

SOP 2: Procedure for Requesting Access to the Platform

1. Introduction

This document describes the steps to follow to request the use of the ESPEN Collect platform. It is intended for national programmes, NGOs and other partners involved in the elimination of neglected tropical diseases (NTDs) in the WHO African Region.

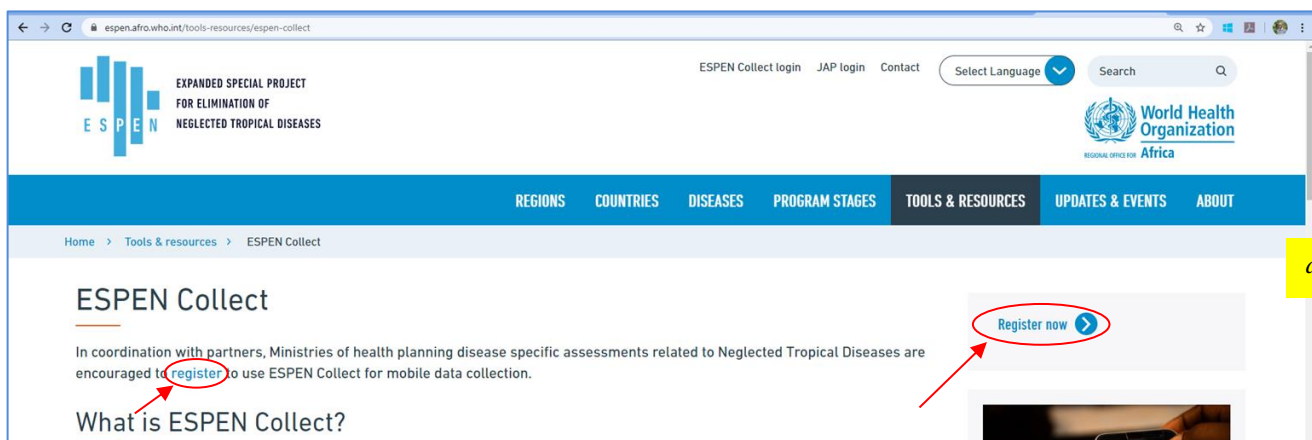
2. Procedure

2.1. 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.

a. Sign up for ESPEN Collect services

- On ESPEN Portal (<https://espen.afro.who.int>) go under 'Tools & Resources', then 'Data Collection Tools' and select ESPEN Collect.
- On ESPEN Collect registration page, click on 'Register' or on 'Register now' [a].



ESPEN Collect

In coordination with partners, Ministries of health planning disease specific assessments related to Neglected Tropical Diseases are encouraged to register to use ESPEN Collect for mobile data collection.

What is ESPEN Collect?

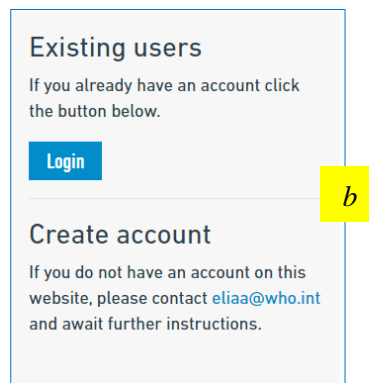
Register now

b. Login

i. 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

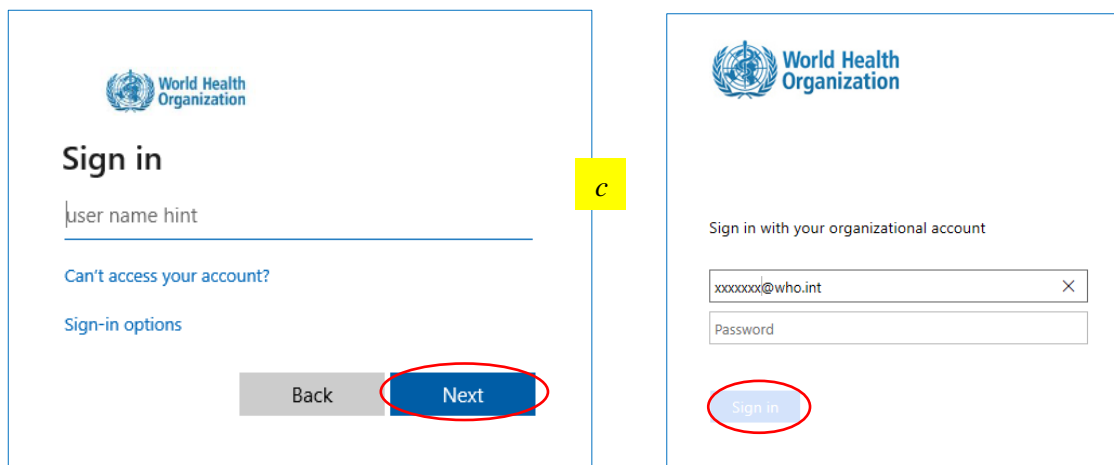
If you already have an account click the button below.

