

# How To Log On to CC Casper

Instructions

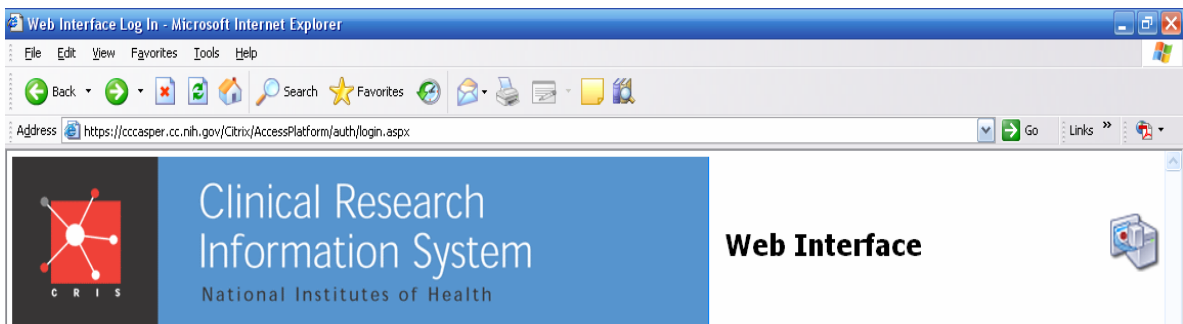
# Log On to CC Casper

There are two ways to access CC Casper.

You will need to log in using one of two different URL addresses based on your role:

1. Clinical Center (CC) Employee,
2. NIH Institute Employee,
3. Vendor.

**Step 1.** Open your web browser and enter the following URL address: <https://cccasper.cc.nih.gov> to view the CC Casper logon screen



# Log On to CC Casper

**Step 2.** Select one of the two ways to access CC Casper based on your role (CC Employee, NIH Institute Employee or Vendor).

The screenshot shows the 'Web Interface Log In' page for the Clinical Research Information System (CRIS) at the National Institutes of Health. The page includes a 'Log in' form with fields for 'User name:', 'Password:', and 'Domain:' (set to 'NIH'). A 'Log In' button is at the bottom of the form. To the right, a 'Welcome' message says 'Welcome to CCCASPER' and provides a link for 'Clinical Center Staff' to log in. Below that, a message for 'Other NIH Institute users and NIH Contractors' provides a link to the login page. A 'Message Center' section is also visible.

**1** Log in form fields (User name, Password, Domain) and the Log In button.

**2** Link for Clinical Center Staff logon here.

**2.** NIH Institute Employee or Vendors (Non CC employees) -Click Link

**1.** Clinical Center (CC) Employee -Enter Log In information

# Log On to CC Casper Clinical Center Employees

NIH Institute Employees and Vendors  
(Non CC Employees) proceed to next slide.

CC Employees continue with the following steps below:

**Step 3.** Enter your **NIH Domain User Name.**

**Step 4.** Enter your **NIH Domain Password.**

**Step 5.** Click **Log In.** (proceed to **Slide 7**).

Web Interface Log In - Microsoft Internet Explorer

Address <https://cccasper.cc.nih.gov/Citrix/AccessPlatform/auth/login.aspx>

**Clinical Research Information System**  
National Institutes of Health

**Web Interface**

Log in

User name:

Password:

Domain:  
NIH

Advanced Options >>>

**Log In**

Welcome

Welcome to CCCASPER

<== Clinical Center Staff logon here

Other NIH Institute users and NIH Contractors click on the following site and use a CC provided domain logon account.  
<https://cccasper.cc.nih.gov/citrix/cris/auth/login.aspx>

Please review the instructions and install or update the Citrix client from the site below.  
<https://cccasper.cc.nih.gov/Citrix/AccessPlatform/site/clients.htm>

# Log On to CC Casper NIH Institute Employees/Vendors

Click the link for Other NIH Institute Users.

Web Interface Log In - Microsoft Internet Explorer

Address: <https://cccasper.cc.nih.gov/Citrix/AccessPlatform/auth/login.aspx>

Clinical Research Information System  
National Institutes of Health

Web Interface

Log in

User name:

Password:

Domain:  
NIH

Advanced Options >>>

Log In

Welcome

Welcome to CCCASPER

<== Clinical Center Staff logon here

Other NIH Institute users and NIH Contractors click on the following site and use a CC provided domain logon account.  
<https://cccasper.cc.nih.gov/citrix/cris/auth/login.aspx>

Click Link

Please review the instru below.  
<https://cccasper.cc.nih.gov/citrix/cris/auth/login.aspx>

the Citrix client from the site  
<https://cccasper.cc.nih.gov/citrix/cris/auth/login.aspx>

NOTE: You can also enter the following URL address:  
<https://cccasper.cc.nih.gov/citrix/cris> to view this  
logon screen

