

## ***Yale eReg Notice Regarding Department Assignments***

Dear eReg Users,

A new feature available with eReg version 2021R2 has been applied in eReg Production. The new feature allows one or more departments to be assigned to each protocol and contact record in eReg. Adding a department assignment to protocols and user contacts allows eReg users with the following department-level roles to see the protocol, even if they are not listed as a staff member on the protocol:

- Yale Regulatory Manager
- Read Only
- Multi-Site-Dept

The list of departments currently available to select in eReg are listed in the table below and align closely with department groups in Workday. YSM Internal Medicine and YSM Comprehensive Cancer Center have been further broken down, to allow a specific disease area to be selected within those broader department groups.

### **What will happen to my existing studies?**

In order to ensure Regulatory Managers and other department-level users have access to the protocols within their team's portfolio(s), the eReg Support Staff in the Yale Center for Clinical Investigation (YCCI) are updating protocol records in eReg to include the relevant department(s), as well as updating contact records and user roles (see eReg communication titled "Yale eReg Notice Regarding User Role Changes").

### **What do I need to do?**

There is no action needed by you for existing protocols and contacts in eReg. For new studies moving forward, department(s) will be identified during the protocol import process. New users' departments will be identified during the User Access Request process.

### **Will my access to protocols be affected?**

eReg users will continue to be able to see protocols to which they are assigned as study staff, and administrator roles will continue to have global access. Department(s) will be added at the contact-level for all active users with Yale Regulatory Manager, Read Only, and Multi-Site-Dept user roles, so that they may view protocols within their department, even if they are not a study staff member listed on the protocol.

As you and your teams continue working in the eReg system, please contact eReg Support ([eReg.Support@yale.edu](mailto:eReg.Support@yale.edu)) if a user's permissions are restricting them from fulfilling their duties. eReg Support will determine if any changes are needed to the protocol's department assignment, user's contact department assignment, and/or the user's role.

### **Who do I contact with questions?**

Please contact eReg Support ([eReg.Support@yale.edu](mailto:eReg.Support@yale.edu)) with any questions.