Login

Create account

If you do not have an account on this website, please contact eliaa@who.int and await further instructions.

Enter your password and hint 'Sign in'.



Sign in

user name hint

Can't access your account?

Sign-in options

Back **Next**

World Health Organization

Sign in with your organizational account

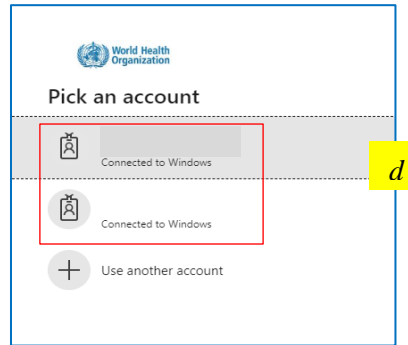
xxxxxxx@who.int

Password

Sign in

Note: For Windows users, it is possible to save the password in Windows credentials¹ and select your WHO account to get into the system. [d]

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



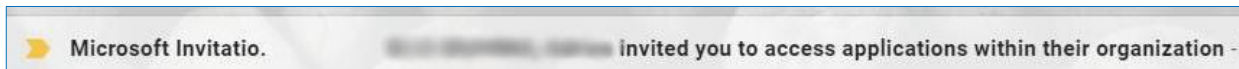
ii. Request new account

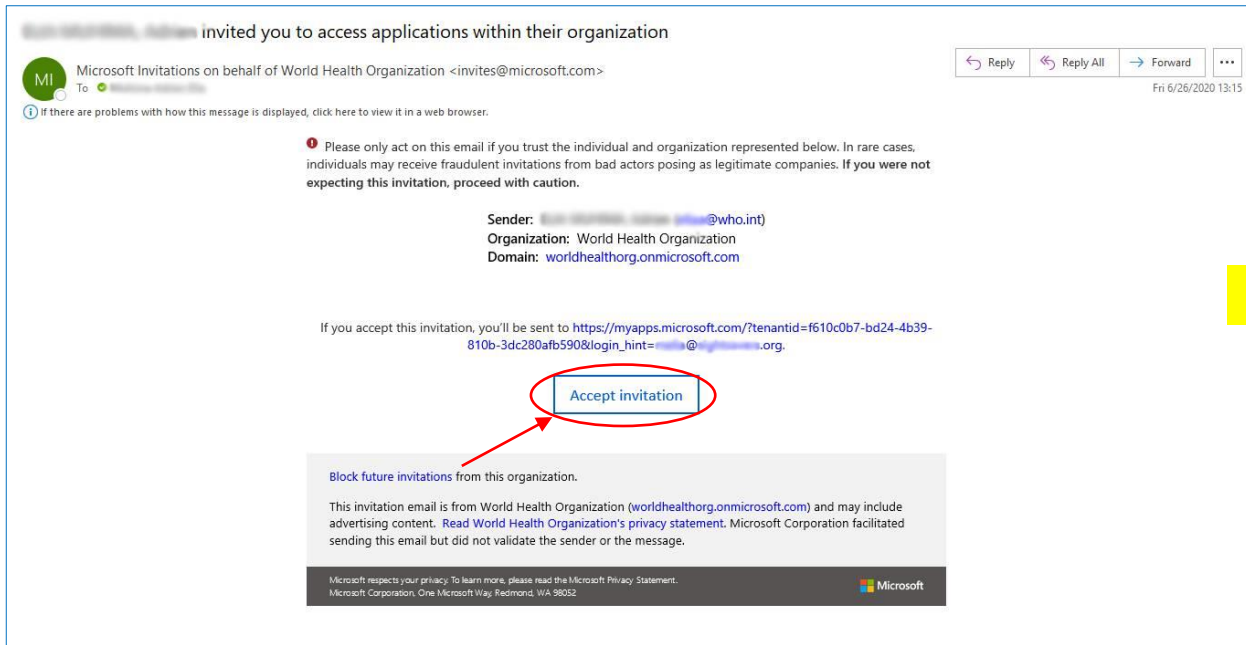
To have an account, new users have to send an email requesting an account to ESPEN Collect management team (espensupport@who.int) by specifying: the name, email address, country and position.

