


## HOW DO I VIEW THE ENROLLMENT STATUS OF MY SITE?

1. To view a site's enrollment status, navigate to the **My Portal** Navigation Tab  **My Portal** and look for the **Enrollment Graph** widget.

*Note: In most instances the Portal will open to the My Portal page by default; if it does not, follow step 1 above.*

2. The **Enrollment Graph** displays the statuses for **All Sites** and **Assigned Sites**.

**All Sites** displays the following statuses:

- Enrolled
- Included
- Randomized
- Early Terminated
- Excluded
- Finished

**Assigned Sites** (sites you have access to) displays the following statuses:

- Created
- Enrolled
- Included
- Randomized

*Note: Enrollment does not show for every type of study; the enrollment widget displays only for eCOA Phone/Web and PFT studies at this time.*

