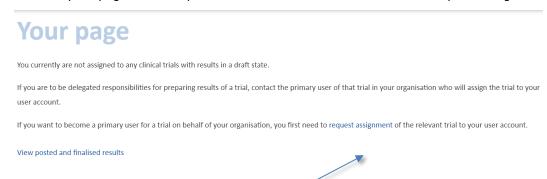# EudraCT results: primary user assignment

A request for assignment to one or more trials for the purpose of posting results can be done once a results user role is activated on a user's EudraCT account. This step is necessary in order to upload results of a trial. Full instructions to post results can be viewed in the Tutorials on posting results. A full overview of EudraCT processes is provided in the EudraCT step-by-step guide. In case support is needed, see here.
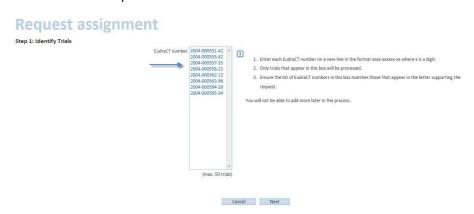
Request assignment to become the primary user of your trial(s)

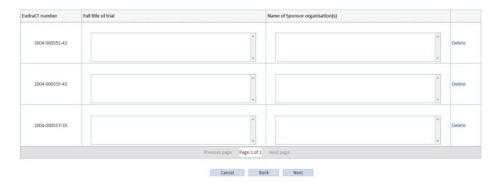Steps after logging in EudraCT with your EMA results user account credentials:

1. click on 'your page' at the top left corner of the site and then on the request assignment link:
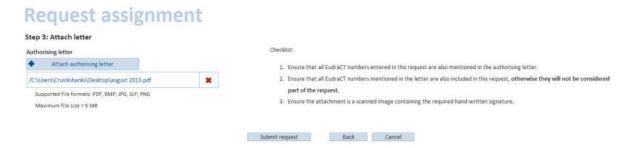

2. Insert the EudraCT number(s) to which you would like to be assigned. Every number needs to be inserted on a separate line:

3. Click on 'Next' and enter the full name of the trial and the name of the sponsor(s), as per initial Clinical Trial Application submitted to the National Competent Authority(ies) or third country file:

EudraCT number	Full title of trial	Name of Sponsor organisation(s)	
2004-000551-42			Delete
2004-000555-42			Delete
2004-000557-35			Delete

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Cancel   Back   Next

4. Click Next. Download the clinical trial assignment request template and fill it in with the same EudraCT numbers previously entered in the request and **inserting your results user email in the 'Requestor's email' field**. You do not need to print, sign and scan the form: typing your name in the signature's field is sufficient. Save the template on your PC.

5. Select Attach authorising letter'' and upload the filled in template (please note: if you choose to upload a letter that is different from the recommended template, the supported file formats are PDF, BMP, JPG, GIF, PNG and the maximum file size is 5MB):

6. When the document is attached, click on 'Submit request'. A confirmation is displayed: click on 'Done' to return to the 'Your page'

7. Once processed, an email is sent informing you the request has been processed. You will then see your trial(s) listed in 'your page'.

It is now recommended that you assign a back-up user to your trial. Please note that the person you assign as back-up user needs to have an EMA account and register as results user, first (see relevant steps: EMA account creation, results user role acquisition)

From 'your page' you can edit, view the results that are in draft and view users assigned to the clinical trial. Additionally, you can request an assignment to other clinical trials. This page also allows you view posted and finalised results for clinical trials assigned to you.

Support needed?

For questions, refer to our Frequently Asked Questions. If the answer to your question is not there, Contact us.