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

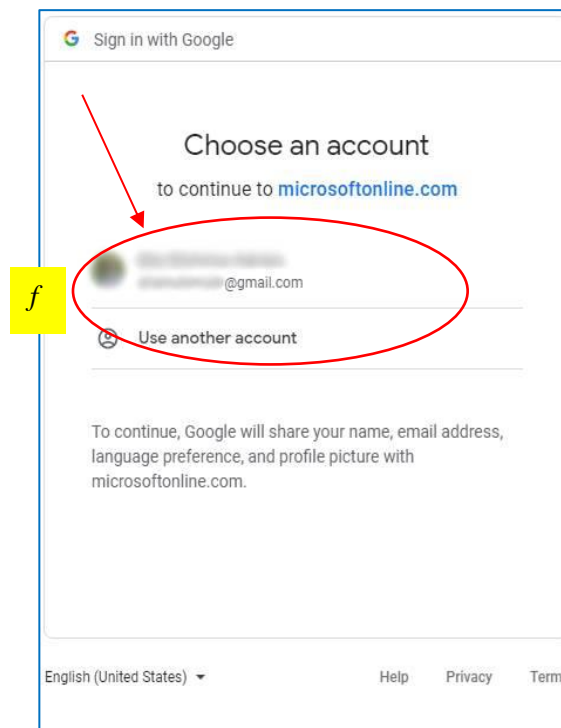
The invitation process let everyone use own credentials to access ESPEN Portal secured pages without having to share them.

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)

