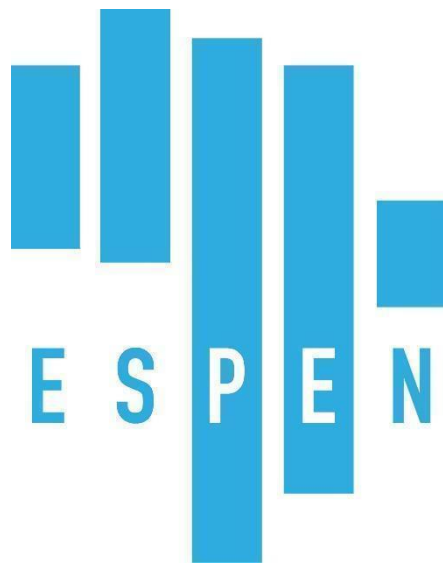


# ESPEN Collect Services registration guide



## Complete Registration form

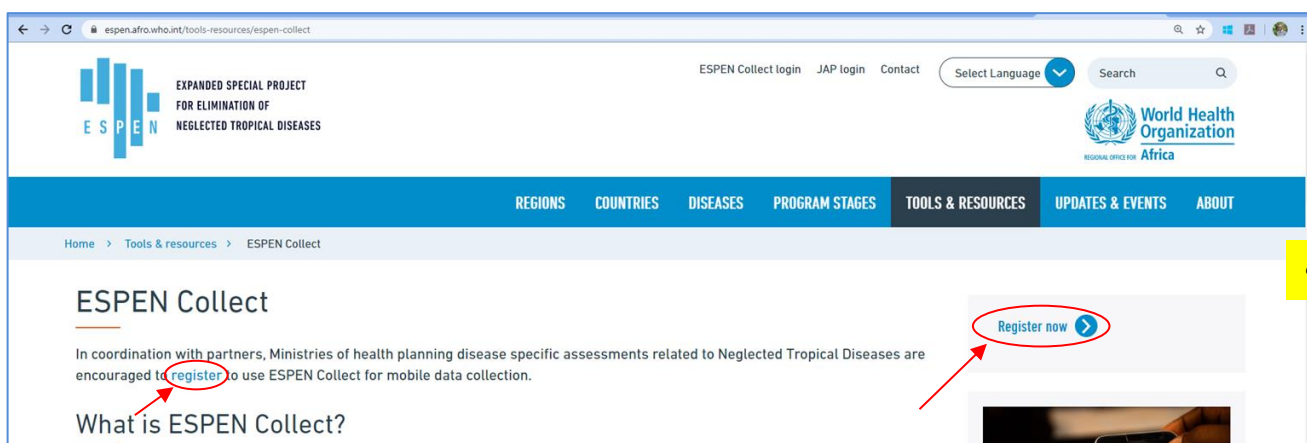
In coordination with partners, countries' MoH fill a request to use ESPEN Collect survey support services by completing the registration form on ESPEN Portal.

The registration form is filled for each survey type being requested at least 6 weeks before the intended start date.

## Sign up for ESPEN Collect services

On ESPEN Portal (<https://espen.afro.who.int/>), go under 'Tools & Resources' and select ESPEN Collect.

On ESPEN Collect registration page, click on 'Register' or on 'Register now' [a].



## Login

### a. Existing users

ESPEN Portal uses **Microsoft Identity Provider** (Azure Active Directory (Azure AD)) for authentication. Internal users with WHO accounts are automatically registered in a wide database that uses this authentication method to connect to both online and offline protected resources (applications).

To login on ESPEN Portal, all they need is to click on the 'Login' [b] button, provide the WHO email address [c] and then click 'Next'.

### Existing users

If you already have an account click the button below.

Login

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### Create account

If you do not have an account on this website, please contact [eliasa@who.int](mailto:eliasa@who.int) and await further instructions.

Enter your password and hint 'Sign in'.

The left screenshot shows the WHO 'Sign in' page. It includes the WHO logo, the title 'Sign in', a text input field for a 'user name hint', a link for 'Can't access your account?', and 'Sign-in options'. At the bottom are 'Back' and 'Next' buttons, with the 'Next' button circled in red. A yellow box with the letter 'c' is positioned to the right of this screenshot.

The right screenshot shows the 'Sign in with your organizational account' page. It features the WHO logo, a text input field for an email address (pre-filled with 'xxxxxxx@who.int'), a 'Password' input field, and a 'Sign in' button circled in red.

