

## OAR Research Advocate System Quick Reference for the Advocate

This document is a supplement to the OAR Research Advocate System User Guide.

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## Requesting an Advocate Profile

To become an advocate

- Contact OAR staff and request a new advocate profile. Send an email to [nciadvocacy@nih.gov](mailto:nciadvocacy@nih.gov) or refer to the [OAR Contact web site](#).
- Once OAR staff submits your request, you will receive an email with a link to the Create New Account page.
- Click the link in the email, and continue.

## Creating a New Account

To create your new advocate account

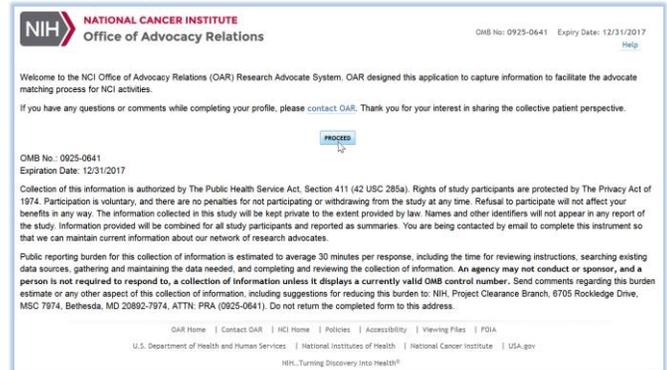
- Once you click the link in the email from the OAR office, the Create New Account page displays welcome text and basic instructions at the top.
- Your email pre-populates the **User ID** and cannot be changed.
- Enter a **Password** that follows the NCI password requirements. You will not be able to see the entered text.
- Enter the same password in **Confirm Password**, and click **Next**.
- **NOTE:** If you do not enter the same password in both fields, an error message appears. Fix the entries, and click **Next**.
- After successfully creating a User ID and Password, you will receive an email with a link to the Login page.
- The Select Security Questions page displays.

## Creating Security Questions

When you cannot get into your account, you will be prompted to answer these questions instead of providing a password.

To create your security questions

- From the Select Security Questions page, choose three Security Questions, and provide three answers to the questions.
- Click **Submit**.
- The Welcome page opens.



- Read the information, and click **Proceed**.
- The Advocate Contact Information page displays.
- Once your Advocate Account is created, your Account Status is *Active*. If your account becomes *Inactive*, when you attempt to log in, a message indicates to contact OAR and restore your *Active* Account Status.

## Completing Your Advocate Profile

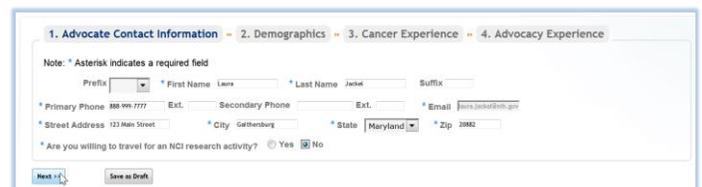
Once you set up the advocate account, you can fill in the advocate profile pages. You will start at the 1. Contact Information page.

### Saving a Draft of Your Profile

If you do not complete all four steps of your advocate profile, click **Save as Draft** on the profile page before logging off. The profile is saved to a *Draft*. You can log in, and finish entering the profile later. If you do not save your incomplete profile as a draft before logging off, all the information you entered will be lost.

### Adding Contact Information

The first step is to fill in your contact information. Fill in the required fields marked with an asterisk (\*).



- Fill in the standard contact information.
- Specify **Yes** or **No** to indicate whether you are willing to travel, **Are you willing to travel for an NCI Research activity?**
- Click **Next** to continue, or click **Save as Draft** to finish the profile later.

## Adding Demographics

Fill in the required demographics marked with an asterisk (\*).

1. Advocate Contact Information → 2. Demographics → 3. Cancer Experience → 4. Advocacy Experience

Note: \* Asterisk indicates a required field

\* Gender:  Male  Female  Other  Prefer Not to Disclose Age: [dropdown]

Please select your ethnicity.

