

## How do I access EDCNet?

1. Once your registration form has been received you will be sent an email notification confirming that you are a QConnect member allowing access to EDCNet. Your email address serves as your user name however as this is the first time accessing EDCNet, you will need to request a password.
2. To do this, return to [www.nrlquality.org.au](http://www.nrlquality.org.au) and click on the EDCNet icon  across the top menu bar.
3. Please click on request a password and then follow the instructions in this link: [“Requesting-Resetting EDCNet Password”](#)
4. Once you have changed your temporary password to a customised one, you can access EDCNet by clicking on the EDCNet icon and entering in your email address and password. Please be aware that pop up blockers may give you a warning message. If you notice this, you need to right click and select “always allow from this site”.

When a person from a new organisation is added to QConnect and EDCNet for the first time, full permissions are granted to this user. This allows the user to modify EDCNet settings according to the organisation’s requirements. As a result you will be able to:

- Add new participants from your laboratory including adding EDCNet permissions
- Modify the EDCNet permissions of existing participants
- Modify the settings of EDCNet for local requirements i.e. use of decimal places and commas for number separation-1,000.00 or 1.000,00 and setting date format- 03/12/2016 or 12/03/2016
- Adding Control Limits specific to your laboratory

## How can I add additional EDCNet users from my organisation?

Once you have registered as a QConnect member and as the first representative from your organisation, you are the primary contact for your institution and are able to set up additional users.

To do this, simply follow these steps:

1. Click on the EDCNet icon where it says “Login and Enter data here”
2. Enter your username and password as prompted
3. In EDCNet, select "Administration-Manage Contacts" from the top menu navigation
4. To add a new contact, click “Request New Contact”
5. Complete the required details and click “Send Request”

Your request will be processed and the additional users will be notified.

To obtain further information on how to modify EDCNet, log into EDCNet and click on the “EDCNet:

QC Results & Reports” icon  where you can view a series of short videos that explain the use of EDCNet or download the EDCNet Handbook as a pdf.

If you have any questions, please email [qconnect@nrlquality.org.au](mailto:qconnect@nrlquality.org.au)