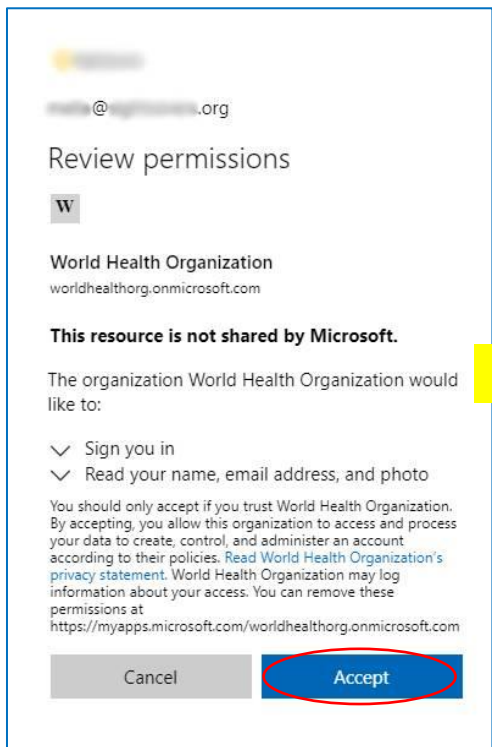




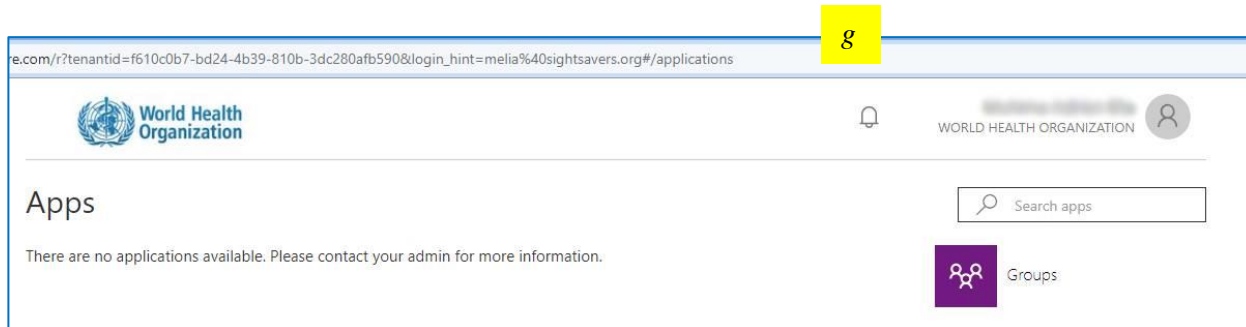
Click on 'Accept invitation' to move forward with private accounts (E.g.: a Gmail, Yahoo, Hotmail...) [f], in case your account is already connected using your browser, you will have to select the account, sign in and provide password and click 'Next'.



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.



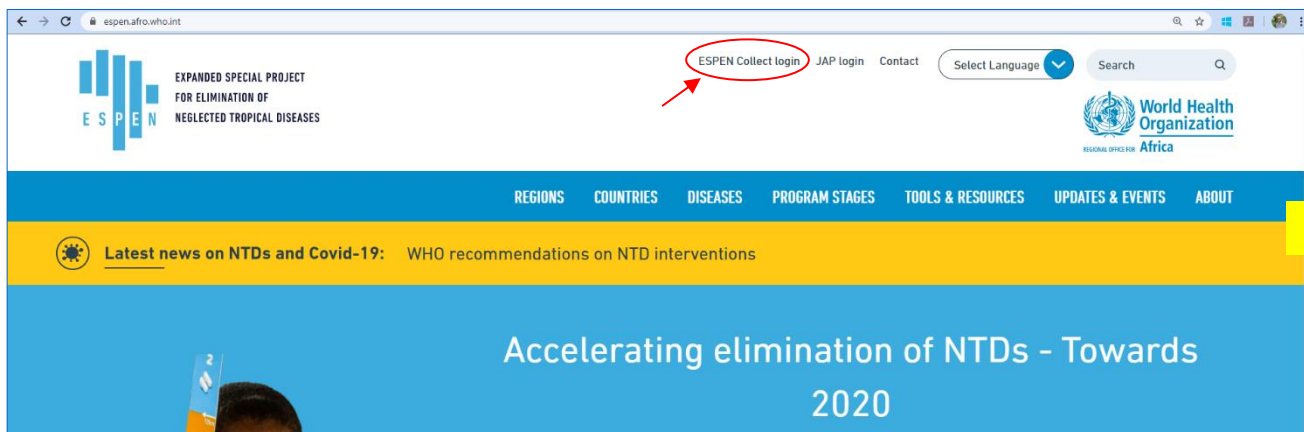
Be aware that after someone successfully signs in, they end up on the WHO system page [g]. At this point in the process, you need to open your browser and go to <https://espen.afro.who.int/> and click **ESPEN Collect login** at the top of the page.



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.