# Log On to CC Casper NIH Institute Employees/Vendors

- Step 3.** Enter your **CC Domain User name.**
- Step 4.** Enter your **CC Domain Password.**
- Step 5.** Click **Log In.**

Citrix Access Platform - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Go Links

Address <https://cccasper.cc.nih.gov/Citrix/AccessPlatform/site/default.aspx>

**Clinical Research Information System**  
National Institutes of Health

**Web Interface**

**Log in**

User name:

Password:

Domain:  
CC

Advanced Options

**Log In**

Welcome

Welcome to CCCASPER

For best performance with this web site please perform following steps:

1. In Internet Explorer, click the Tools button, and then click Internet Options.
2. Click the Security tab, and then click a security zone: Trusted sites
3. Click the Sites button.
4. Click Add. The site: <https://cccasper.cc.nih.gov>
5. When you are finished adding sites, click Close, and then click OK.

Some computers may need to update the Citrix client.  
To install the client and other instructions click here: <https://cccasper.cc.nih.gov/Citrix/AccessPlatform/site/clients.htm>

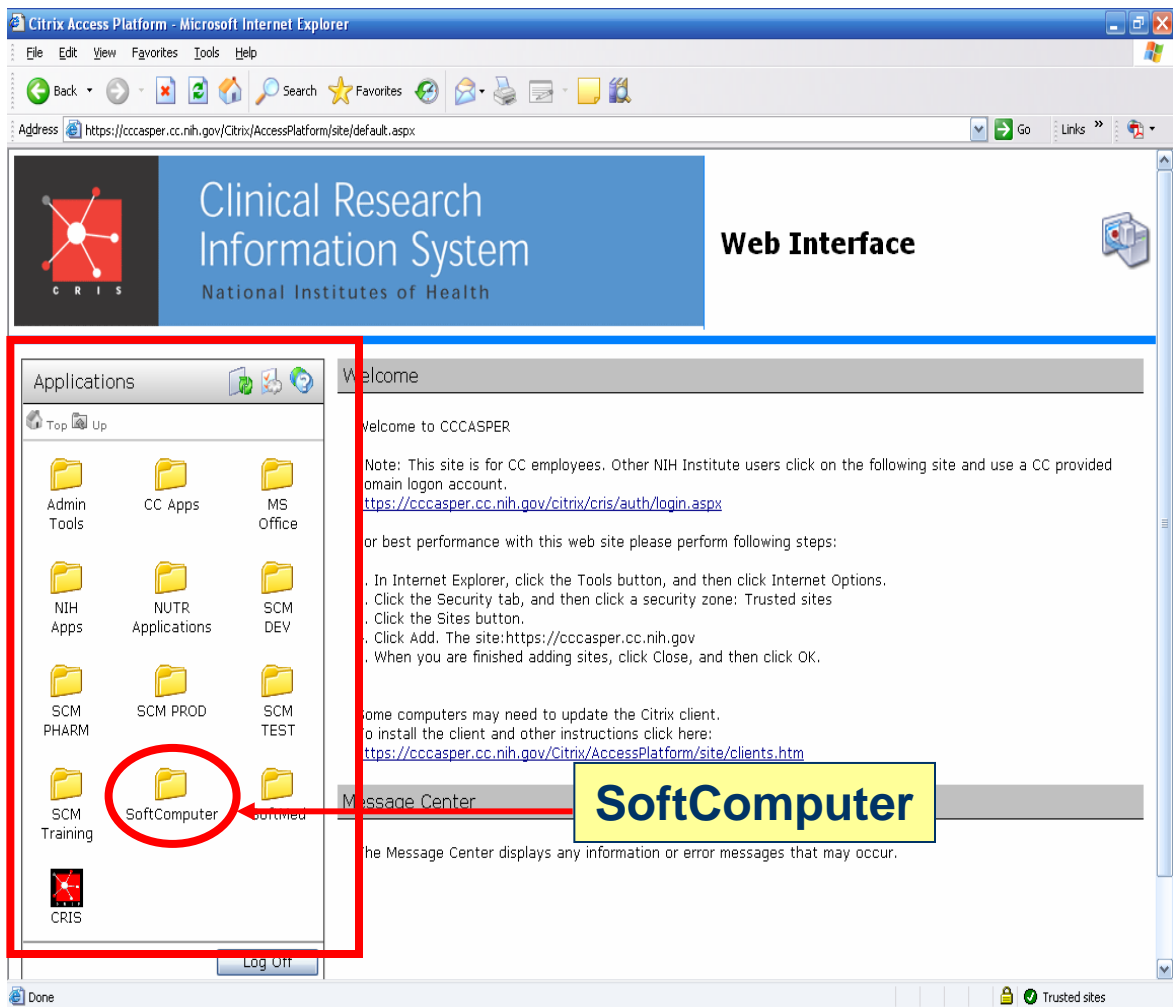
**Message Center**

The Message Center displays any information or error messages that may occur.

