

EORTC SUSAR Portal

SUSAR Contact — Site Training

Version 1.1.0, 07 October 2026

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1. What is the SUSAR Portal?

- The **SUSAR portal** is a system used by EORTC to distribute safety information (individual SUSAR reports, EORTC SUSAR Line Listing, Company SUSAR Line listing) to authorized sites participating in our studies.
- Through this portal, designated SUSAR contacts can access, download and, when required, electronically acknowledge the safety reports that are relevant to the clinical trials in which they are involved.

Save every downloaded report in the Investigator Site File.

2. Who can access the SUSAR portal?

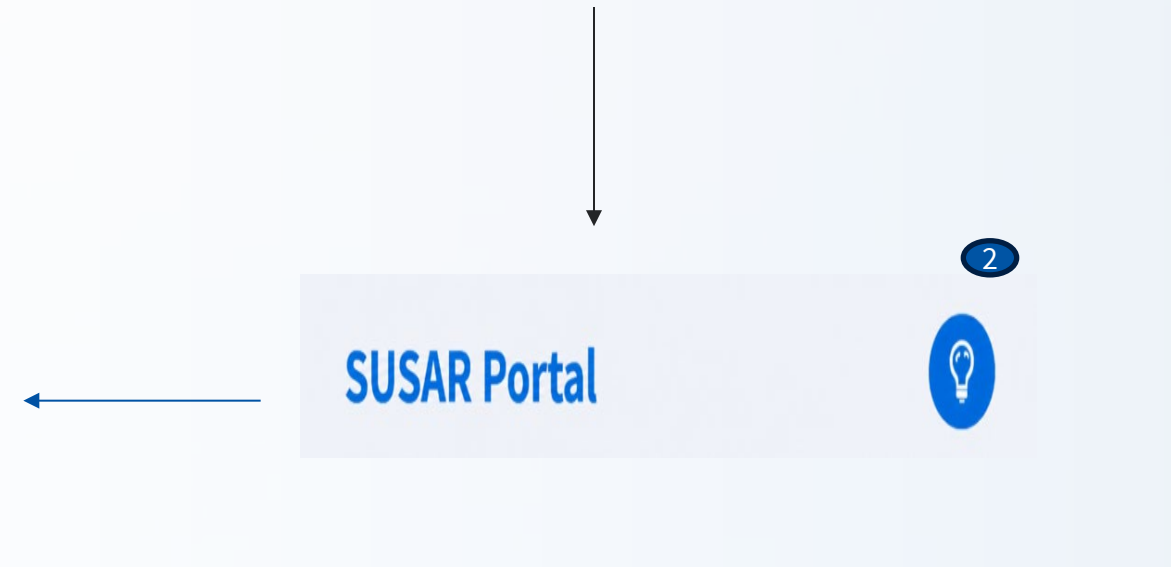
- Everyone with the role “SUSAR contact”
 - Eligible users: All authorized principal investigators (PIs) are assigned the SUSAR Contact role by default.
 - Delegation: A PI may appoint another member of site staff as a SUSAR Contact. However, the PI must remain a SUSAR Contact. Support: For information about delegation, contact the Clinical Operations Manager for your study.

3. Where to find SUSAR Portal

1. Go to the [EORTC](#) homepage
2. Go to Research Tools
3. Select Study Tools
4. Select SUSAR Portal



This screenshot shows the 'Sign in' page of the EORTC website. At the top is a grey cube icon and a blue circle with the number '3'. The heading 'Sign in' is centered. Below it is the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' containing 'SUSAR.Portal@EORTC.org' and 'Password' with masked characters. A blue link 'Forgot your password?' is below the password field. At the bottom is a blue 'Sign in' button.



4. How to sign in to the SUSAR portal

Accessing the SUSAR portal: required steps

01

Complete the SUSAR Portal training

All designated SUSAR contacts must complete the SUSAR Portal training before access can be granted.

02

Receive portal access

Once training completion has been confirmed, access will be provided within one business day.

03

Set up multi-factor authentication

At the first sign-in, users must configure multi-factor authentication (MFA) for their account.

The image shows a screenshot of the SUSAR PORTAL sign-in interface. The page has a light blue header with the text "SUSAR PORTAL". Below this is a white box containing the "Sign in" section. Inside this section, there is a label "Email Address" above a text input field that also contains the placeholder text "Email Address". Below the input field is a blue button labeled "Continue". At the bottom of the sign-in box, there is a link that reads "Forgot your password? / First time login". To the right of this link is a small circular icon containing a question mark. Three callout boxes are present: one on the left pointing to the input field with the text "You can use your login credentials to sign in to the SUSAR portal", another on the left pointing to the "Forgot your password? / First time login" link with the text "Click here for first time login", and a third on the right pointing to the question mark icon with the text "Here, you can find extra information regarding setting up your MFA."

SUSAR PORTAL

Sign in

Email Address

Email Address

Continue

Forgot your password? / First time login

You can use your login credentials to sign in to the SUSAR portal

Click here for first time login

Here, you can find extra information regarding setting up your MFA.

If you are a SUSAR contact and cannot log in to the portal, contact the EORTC Pharmacovigilance team

5. How to use the SUSAR portal

5.1 Review pending reports from the homepage

On the home page, SUSAR contacts can review all the pending safety reports available for your assigned studies and sites.

