



Astellas ISR Connect

External User Registration and Login Guide

Table of Contents

Table of Contents	2
1. Log into Requester Portal	3
1.1 Create an Account	3
1.2 Verify Email	5
1.3 Log into Requester Portal (with Password)	5
1.4 Log into Requester Portal (with Passwordless Login)	6

1. Log into Requester Portal

1.1 Create an Account

To create your Requester Portal account:

1. Navigate to astellas-medical-domain.my.site.com/ISRRequesterPortal/s/
2. Click **Register Here**

3. Enter your **Email**
4. Enter your **Password**
5. Enter the same Password in the **Confirm Password** field

Note: All required fields are marked with a red asterisk * in the Requester Portal.

Note: Many fields in the Requester Portal include help text. To view help text for a field, hover your mouse over the ⓘ icon.

6. Enter information in the Personal Information section:

- **Salutation**
- **Professional Type**
- **First Name**
- (Optional) **Time Zone**
- **Last Name**

7. Enter information in the Address section:

- **Street Address**
- (Optional) **City**
- **Country**
- (Optional) **State / Province**
- (Optional) **Postal Code**

8. Enter information in the Licensure Information section:

- **Credentials**
- (Optional) **NPI #**
- (Optional) **Do you hold a license in any other country?**
- (Optional) **License Number**
- (Optional) **State of Licensure**
- (Optional) **License Expiration**
- (Optional) **Governing Body**

Note: Fields in the Licensure Information section depend on the Country you selected.

9. Click the **I accept Privacy Policy** checkbox10. Click **Register**

Note: You can click **Privacy Policy** to view the Privacy Policy in your browser.

Note: You can click the **Remember Me** checkbox to save your email for future logins.

1.2 Verify Email

After you register for the Requester Portal, you will automatically receive an email titled **Verify your email address in Astellas ISR Requester Portal**. Open the email, then click the link to verify your email.

Hello Soren Millweather,

Please verify your email address for the username, jschwid+1@mavens.com. To finish verifying your email address, click the following link. This link expires in 7 days.

https://astellas-medical-domain--devivr1.sandbox.my.site.com/ISRRequesterPortal/_nc_external/identity/email/AsyncVerifyEmail?k=Cj4KNQoPMDBEOWEwMDAwME9lc2U2Eg8wMkdhbDAwMDAwMkpLNmoaDzAwNTILMDAwMDBWdGVCMYAFGJaf1ITTMxIQAfuoXFIS4lcW0bV5MkYzjRoMXYoDld2E8oqB--h5lmi5zQELnKJu5KkcmNpUtgjkb4XcSbLgLfPGUakjOxZIND-nrJPqfMU_-XLC0X5heNIIA0mknp7dZpBaxBgpieCX6ygARZ5CXQIWZwjENMSmtJecNfSg8nlvubUKFGgo5aqpxk0kx_AUA%3D%3D&retURL=%2FISRRequesterPortal%2Fs%2F

1.3 Log into Requester Portal (with Password)

There are two ways to log into the Requester Portal: with your Password, or with Passwordless Login. To log in with your Password:

1. Navigate to astellas-medical-domain.my.site.com/ISRRequesterPortal/s/
2. Click the **Click Here** link in the System Login section

System Login
Enter your email address and click continue to login

* Email

Use password to login? [Click Here.](#)

3. Enter the **Email Address** you used to register for the Requester Portal
4. Enter your **Password**
5. Click **Log in**

Login to the Astellas Investigator Sponsored Research Portal
Enter your email address and password for login

Email Address

Password

[Forgot your password?](#)

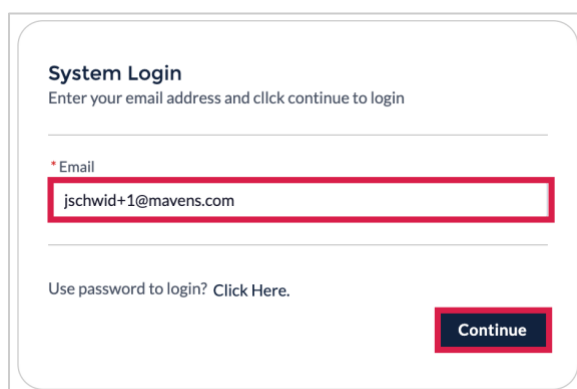
Use Login Code? [Click Here.](#)

1.4 Log into Requester Portal (with Passwordless Login)

There are two ways to log into the Requester Portal: with your Password, or with Passwordless Login. To log in with Passwordless Login:

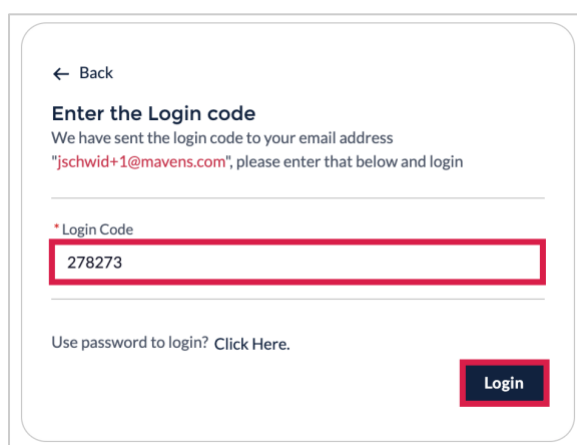
Note: You can only use Passwordless Login if you have already verified the email for your Requester Portal account (refer to the [Verify Email](#) section for more information).

1. Navigate to astellas-medical-domain.my.site.com/ISRRequesterPortal/s/
2. Enter the **Email** you used to register for the Requester Portal
3. Click **Continue**



The screenshot shows the 'System Login' screen. At the top, it says 'System Login' and 'Enter your email address and click continue to login'. Below this is a text input field labeled '* Email' containing the email address 'jschwid+1@mavens.com'. At the bottom, there is a link 'Use password to login? Click Here.' and a blue 'Continue' button.

4. An email with a Verification Code will be sent to the email you entered. Enter the Verification Code in the **Login Code** field
5. Click **Login**



The screenshot shows the 'Enter the Login code' screen. At the top, there is a back arrow and the text 'Enter the Login code'. Below this, it says 'We have sent the login code to your email address' and '"jschwid+1@mavens.com", please enter that below and login'. There is a text input field labeled '* Login Code' containing the code '278273'. At the bottom, there is a link 'Use password to login? Click Here.' and a blue 'Login' button.