# Log On to CC Casper (All Users)

The applications available display on the left.

**Step 6.** Click on the folders to open the applications needed (e.g. SoftComputer).



# Log On to CC Casper (All Users)

The applications inside the Softcomputer folder display.

**Step 7.** Click an Icon to launch the application (e.g., SoftLabMic).

Citrix Access Platform - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cccasper.cc.nih.gov/Citrix/AccessPlatform/site/default.aspx>

**Clinical Research Information System**  
National Institutes of Health

**Web Interface**

Applications

Top Up

SoftBank SoftLabMic SoftPath

SoftVisor

Log Off

Welcome

Welcome to CCCASPER

\*Note: This site is for CC employees. Other NIH Institute users click on the following site and use a CC provided domain logon account.  
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5. When you are finished adding sites, click Close, and then click OK.

Some computers may need to update the Citrix client.



# Helpful Hints:

## Internet Explorer Security Settings

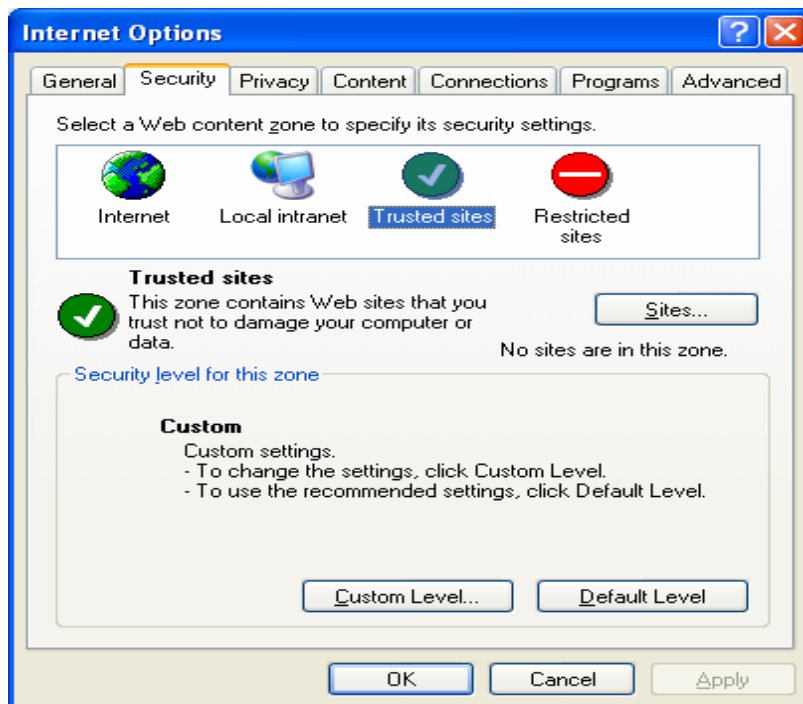
If the application does not launch, change your Internet Explorer Security Settings