**Note:** For Windows users, it is possible to save the password in Windows credentials<sup>1</sup> and select your WHO account to get into the system. [d]

The screenshot shows a 'Pick an account' dialog box from Windows. It lists two accounts, both labeled 'Connected to Windows', each with a red box around its account icon. Below these is an option to 'Use another account'. A yellow box with the letter 'd' is to the right of the dialog.

## b. Request new account

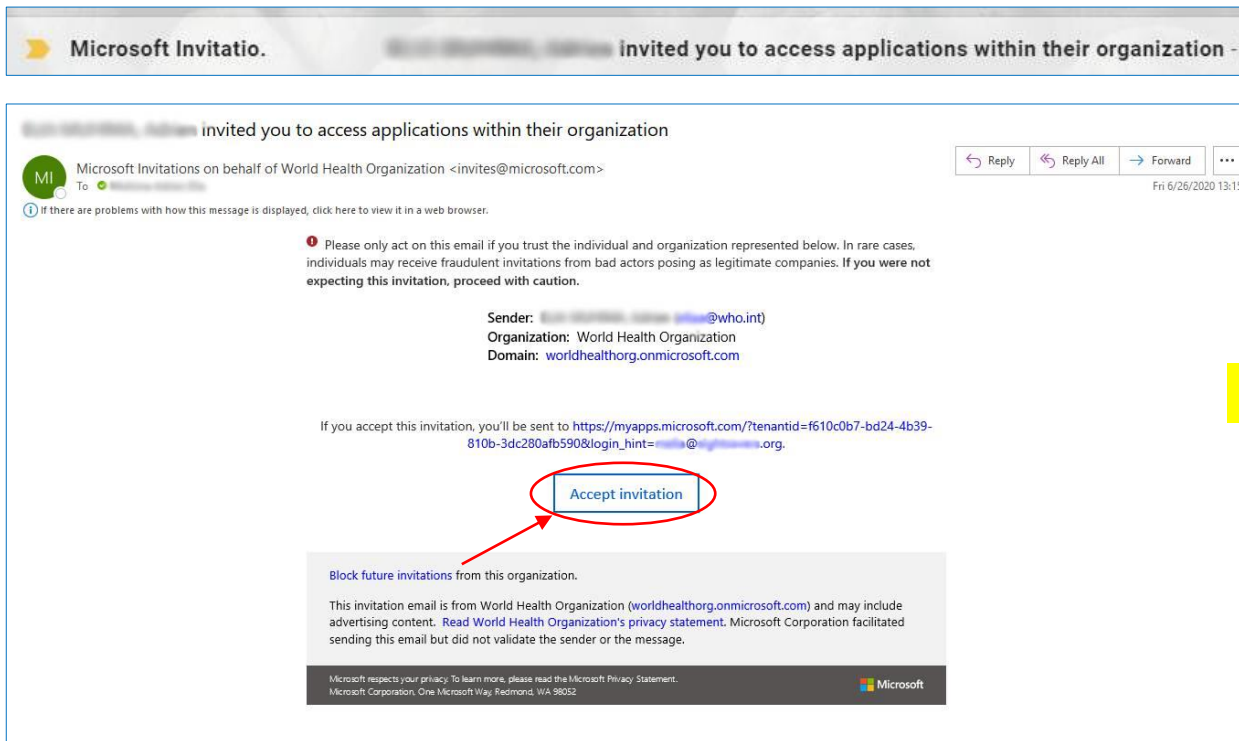
To have an account, new users have to send an email requesting an account to ESPEN Collect management team ([espensupport@who.int](mailto:espensupport@who.int)) by specifying: the name, email address, country and position.

**Note:** Make sure that the **email address** he provided is accessible.

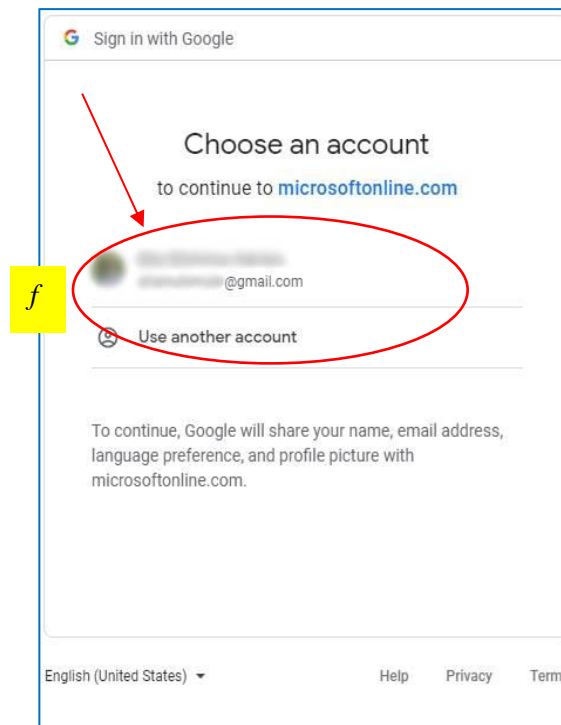
The invitation process let everyone use own credentials to access ESPEN Portal secured pages without having to share them.

