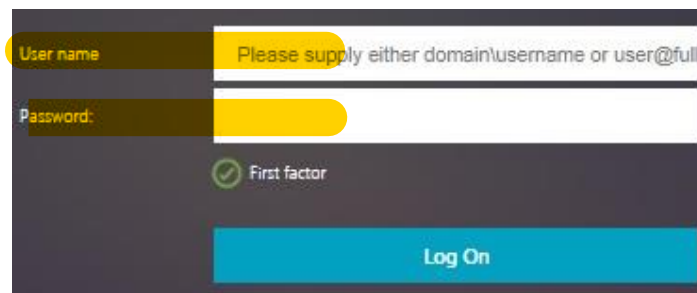
NOTE: The Level 1 VPN login screens looks exactly the same for all the databases. Please double check you are entering the correct password for the database you are accessing.

Step 2: Change your Temporary Level 1 password:

1. The User name will auto populate
   Do not change the text in this field
2. Re-enter the temporary password you used in Step 1 in the "Old Password" field.
3. Enter a "New" password of your choice, carefully following the password criteria on the next page:

Change Password

DO NOT change the username in this field!

User name:	as-m-demo
Old Password:	Re-Enter your Temporary Password
New Password:	
Confirm Password:	

OK

Your "New" password must meet ALL of the following criteria:

Level 1 – VPN Password Criteria:
— Password must be at least 10 characters in length
— Password must have at least one uppercase letter
— Password must have at least one lowercase letter
— Password must have at least 2 numbers
— Password must have at least 2 special characters
— Password cannot contain your name

Troubleshooting Error Messages

If you receive the following error message(s):

 Invalid Credentials

The new password you selected does not meet the required password criteria. Please review the above criteria and try again.

 No such user
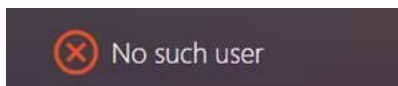
Please verify you have entered your User name correctly.
If you continue to receive this error, please contact support.

Step 3: Level 2 - MROQC /METS / Prostate Database Login:

1. Enter your Username:

2. Enter your Level 2 Temporary Password included in your welcome email.

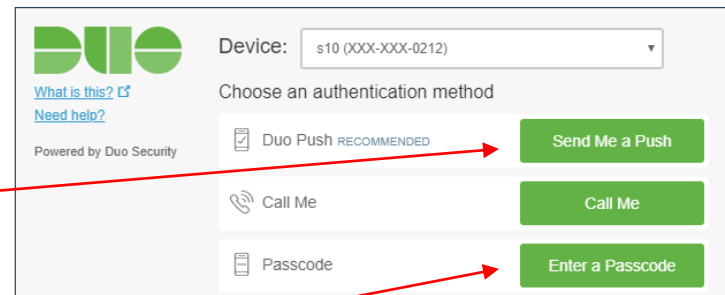3. Click "Log in". You will be prompted to change your Level 2 password following Level 3 – DUO access.

Breast & Lung Database has BLUE text.

Bone Mets Database has RED text.
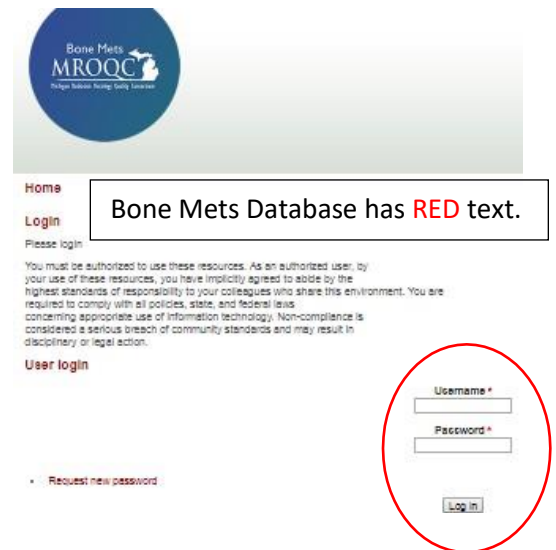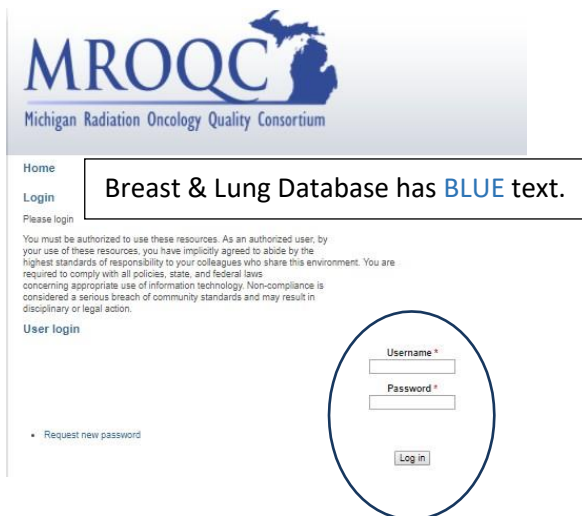
Step 4: Level 3 – DUO (Two-Factor Authentication):

* You physically need access to your assigned DUO token or linked smartphone to login.

Linked Smartphone:
1. Click on "Send Me a Push" to have a notification sent to your smartphone.
2. Tap the notification on your smartphone, then tap on "Approve".

DUO Token:
1. Click on "Enter a Passcode"
2. Click the white button on the front of your token.
3. A 6-digit Passcode will appear in the LED screen.
4. Enter the 6-digit code in the Passcode field.
5. Click Log In

Log in to MROQC-METS

Device: s10 (XXX-XXX-0212)

Choose an authentication method

Duo Push RECOMMENDED — Send Me a Push

Call Me — Call Me

Passcode — Enter a Passcode

892485 — Log In

Step 5: Change your Level 2 Password:
1. **Current Password: Enter your level 2 temp password**
2. **New Password: Create a "New" password of your choice**

Important Information

❖ The MROQC Coordinating Center cannot unblock your account once you have been locked-out. Please refrain from logging in after THREE failed attempts and contact support.

❖ Users that are blocked from the database due to multiple unsuccessful login attempts may need to wait up to 24hrs from their last login attempt before the block is lifted.

❖ Anyone entering data into the MROQC or METS or Prostate database MUST enter data using their own account. Please contact support to request "new user" access.

❖ It is imperative that we actively guard the integrity of our data within the MROQC & METS & Prostate databases. If you have a change in MROQC personnel at your site, please notify the MROQC Coordinating Center and attempt to retrieve their assigned DUO token, if applicable.