



## GRP 1 Gaining Access to XNAT

### PURPOSE OF THE PROCEDURE

To outline the steps required to gain access to XNAT.

### APPLICABILITY

This procedure applies to people performing any role within a trial supported by the Australian Centre for Quantitative Imaging/Australian Imaging Service who require access to XNAT.

### RELATED PROCEDURES

Procedure Number	Scope
GRP2	Managing a project
GRP3	Preparing Data for Upload to XNAT
GRP4	Uploading Data to XNAT
GRP5	Performing Data Review
GRP6	Analysing project data

### PROCEDURES

*Apply for access*

- Go to the [XNAT site](#) and select the option to register.
- Fill out all fields.
- In the comment section detail your project and expected roles.
- Click submit.
- You will be sent an email asking you to verify your address. Please verify it.
- A notification will be sent to the XNAT Admin, who will have to approve your application and provide you with the necessary access to projects and data.
- You will be sent an email notifying you of your account activation.

### TESTS OF PROCEDURES

Test description	Test completed	Pass/Fail	Comments
Check that the server can be reached			
Check that users can apply for an account			
Check that account verification email is received			

Check that an email is sent notifying the user when an account is created			
Check that the user is able to reset their password			
Check that user can log in			
Check that user has access to relevant project(s)			

## DOCUMENT HISTORY

<b>Author</b>	<b>Version</b>	<b>Effective Date</b>	<b>Changes</b>
Angel Kennedy	1	17/08/2021	Initial release
Angel Kennedy	2	25/10/2021	Update for AAF login option
Angel Kennedy	3	19/11/2021	Remove AAF login option
Christel Norman	4	14/02/2023	Review and update XNAT site URL, remove comments/edits, add ACQI logo.