Studies

Outstanding SUSARs (2)

OUTSTANDING SUSARs » SUSARs

Below is a list of SUSARs that have not been acknowledged for a site where you are listed as a SUSAR contact. Acknowledgement can be done by selecting the download button. Once the pdf is downloaded, open the pdf. You shall be able to acknowledge at the end of the document.

RESET FILTERS

Acti...	Study	Site	Name	Type	FU#	Sour...	Country	Date Of Re...	Outstandin...
	1901	225	1901 6m OSE line listing 20251007-20260406.pdf	EORTC SUSAR Line Listing		EORTC		27 Apr 2026	164
	1901	225	1901 6m OSE line listing 20241007-20250406.pdf	EORTC SUSAR Line Listing		EORTC		22 Apr 2025	534

Click here to download the safety reporting file

Click on the study number to open the study profile.

Click on the report name to open the safety report details

NB: Via this page, the safety report will be downloaded and acknowledged (if applicable) for all sites simultaneously, if a user is assigned as a SUSAR contact for multiple sites within the same study.

Download

SUSAR: 1702-H02022-1(0).pdf

SUSAR type: Individual SUSAR

SUSAR status: Initial

Date of reporting on: 06 Dec 2024

Study: 1702

Site: 209

DOWNLOAD

DOWNLOAD WITH ACKNOWLEDGMENT

Note: A report that requires acknowledgment can be acknowledged only once.

5.2 Acknowledge a report when required

After reading the safety report, the PI or delegated SUSAR contact shall acknowledge the document by clicking on the button “I confirm I read the document” at the end of the safety report.



Title	SUSAR PORTAL TESTING 20251010 - 20251011.pdf
Source	EORTC
Date	12/18/2025
User	Hadi SUSAR Contact UAT Test

I confirm I read the document

5.3 Open Study view

Click here to review the studies assigned to you in the Portal.

Study View » Studies

Below are the studies for which you are designated as a SUSAR contact.
If you cannot find an expected study, please verify your access request in the access log or contact the EORTC study team for assistance in resolving the issue.

[RESET FILTERS](#)

Number	Title	Alias	NCTNumber	EudraCTNumber
1208	Minitub: Prospective registry on Sentinel Node (SN) positive melanoma patients with minimal SN tumor burden who undergo Completion Lymph Node Dissections (CLND) or Nodal Observation.	MiniTub	NCT01942603	

For overview of all safety information per study, Click the study number to open Study view.

5.3 Use Study view for site-level actions.

Study view

Study View » Studies » 1208

Title:

Minitub: Prospective registry on Sentinel Node (SN) positive melanoma patients with minimal SN tumor burden who undergo Completion Lymph Node Dissections (CLND) or Nodal Observation.

Alias:

MiniTub

Please find hereunder SUSARs reported for this study. You can download or acknowledge a SUSAR by selecting the appropriate icons in the action column. You can acknowledge the SUSAR by selecting the acknowledge button and scroll to the bottom of the pdf file.

Note: If you have access to several sites, you will see a tab per site. Be aware that if you acknowledge a SUSAR for one site, you automatically acknowledged the SUSAR for your other sites too.

SITE 147 - U.Z. LEUVEN - CAMPUS GASTHUISBERG

SITE 225 - GUSTAVE ROUSSY

Pls

None

SusarContacts

Hadi SUSAR Contact UAT Test

RESET FILTERS

Issue	Name	FU#	Type	Source	Country	Date Of R...	Outstandi...	Acknowle...	Date Ackn...
✓	SUSAR PORTAI TESTING 2.pdf		EORTC SUSAR Line Listing			27 Jan 2026	7	Hadi SUSAR Co...	02 Feb 2026
⚠	SUSAR PORTAI TESTING 3.pdf		Individual SUSAR	EORTC	Belgium	27 Jan 2026	7		
⚠	SUSAR PORTAI TESTING								

Study details

Your sites

Click on the name to open the safety report

Safety reports available for your site

NB: Via this page, the SUSAR contact will download and acknowledge (if applicable) the safety report per site, rather than for all sites simultaneously as done via the homepage.

6. Email notification of new safety information

Safety report notification to SUSAR contact

The SUSAR contacts of the authorized sites will be notified by email once a safety report has been uploaded to the porta (individual SUSAR, EORTC SUSAR LL or Company SUSAR LL)

A new report was posted on the SUSAR portal: 2227 6m SUSAR line listing 20260219-20260818.pdf.

Select the link to open the SUSAR portal.

You can review the report via this link: [SUSAR Portal](#)

Please download this report, read it, file it in the study ISF.

The report can be downloaded via the above link. Please use your EORTC credentials to log in to the portal.

Should you have any question or issue, please reach out to the EORTC Pharmacovigilance team by sending an email to pharmacovigilance@eortc.org

Important: Company SUSAR Line Listings are available only from the Study page; they cannot be viewed from the Home page.

7. Contact details

Should you have a question related to the SUSAR portal or safety reports, please do not hesitate to contact the EORTC Pharmacovigilance Department:

E-mail: pharmacovigilance@eortc.org

For questions about access or delegations, please contact EORTC Clinical Operations Manager of the study or the study's general email address.

THANK YOU

Find out more : eortc.org

Document history

Version	Date approved	Reason for modification
1.0.0	06/07/2026	Initial
1.1.0	07/10/2026	Update the slide for first time login Additional information on how to find the Company SUSAR Line Listing