Hispanic/Latino  Non-Hispanic/Latino  Prefer Not to Disclose

With what race do you most closely identify? (Check all that apply)

American Indian or Alaskan Native  Native Hawaiian or Other Pacific Islander  
 Asian  White  
 Black or African American  Prefer Not to Disclose

\* What language(s) do you speak? (Check all that apply)

American Sign Language  English  Indian Languages  Portuguese  Tagalog

Name	Description
Gender	Specify <b>Male</b> or <b>Female</b> . If you do not wish to specify, check <b>Prefer Not to Disclose</b> . For <b>Other</b> , check the box, and enter text.
Age	Select the advocate's Age range from the drop-down menu.
Please select your ethnicity	Select one ethnicity option. If you do not wish to specify, check <b>Prefer Not to Disclose</b> .
What race do you most closely identify?	Select all options that apply. If you do not wish to specify, check <b>Prefer Not to Disclose</b> .
What language(s) do you speak?	Select all spoken/used language(s) that apply. If a language is not listed, check the <b>Other</b> box, and enter another language.
What educational degrees have you obtained?	Select the advocate's degree. If the degree is not listed, choose the closest equivalent. If a degree is not listed, check the <b>Other</b> box, and enter another degree.

## Adding Cancer Experience

Answer the required questions marked with an asterisk (\*), and click **Next**, or click **Save as Draft** to finish the profile later.

1. Advocate Contact Information → 2. Demographics → 3. Cancer Experience → 4. Advocacy Experience

Note: \* Asterisk indicates a required field

\* What is your personal and/or professional connection to cancer? (Check all that apply)

Cancer survivor  Friend of cancer survivor/patient  Volunteer at an Advocacy Organization  
 Currently in treatment  Caregiver of cancer survivor/patient  Other Specify: [text]  
 Currently in clinical trial  Health professional in cancer-related field  
 Related to cancer survivor/patient  Professional staff at an advocacy organization

\* Select the cancer type(s) with which you have significant expertise. (Select up to two)

Cancer Type: [Breast] [dropdown]  
 Survivor  Caregiver  Research Advocacy Experience  Professional Experience  Other Specify: [text]

Please indicate the areas of research in which you have an interest. For example, as a reviewer, collaborator, etc. (Check all that apply)

Name	Description
What is your personal and/or professional connection to cancer?	Check all the boxes that apply. If a connection is not listed, check the <b>Other</b> box, and enter another.
Select the cancer type(s) with which you have significant expertise.	Select one or more cancer types, and check as many role(s) that you performed for the type of cancer. If a role is not listed, select <b>Other</b> , and enter another role name.
Please indicate your research area(s) of interest.	Check all the boxes that apply. If an interest is not listed, check the <b>Other</b> box, and enter another.
Please indicate any population(s) in which you have experience.	Check all the populations that apply. If a population is not listed, check the <b>Other</b> box, and enter another.

## Adding Advocacy Experience

Answer the required questions marked with an asterisk (\*), and click **Submit** to save and submit the profile.

1. Advocate Contact Information → 2. Demographics → 3. Cancer Experience → 4. Advocacy Experience

Note: \* Asterisk indicates a required field

\* Are you affiliated with a cancer advocacy or professional organization?

Yes  No

Please add organization(s) and title/role within the organization below. NOTE: Please do not enter acronyms.

Affiliated Organization	Title/Role	Year(s)	Action
Breast Cancer Help, Inc.	Volunteer	3	Remove

\* Please provide highlights of your research advocacy experience. You may limit your activities to the past 6 months or year (Experience can include participation in NCI research activities, non-NCI research activities, positions and trainings). If you have an NIH Biosketch, you can copy and paste activities here.

Name	Description
*Are you affiliated with a cancer advocacy or professional organization?	Click <b>Yes</b> to specify the following information: <ul style="list-style-type: none"> <li>Start typing the <b>Affiliated Organization</b> name and similar names appear in the list. Select the organization to fill the field. Do not enter acronyms.</li> <li><b>Title/Role</b> at the organization.</li> <li><b>Number of Years</b> associated with the organization.</li> </ul> To add another organization, click <b>Add another Organization</b> . To remove an organization, click <b>Remove</b> .
*Please provide highlights of your research advocacy experience	Click <b>Applicable</b> to specify whether the advocate has training relevant to a cancer research advocate. <ul style="list-style-type: none"> <li>Experience may include: participation in other organizations' research activities, positions and honors, publications, and trainings.</li> </ul>