As soon as ESPEN receives the account request email, an invitation process is initiated. The user will receive an invitation from Microsoft invitations on behalf of the World Health Organization specifying that you were invited to access an application within WHO, in this case ESPEN Portal and more precisely the ESPEN Collect services registration form. [e] (see screen capture on next page)

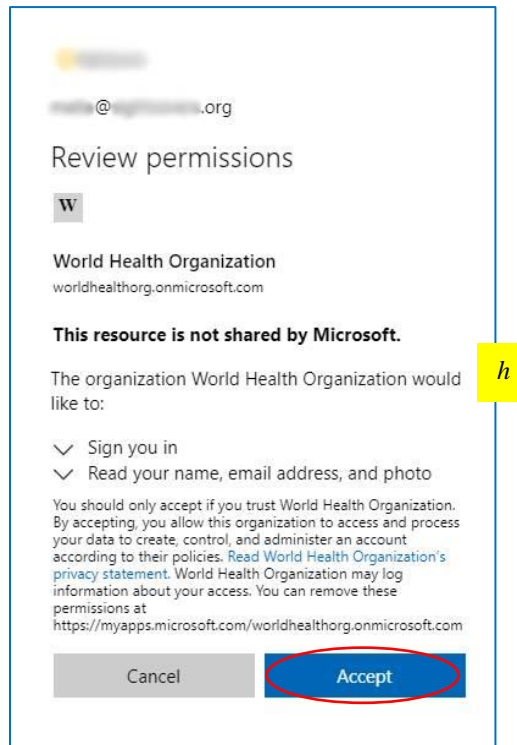
<sup>1</sup> What is the Credential Manager, Accessed 26 June 2020, <https://www.digitalcitizen.life/credential-manager-where-windows-stores-passwords-other-login-details>,



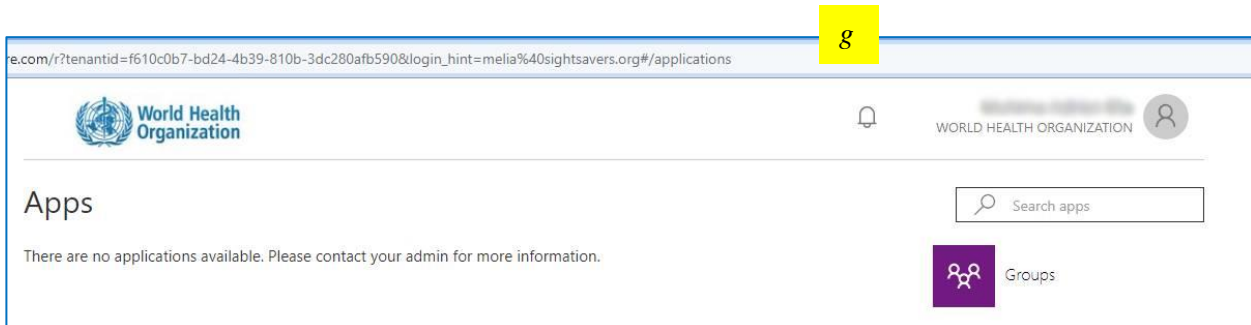
Click on 'Accept invitation' to move forward with private accounts (E.g.: a Gmail, Yahoo, Hotmail...) [f], in case your account is already connected using your browser, you will have to select the account, sign in and provide password and click 'Next'.



For professional account [h], from Outlook or any other email management application, you will have to click on 'Accept' to allow World Health Organization to read your name, email address and photo. Remember that the authentication is safe and highly secured.



