

## FOR MORE HELP:

- To watch the instructional video, click the button on the top right of your screen that looks like this:



- Call your study team at \_\_\_\_\_.
- Send an email to [proctcae@mskcc.org](mailto:proctcae@mskcc.org)
- Call the toll-free survey at 1-877-503-6113.

**Welcome to the National Cancer Institute's PRO-CTCAE system.** This guide will take you through the basics of completing the survey.

Please remember that the information you report through PRO-CTCAE goes only to the research team. **Always discuss your symptoms with your doctor or nurse.**

The URL of this site is <http://symptoms.cancer.gov>

## 1 Username and password.

Enter your username and password.

- Type your username and password using upper and lower case letters, exactly the way they were given to you.
- Your password is at least 7 characters long.
- Your password uses at least **one uppercase letter, one lowercase letter, AND one number.**

Username: \_\_\_\_\_

## 2 Logging in.

Name	Status	Due	
Symptom Survey 1	In progress	in 2 days	<b>Start</b>
Symptom Survey 1	Not started	in 3 days	<b>Start</b>

Once you log in, you will see your Inbox.

Click **Start** next to the survey you wish to start or continue.

## 3 Answering questions.

Read each question and select the answer that best matches your experience (it will turn green). If other questions appear, answer them, too. Click **Next** to continue.

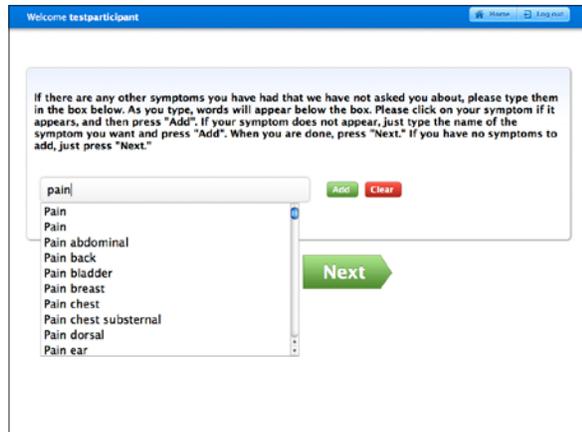
If you would like to go back to a previous question, click **Back** until you see the question you want.

## 4 Finishing the survey later.

If you need to stop before you are finished, click  at the top of the screen. The next time you log in, you will see that your survey status is "In Progress." When you click , the survey will begin right where you left off.

## 5 Entering other symptoms.

After the questions, there will be a page where you can report any other symptoms.



Welcome testparticipant

If there are any other symptoms you have had that we have not asked you about, please type them in the box below. As you type, words will appear below the box. Please click on your symptom if it appears, and then press "Add". If your symptom does not appear, just type the name of the symptom you want and press "Add". When you are done, press "Next." If you have no symptoms to add, just press "Next."

pain

Pain  
Pain abdominal  
Pain back  
Pain bladder  
Pain breast  
Pain chest  
Pain chest substernal  
Pain dorsal  
Pain ear

Add Clear

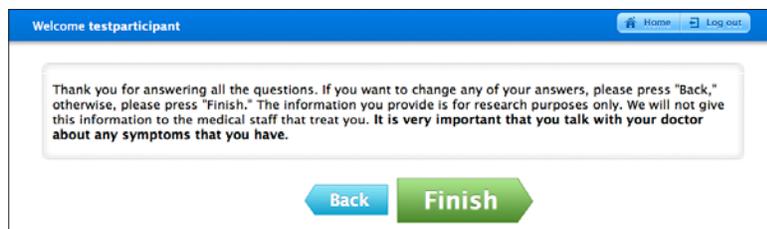
Next

As you type inside the text box, a list of symptoms will appear below the box.

- If you don't see your symptom, keep typing and scroll down to see all the choices.
- If you see your symptom, click to highlight it, and click  to add it to your list.
- If you don't see your symptom, type the symptom in the box, then click  to add it to your list.
- If you choose a symptom by mistake or change your mind, click the symptom until the check box is gone.

Repeat this process to add any other symptoms you are having. They will be added to your future surveys.

## 6 Answering questions about other symptoms.



Welcome testparticipant

Thank you for answering all the questions. If you want to change any of your answers, please press "Back," otherwise, please press "Finish." The information you provide is for research purposes only. We will not give this information to the medical staff that treat you. It is very important that you talk with your doctor about any symptoms that you have.

Back Finish

Next, the survey will ask you questions about any symptoms you added.

## 7 Submitting the survey.

Once you have answered all of the questions, you can submit the survey by clicking  on the final page. If you would like to review any of the questions, click . Once you submit a survey, you cannot make changes to it.

## 8 You're done!

Thank you for using PRO-CTCAE. Please remember to log out of the system by clicking  at the top of the page.