Name	Description
Advocacy experience	<p>If <b>Applicable</b> specify the following information:</p> <ul style="list-style-type: none"> <li>• <b>Activity</b></li> <li>• <b>Select Activity Type</b> (Req) from the list. If an appropriate type is not listed, select <b>Other</b> and enter your own entry.</li> <li>• <b>Organization</b> (Req)</li> <li>• <b>Start Date</b> and <b>End Date</b> (MM/YYYY) associated with the organization</li> <li>• <b>Comments</b></li> </ul> <p>To add another training activity, click <b>Add another Activity</b>. To remove a training activity, click <b>Remove</b>.</p>
Upload your CV/NIH Biosketch, if desired	<p>To upload a Curriculum Vitae, resume, or NIH Biosketch</p> <ul style="list-style-type: none"> <li>• Click <b>Browse</b> and select the file.</li> <li>• Click <b>Submit</b> to upload the file. Do not include driver's license or Social Security numbers.</li> </ul> <p><b>NOTE:</b> To print a PDF-formatted resume, see <a href="#">Printing Your Profile Resume</a>.</p>
*Please provide a short bio detailing your cancer research advocacy experience.	Enter a description of your experience in cancer research advocacy.
*Please indicate why serving as an NCI research advocate would interest you.	Enter why you want to be an advocate.
How did you hear about becoming an NCI research advocate?	Select from the list how you heard about becoming an advocate.

## Logging In

The screen that displays when you log in varies based on how far along you are in account and profile setup.

- Access the advocate system: <https://nciadvocates.cancer.gov/oarext/>
- Fill in your **User ID** and **Password**, and click **Log In**. If you forgot your password, see the following section.
  - If you created your account and password only, the Select Security Questions page opens. See [Changing Your Security Questions](#).
  - If you set up your account but did not start filling in the advocate profile, the Advocate Introduction page opens. Click **Proceed**, and start filling in the first page.
  - If you saved your profile as a *Draft* or already submitted the profile, the My Profile page opens.

## Resolving Login Issues

The following sections describe how to resolve login issues that you may encounter.

Issue	Resolution
I Forgot My Password	Click <b>Forgot Password</b> on the Login page, and follow the directions on the screens. Once you change the password, you will receive an email.
My Account is Locked	If you <i>unsuccessfully</i> attempt to log in three times, you are locked out. Click <b>Forgot Password</b> and follow the directions on the screen.
Can OAR Reset My Advocate Password?	Yes. Click the OAR link in the footer to make the request. OAR will send you a temporary password. Click the link in the email, and follow the instructions on the screen.
I Received a Message at Login to Contact OAR.	Your account is inactive. To activate your account again, click the OAR link in the Research Advocate System footer to contact OAR.

## Submitting Your Profile

Once you fill in the 4. Adding Advocacy Experience page, and click **Submit**.

How did you hear about becoming an NCI research advocate?

Friend or colleague

<< Previous Save as Draft Submit

The My Profile page opens. A confirmation message appears at the top of the My Profile page. A confirmation email is also sent to you, the OAR mailbox, and the OAR point of contact.

## Reviewing My Profile Page

If you log in and have started or submitted your advocate profile, the My Profile page displays all the information that you entered on the 1 Contact Information, 2 Demographics, 3 Cancer Experience, and 4 Advocacy Experience pages.

The Advocacy Experiences table in section 4 lists advocacy activities that you added, as well as activities from other sources:

- **Advocate** indicates an activity added by the advocate on the Advocacy Experience screen.
- **Request** indicates a request recorded in the Research Advocate System. Click the link to display the Request page.
- **OAR Staff** indicates an OAR Staff advocacy activity.

See [Using My Profile Page](#) on the next page for editing your profile, printing your resume, and managing your login account.

**NATIONAL CANCER INSTITUTE**  
Office of Advocacy Relations

OMB No: 0925-0641    Expiry Date: 12/31/2017    Name:

[\[ Log out \]](#)

[Help](#)

**My Profile** [\[ Manage Account \]](#) [\[ Advocate Résumé \]](#)

### 1. Contact Information [\[ edit \]](#)

Name

Address

Primary Phone

Secondary Phone

Email

Willingness to Travel

### 2. Demographics [\[ edit \]](#)

Gender

Age

Ethnicity

Race

Languages

Education

### 3. Cancer Experience [\[ edit \]](#)

Personal and/professional connection to Cancer

Cancer type expertise

Research Areas

Population Expertise

### 4. Advocacy Experience [\[ edit \]](#)

Advocacy/professional affiliations

Affiliated Organization	Title/Role	Year(s)
Breast Cancer Help, Inc.	Volunteer	3

Advocacy Experiences

Title	Activity	Activity	Activity Source
	Start Date	End Date	
Speaker	05/2013	05/2015	Advocate