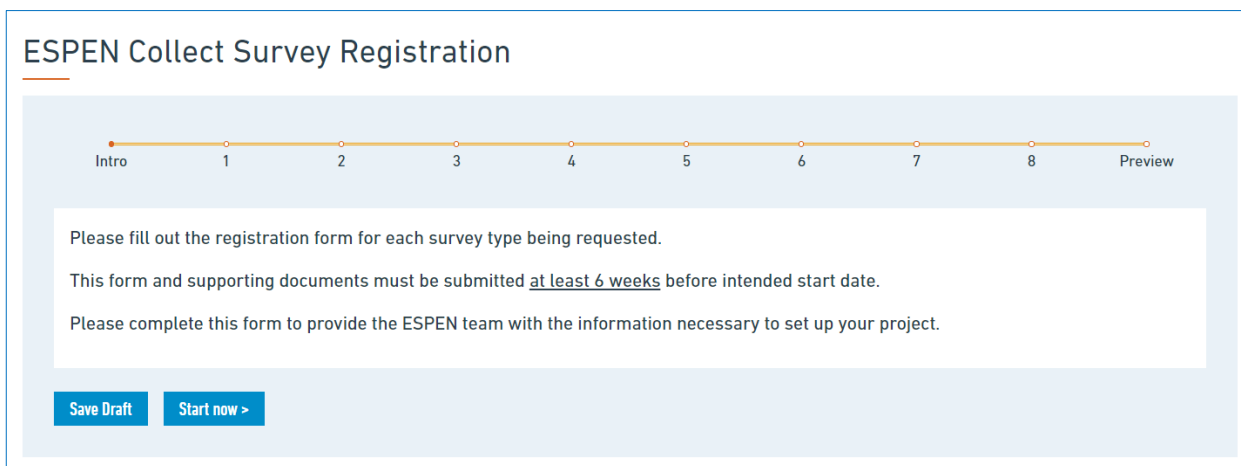
Now that you have an account, refer to the section of 'Login' as an **existing account**. On [c], type in your email address, then click 'Next' and type your password if required.



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:

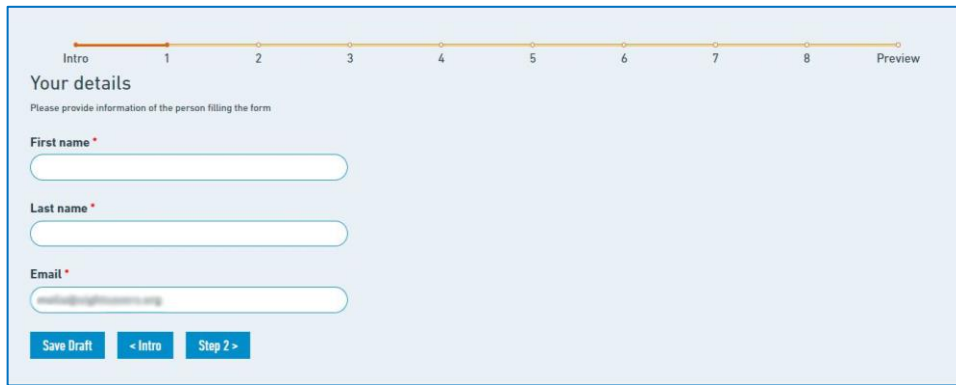
- All the information about the survey
- The survey protocol to submit for review (as part of this form)

c. Navigating into questions



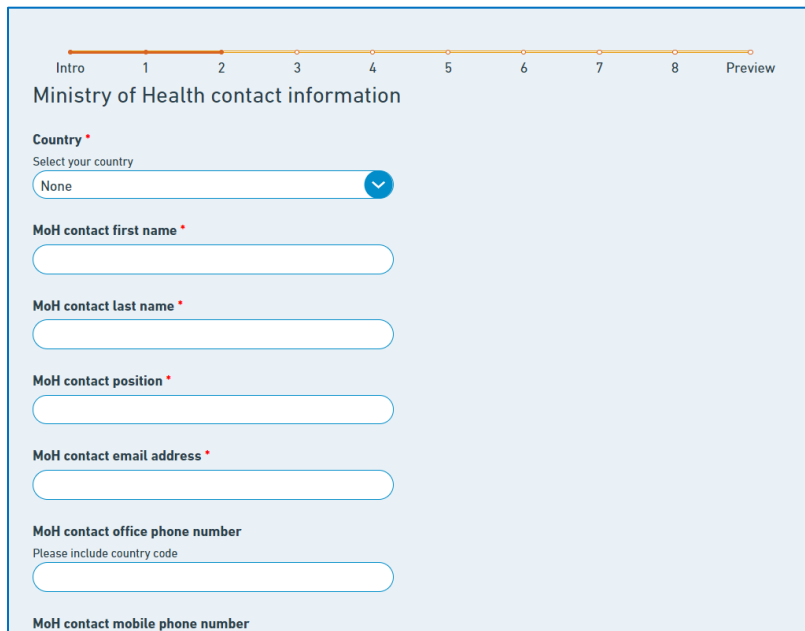
The form is subdivided into 8 small sections:

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



The screenshot shows a progress bar at the top with steps 1 through 8. Step 1 is highlighted in orange. Below the progress bar, the title is "Your details" and the instruction is "Please provide information of the person filling the form". There are three text input fields: "First name", "Last name", and "Email". The email field contains the placeholder "whodotorg@unicef.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 progress bar at the top with steps 1 through 8. Step 2 is highlighted in orange. Below the progress bar, the title is "Ministry of Health contact information". There are several fields: "Country" (a dropdown menu with "None" selected), "MoH contact first name", "MoH contact last name", "MoH contact position", "MoH contact email address", "MoH contact office phone number" (with the instruction "Please include country code"), and "MoH contact mobile phone number".

3. Organization partner survey lead.

Intro 1 2 3 4 5 6 7 8 Preview

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.

Intro 1 2 3 4 5 6 7 8 Preview

Important dates

Estimated Training Start date *

Day Month Year

Testing date *

Day Month Year

Estimated Data Collection Start Date *

Day Month Year

Approximate End Date *

Day Month Year

Save Draft < Step 3 Step 5 >

5. Support needed.

Intro 1 2 3 4 5 6 7 8 Preview

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,...)

Intro 1 2 3 4 5 6 7 8 Preview

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

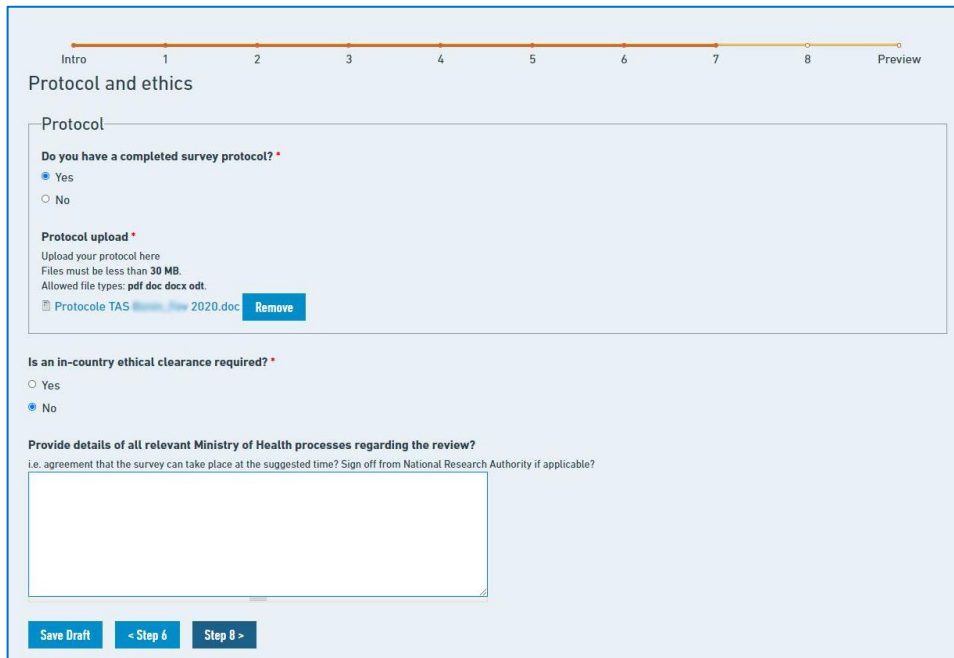
Other surveys *

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



Intro 1 2 3 4 5 6 7 8 Preview

Protocol and ethics

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 2020.doc **Remove**

Is an in-country ethical clearance required? *

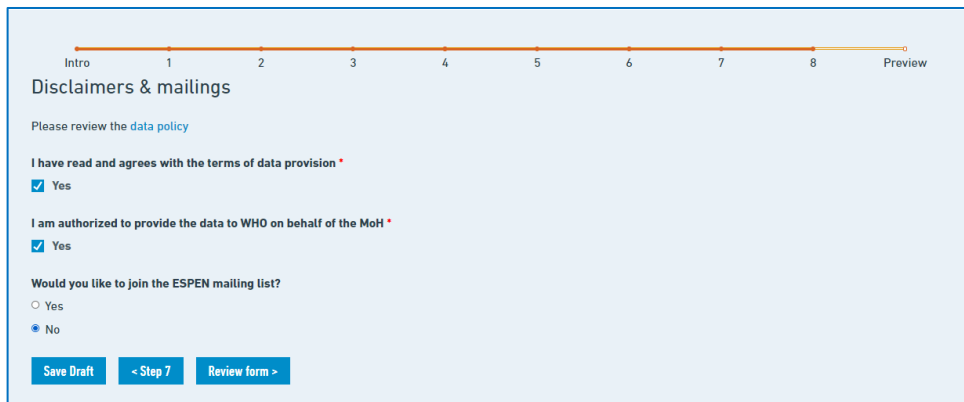
Yes

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?

Save Draft **< Step 6** **Step 8 >**

8. Disclaimer and mailings



Intro 1 2 3 4 5 6 7 8 Preview

Disclaimers & mailings

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?

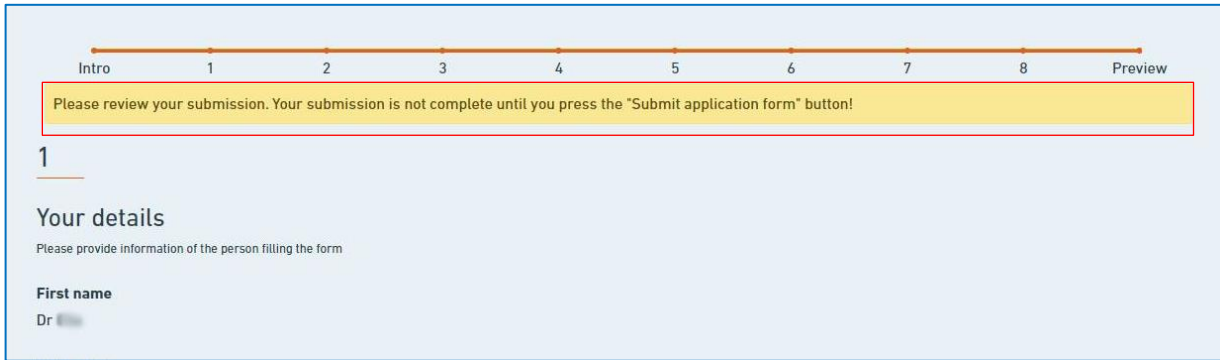
Yes

No

Save Draft **< Step 7** **Review form >**

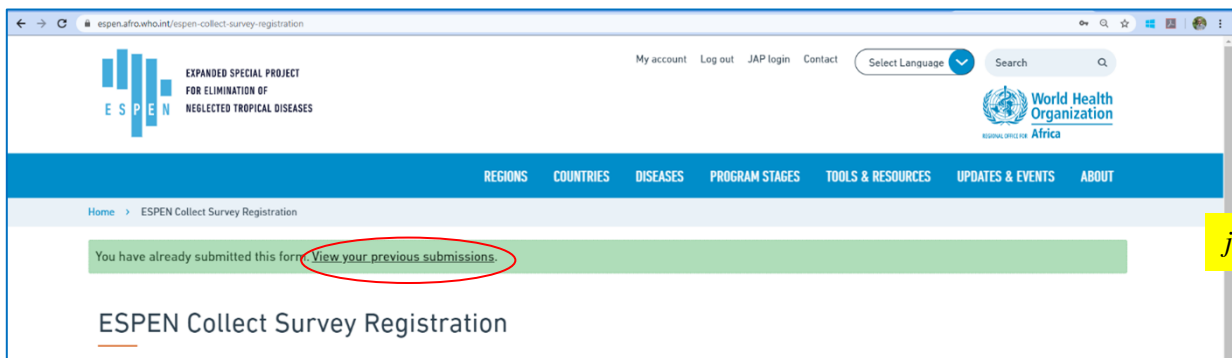
Note:

- 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.



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]



3. Conclusion

Following these procedures ensures that all users have the necessary to request the use of ESPEN Collect platform for PC-NTD surveys. For further guidance on configuring mobile devices, refer to SOP 3: ESPEN Collect Step-by-Step Guide.