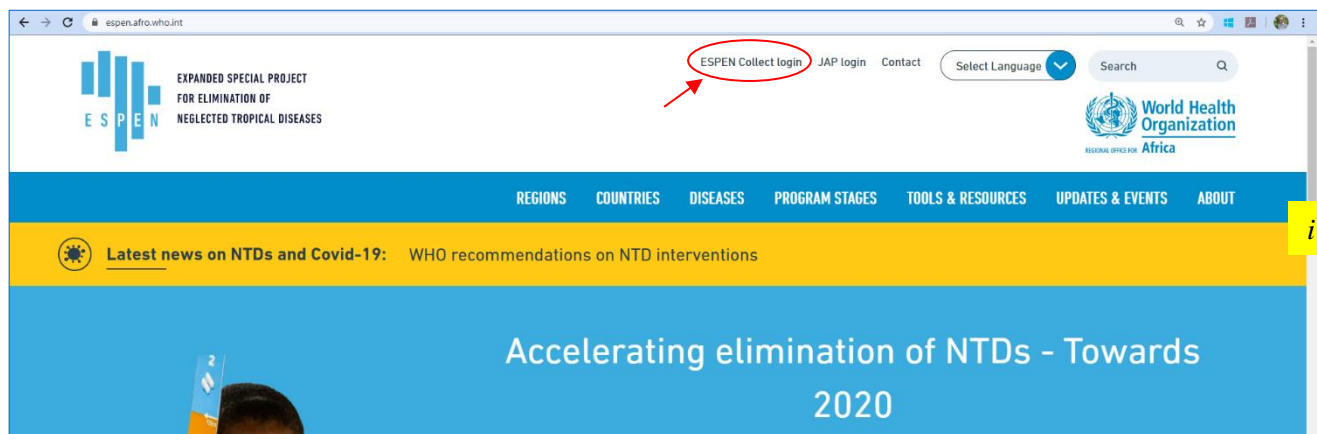
Be aware that after someone successfully signs in, they end up on the WHO system page [g]. At this point in the process, you need to open your browser and go to <https://espen.afro.who.int/> and click **ESPEN Collect login** at the top of the page.



Congratulations, you have an active account.

From the ESPEN Portal home page, click on 'ESPEN Collect login' at the top of the page [i], and click on 'Login' to submit new requests or consult previously submitted applications.

Now that you have an account, refer to the section of 'Login' as an **existing account**. On [c], type in your email address, then click 'Next' and type your password if required.



You can now start to fill your ESPEN Collect services request. It takes up to 15 minutes to fill the form. Before starting, please make sure you have:

- All the information about the survey
- The survey protocol to submit for review (as part of this form)

## Navigating into questions

### ESPEN Collect Survey Registration

Intro

1

2

3

4

5

6

7

8

Preview

Please fill out the registration form for each survey type being requested.

This form and supporting documents must be submitted at least 6 weeks before intended start date.

Please complete this form to provide the ESPEN team with the information necessary to set up your project.

Save Draft

Start now >

The form is subdivided into 8 small sections:

1. The introduction part, information of the person submitting the form.

The screenshot shows a multi-step form interface. At the top, a horizontal progress bar has 9 steps: 'Intro', '1', '2', '3', '4', '5', '6', '7', and 'Preview'. Step 1 is the current step, highlighted with an orange line and a red dot. Below the progress bar, the title 'Your details' is followed by the instruction 'Please provide information of the person filling the form'. The form contains three text input fields: 'First name \*', 'Last name \*', and 'Email \*'. The 'Email' field contains the placeholder text 'email@domain.org'. At the bottom, there are three buttons: 'Save Draft', '< Intro', and 'Step 2 >'.

2. Ministry of Health info and WHO country office info (NTD focal point contact)

The screenshot shows a multi-step form interface. At the top, a horizontal progress bar has 9 steps: 'Intro', '1', '2', '3', '4', '5', '6', '7', and 'Preview'. Step 2 is the current step, highlighted with an orange line and a red dot. Below the progress bar, the title 'Ministry of Health contact information' is displayed. The form contains several fields: a 'Country \*' dropdown menu with 'None' selected and a blue downward arrow; 'MoH contact first name \*', 'MoH contact last name \*', 'MoH contact position \*', and 'MoH contact email address \*' text input fields; a 'MoH contact office phone number' section with the instruction 'Please include country code' and a text input field; and a 'MoH contact mobile phone number' text input field at the bottom.