**Step 1.** In Internet Explorer, click **Tools** and select **Internet Options**.

**Step 2.** Select **Security Tab**.

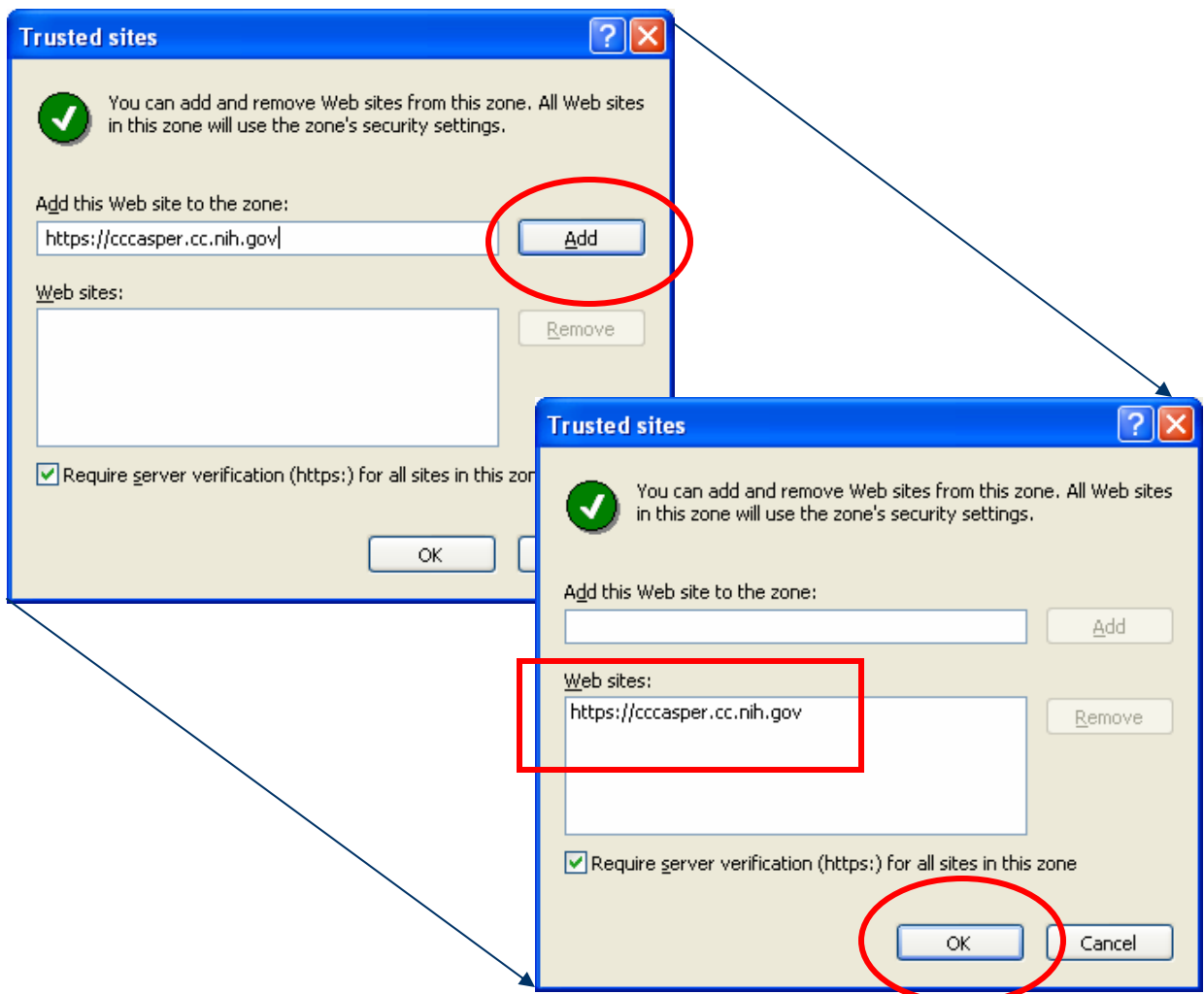
**Step 3.** Click **Trusted Sites**.

**Step 4.** Click the **Sites** button.



# Helpful Hints: Internet Explorer Security Settings

**Step 5.** Type the CC Casper URL Address <https://cccasper.cc.nih.gov> to include it in the list of **trusted websites** for this zone and click **Add**. Then click **OK**.




# Helpful Hints: Online Help


If you need help on customizing your view or to get more information, click the **Help** icon.


Web Interface Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cccasper.cc.nih.gov/Citrix/AccessPlatform/auth/login.aspx>

 Clinical Research Information System  
National Institutes of Health

Web Interface 

Log in  Welcome

User name:

Password:

Domain:

Advanced Options >>>

Log In


Welcome to CCCASPER

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4. Click Add. The site:<https://cccasper.cc.nih.gov>
5. When you are finished adding sites, click Close, and then click OK.

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Message Center

 Current browser security restrictions may prevent you from launching applications, or may require your explicit permission to proceed. To launch an application successfully, save the launch file if prompted and double-click the file to start the application.

CC-CASPER is a Citrix terminal services system that provides authenticated/authorized users with remote, secure, encrypted access to administrative and clinical applications used throughout the NIH Clinical Center.

For Casper support, please contact your local support person, 301-594-9999 for NIH/CC users, 301-496-9197 for after business hours, or email Casper Administrator at <mailto:casperadmin@cc.nih.gov>

# Helpful Hints: Custom Settings

Once logged onto the CC Casper environment you can customize your view.

**Step 1.** Click the **Custom User Interface** icon.

**Step 2.** Select **Connection Preferences** to set your preferred window size, colors, and local printing.

The image shows a screenshot of the Clinical Research Information System (CRIS) web interface. The top navigation bar includes the CRIS logo, the text "Clinical Research Information System National Institutes of Health", and a "Web Interface" button. Below this is a "Welcome" section with a "Welcome to CCCASPER" message. A "Settings" menu is visible, containing an "Index" section with links to "Presentation Preferences" and "Connection Preferences". The "Connection Preferences" link is circled in red. A red circle also highlights the "Custom User Interface" icon in the top navigation bar. A callout box shows a detailed view of the "Connection Preferences" page, which includes instructions on how to override default settings and a "Message Center" section with a warning about browser security restrictions. At the bottom of the page, there is a footer with contact information for Casper support.

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