Advocacy Résumé

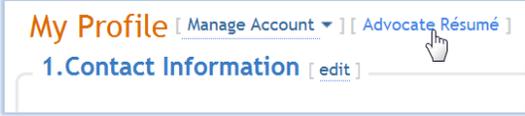
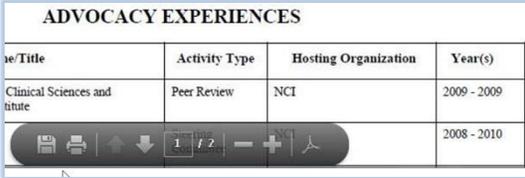
Advocate Bio

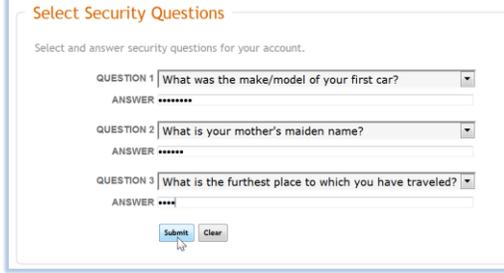
Advocate Interest

Referral Note

## Using My Profile Page

Once you complete your profile, you may be matched to and participate in an advocacy activity. After the activity, you will receive an email to fill in an online evaluation about the activity. Access the survey via the link in the email, and fill in and submit the survey. Your responses will be recorded in the Research Advocate System. If you want to opt-out of the evaluation, click Contact OAR in the footer of the My Profile window.

Task	Instructions
<b>Editing Your Profile</b>	<p>If you submitted your advocate profile, you can always log in and edit your profile from the My Profile page.</p> <p>To edit a section within the profile</p> <ul style="list-style-type: none"> <li>Click <b>Edit</b> next to the section title, such as the Contact Information, Demographics, Cancer Experience, and Advocacy Experience.</li> </ul>  <ul style="list-style-type: none"> <li>Make the updates to the page.</li> <li>Click <b>Save</b>, and you are returned to the My Profile page.</li> <li>A confirmation message appears at the top of the page.</li> </ul>
<b>Printing and Saving Your Profile Resume</b>	<p>You can generate a pdf version of your resume. If a section is blank, an empty section is printed.</p> <p>To print your resume</p> <ul style="list-style-type: none"> <li>Click <b>Advocate Resume</b> next to the My Profile page name.</li> </ul>  <p>A pdf version of the resume displays and a toolbar displays at the bottom.</p>  <ul style="list-style-type: none"> <li>To save the pdf, click the <b>Save a copy</b> button on the left side of the toolbar, and follow the prompts.</li> <li>To print the pdf, click the <b>Print file</b> button next to the <b>Save a copy</b> button, and follow the prompts.</li> </ul>

Task	Instructions
<b>Changing Your Security Questions</b>	<p>To update your password or security questions</p> <ul style="list-style-type: none"> <li>Click <b>Manage Account</b> next to the My Profile page name, and click <b>Change Security Questions</b>.</li> </ul>  <ul style="list-style-type: none"> <li>The Select Security Questions page opens.</li> </ul>  <ul style="list-style-type: none"> <li>Update up to three security questions and answers.</li> <li>Click <b>Submit</b> to save any changes to your account, and return to the My Profile page.</li> </ul> <p><b>NOTE:</b> If you do not answer all the selected questions or the questions are similar, an error message displays. Modify the questions and click <b>Submit</b> again.</p>
<b>Changing Your Password</b>	<p>To reset your password</p> <ul style="list-style-type: none"> <li>Click <b>Manage Account</b> next to the My Profile page name, and click <b>Change Password</b>.</li> </ul>  <ul style="list-style-type: none"> <li>The Change Password page opens.</li> <li>Enter the <b>Current Password</b>, the <b>New Password</b> and re-enter the new password in <b>Confirm Password</b>.</li> <li>Click <b>Save</b> to save any changes to your account, and return to the My Profile page.</li> </ul>