

Authorizing the ENDCC to Upload Data to Your Hub's NDA Collection

The EPINET National Data Coordinating Center (ENDCC) will submit EPINET data to the NIMH Data Archive (NDA) on behalf of the EPINET Regional Hubs.

In order for the ENDCC to have access to your Hub's NDA Collection, please follow the instructions listed in this informational sheet.

NIMH Data Archive (NDA)

Log in using the **"MY ACCOUNT"** button to access your Hub's Data Dashboard.



<https://nda.nih.gov/>

Collections Screen

Once you log into your account, you will be taken to the **COLLECTIONS** screen.

Go to the **"ACTIONS"** drop down menu (see screen shot) and select **"VIEW COLLECTION."**

Collections (2) Data Permissions Studies (0) Data Packages

As a user. To visit the Collection itself, choose Edit Collection from the

Collection ID	Total Subjects Submitted / Shared	Collection Phase	Permissions	Action
	/	Enrolling	Submission Query	Action
11,010	/	Pre-Enrollment	Submission Query	Action

Select the **"PERMISSIONS"** tab. Type in **DavidRockwell@Westat.com** (username: **Rockwellid1**). Enable David Rockwell as **"ADMIN," "SUBMISSION"** and **"QUERY"** by checking the appropriate boxes. This will allow David to add or remove ENDCC staff as needed.

Collection Members

Type	First Name	Last Name	Username	Email	Admin	Submission	Query
Owner	Abram	Rosenblatt	rosenblatt1	AbramRosenblatt@westat.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User	Maureen	Kelly	mkelly	maureenkelly@westat.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User	David	Rockwell	rockwellid1	DavidRockwell@westat.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grants Management Officer	Tamara	Kees	tkees	tamara.kees@nih.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grants Specialist	Jackie	Chia	chiah2	jackie.chia@nih.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Officer	Joel	Sherrill	sherrillj	jsherrill@mail.nih.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add member by username or email: Email Address