

Overview:

MROQC currently has 2 **separate** databases:

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

Your assigned username will be sent to you via email. You will use this single username to access both MROQC & METS databases.

There are 3 separate levels of security for each 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 [HERE](#) for instructions on how to Disable & Clear Autofill Info.
5. Review these instructions before your first login attempt.

MROQC Database Access Assistance:

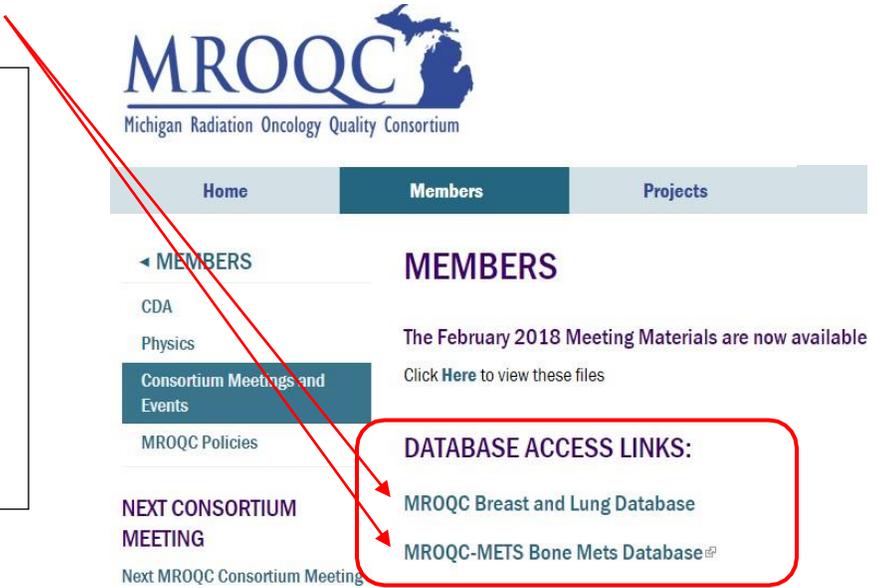
1. Please refrain from logging in after **THREE** failed attempts to avoid being blocked from the database.
2. If possible, screenshot any errors you receive; include the URL at the top of the page.
3. Email support: support@mroqc.org
 - With your request, please include:
 1. Your Username:
 2. The security 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 MROQC and METS databases are located on the Members page of our MROQC website.

1. Open a web browser and go to URL: <https://www.mroqc.org/members>
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 Using an outdated URL will result in being blocked from the database.

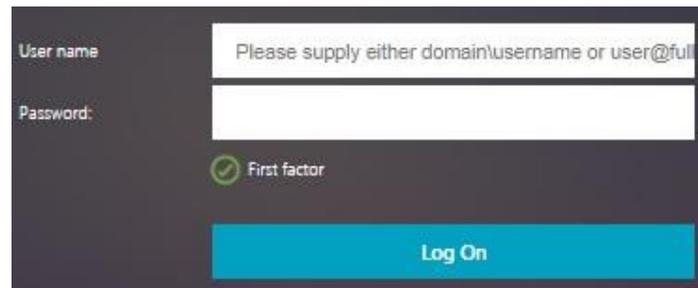
 We do suggest that you bookmark the URL to our members page:
<https://www.mroqc.org/members>



Step 1: Level 1 - MROQC or METS VPN Login:

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

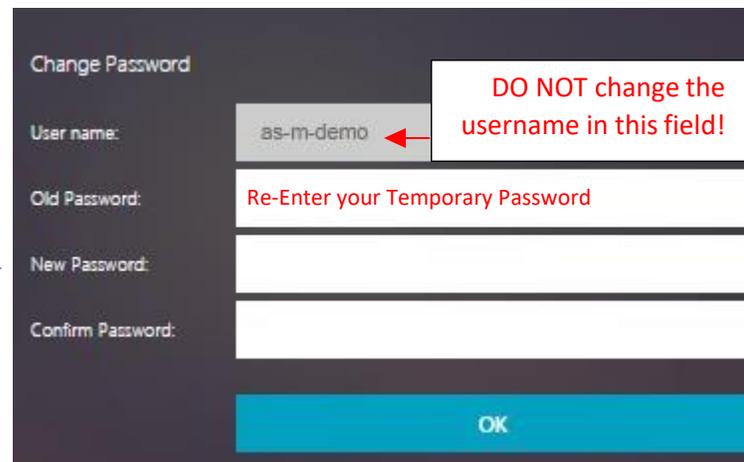
1. Enter your User name:
2. Enter your MROQC or METS Temporary Level 1 Password included in your welcome email:



NOTE: The Level 1 VPN login screens looks exactly the same for both the MROQC & METS 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:



Your “New” password must meet ALL of the following criteria:

Level 1 – VPN Password Criteria:

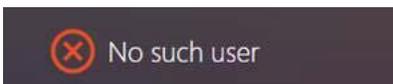
- Password must be at least 10 characters in length
- Password must have at least one uppercase letter
- Password must have at least one lowercase letter
- Password must have at least 2 numbers
- Password must have at least 2 special characters
- Password cannot contain your name

Troubleshooting Error Messages

If you receive the following error message(s):



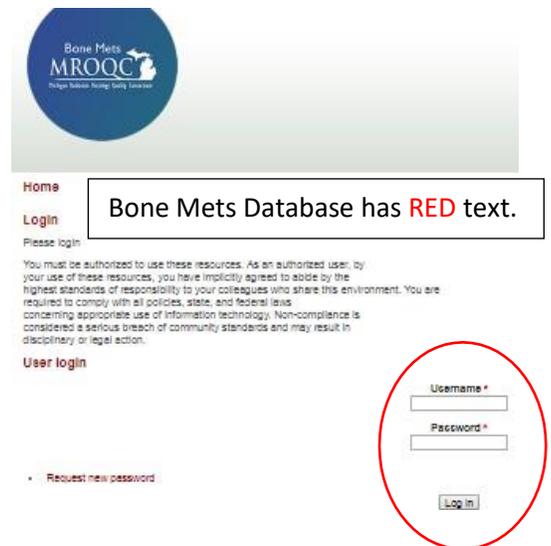
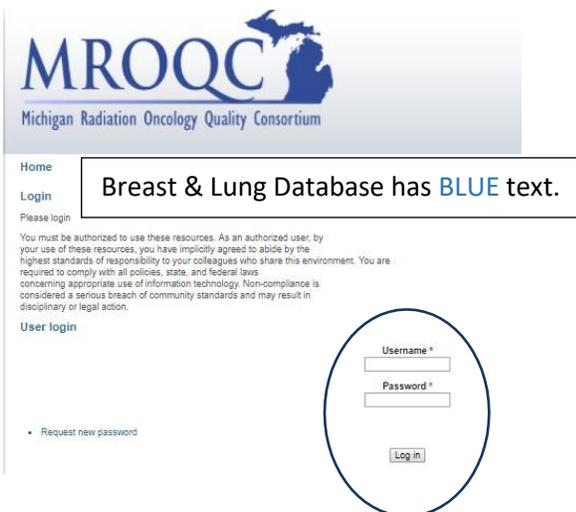
The new password you selected does not meet the required password criteria. Please review the above criteria and try again.



Please verify you have entered your User name correctly. If you continue to receive this error, please contact support.

Step 3: Level 2 - MROQC or METS Database Login:

1. Enter your Username:
2. Enter your MROQC or METS Level 2 Temporary Password included in your welcome email.
3. Click “Log in”. You will be prompted to change your MROQC or METS Level 2 password following Level 3 – DUO access.

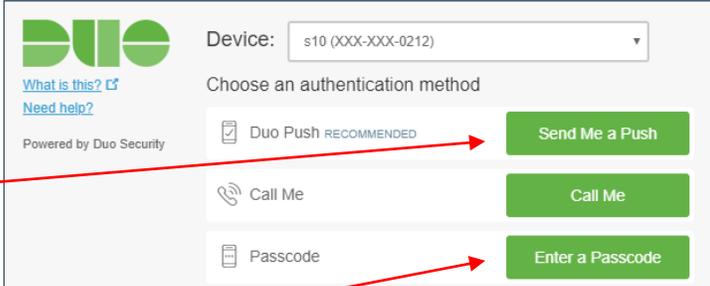


Step 4: Level 3 – DUO (Two-Factor Authentication):

* 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”.

Log in to MROQC-METS


The screenshot shows the login interface for MROQC-METS. At the top, it says "Log in to MROQC-METS". Below that is a "Device:" dropdown menu with the value "s10 (XXX-XXX-0212)". Underneath, it says "Choose an authentication method". There are three options: "Duo Push RECOMMENDED" with a green button "Send Me a Push", "Call Me" with a green button "Call Me", and "Passcode" with a green button "Enter a Passcode". There are also links for "What is this?" and "Need help?".

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



The image shows a physical Duo token, a small black device with a white button and an LED screen. A red arrow points to the white button. Below the token is a screenshot of the login page showing a text input field containing the passcode "892485" and a green "Log In" button.

Step 5: Change your MROQC or METS database Level 2 Password:**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

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 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 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.