

UPMC Hillman Cancer Center Intranet Website for Support and Other Information Sharing

CCWEB <https://ccweb.upmc.edu/>

In accordance with the UPMC Hillman Cancer Center [Oncology Data Governance policy](#), to request data from the UPMC Network Cancer Registry, customers must submit a **Report / Data Request** through the **UPMC Hillman Cancer Center CCWEB** support portal as follows:

- **Using a UPMC log in:** <https://ccweb.upmc.edu/>
- Select **“Submit a Ticket”** on the right side of the screen
- Confirm your **Contact Information**
- Enter your **Work Phone** number
- Enter information into **“I’m filling this out for:”**
- Select **Your Location** from the drop-down list (*one that matches most appropriately*)
- Select **Issue = Reports/Data** then follow directions from here
- **Enter Date Required:** Per UPMC Hillman Cancer Center Oncology Data Governance policy, expect at least at 2 week turn around

- **If this is an urgent request, select YES.** Customer must then briefly and concisely explain the urgency
- Select **Request Purpose:** from the list provided which best fits your request
 - **Research** related requests will require acknowledgement of IRB approval – you must upload your IRB application and approval letter under the documents (last step)
 - **Quality Improvement** projects will require acknowledgement of approval by the UPMC Quality Review Committee – you must upload your QRC application and approval email under documents (last step)
- Select **Request Type:** from the list provided
 - For **Research/Honest Broker** data needs, be sure to select that option for proper routing
- Select **Data Source(s):** from the list provided
 - Be certain to select **Cancer Registry** for projects involving cancer registry data for proper routing
- **Select Frequency:** Requests using Cancer Registry data must = **One Time Run**
- Complete the subsequent text areas to outline the following:
 - **Users/Consumers/Recipients/Audience**
 - **Data Elements to be included** (these should mirror and expand on what is outlined in IRB and QRC applications)
 - **Selection Criteria** (these should mirror and expand on what is outlined in IRB and QRC applications)
 - **Any additional information to help clarify the request**
- **Upload Supporting Documents** including but not limited to:
 - IRB application and approval letter
 - QRC application and approval email
 - Preferred sample data format or any forms that are required to be completed for grant applications, etc.