### 3. Organization partner survey lead.

Intro12345678Preview

## Organization Partner Survey Lead

**Name of the organization \***

### Organization partner contact person

Please provide contact information of the NTD focal person

**First name \***

**Last name \***

**Position \***

**Email address \***

**Phone number**  
Please include country code

**Is this person the primary contact on the survey? \***

☐ Yes

☐ No

Save Draft

< Step 2

Step 4 >

### 4. Important dates.

Intro12345678Preview

## Important dates

**Estimated Training Start date \***

DayMonthYear

**Testing date \***

DayMonthYear

**Estimated Data Collection Start Date \***

DayMonthYear

**Approximate End Date \***

DayMonthYear

Save Draft

< Step 3

Step 5 >



## 5. Support needed.

Intro12345678Preview

### About the survey and support

**Estimated number of Evaluation Unit (EUs) \***

**Estimated number of sites to be surveyed \***

**Nature of survey sites \***

☐ Community

☐ School

☐ Mixed Community/School

**Please include the full name and email of all users you would like added to this project \***

These people will have access to view data during the collection process

**Is the survey being outsourced to a third-party organization? \***

☐ Yes

☐ No

## 6. About the survey (Targeted disease, survey type, diagnostic to be used,...)

Intro12345678Preview

### Survey & tests

**Disease assessment \***

☐ Lymphatic filariasis

☐ Onchocerciasis

☐ Soil-transmitted helminthiasis

☐ Schistosomiasis

☐ Loiasis

☒ Coverage surveys

**Coverage survey \***

Which Coverage surveys will you be conducting? Select all that apply.

☐ MDA Drug Coverage Survey

☐ Supervisory Coverage Survey

☐ CDD Survey to be included with MDA Drug Coverage survey

☒ Other

**Other surveys \***

Provide details of other surveys that you plan to conduct.

**Additional Questions for Coverage Evaluation Surveys**

**How many implementation units were targeted for MDA? \***

## 7. Protocol and ethics

The screenshot shows a progress bar at the top with steps 1 through 8, and 'Intro' and 'Preview' labels. The current step is 'Protocol and ethics'. The form contains the following sections:

- Protocol**
  - Do you have a completed survey protocol? \*
    - ☒ Yes
    - ☐ No
  - Protocol upload \*
    - Upload your protocol here
    - Files must be less than 30 MB.
    - Allowed file types: pdf doc docx odt.
    - Protocole TAS [file icon] 2020.doc [Remove button]
- Is an in-country ethical clearance required? \*
  - ☐ Yes
  - ☒ No
- Provide details of all relevant Ministry of Health processes regarding the review?  
i.e. agreement that the survey can take place at the suggested time? Sign off from National Research Authority if applicable?
  - [Empty text box]

At the bottom are three buttons: 'Save Draft', '< Step 6', and 'Step 8 >'.

## 8. Disclaimer and mailings

The screenshot shows a progress bar at the top with steps 1 through 8, and 'Intro' and 'Preview' labels. The current step is 'Disclaimers & mailings'. The form contains the following sections:

- Please review the [data policy](#)
- I have read and agrees with the terms of data provision \*
  - ☒ Yes
- I am authorized to provide the data to WHO on behalf of the MoH \*
  - ☒ Yes
- Would you like to join the ESPEN mailing list?
  - ☐ Yes
  - ☒ No

At the bottom are three buttons: 'Save Draft', '< Step 7', and 'Review form >'.

### Note:

- It is essential to know that it is possible to save a draft of a request and resume at the stage you stopped at the appropriate time. By login into the ESPEN Collect account, you can therefore complete the form and choose to save again as a draft or submit the request.

- Before submitting, the form allows a general preview to avoid submission with errors.

The screenshot shows a multi-step form for ESPEN Collect Survey Registration. At the top, a progress bar indicates steps from Intro to Preview. A yellow box with a red border contains the message: "Please review your submission. Your submission is not complete until you press the 'Submit application form' button!". Below this, the form is divided into two sections. Section 1, titled "Your details", includes fields for First name (Dr. [redacted]), Last name (Muhomana, [redacted]), and Email ([redacted]@[redacted].[redacted]). Section 2, titled "Ministry of Health contact information", includes fields for Country (Cameroon), MoH contact first name (Denis), and MoH contact last name.

To confirm the submission, an automatic ESPEN email with a link to the page that summarizes the request as well as the entire list of requests submitted by the account.

At the next connection, the country can view the requests previously submitted and see the request stage as updated by the ESPEN Collect service manager. [j]

The screenshot shows the ESPEN Collect Survey Registration page in a web browser. The page header includes the ESPEN logo, the text "EXPANDED SPECIAL PROJECT FOR ELIMINATION OF NEGLECTED TROPICAL DISEASES", and the World Health Organization Africa logo. A navigation bar contains links for REGIONS, COUNTRIES, DISEASES, PROGRAM STAGES, TOOLS & RESOURCES, UPDATES & EVENTS, and ABOUT. Below the navigation bar, a green box contains the message: "You have already submitted this form. [View your previous submissions.](#)". The page title is "ESPEN Collect Survey Registration". A yellow box with the letter 'j' is visible on the right side of the page.