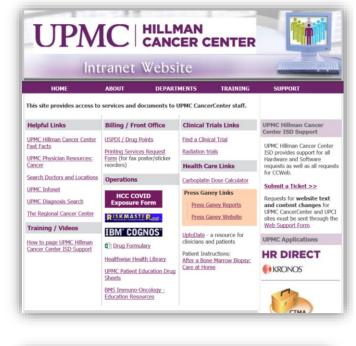
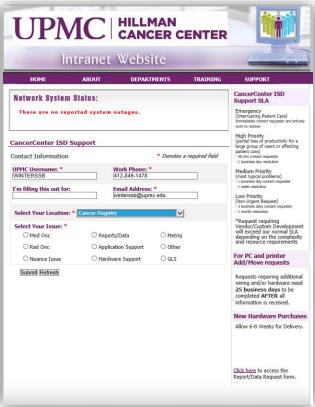
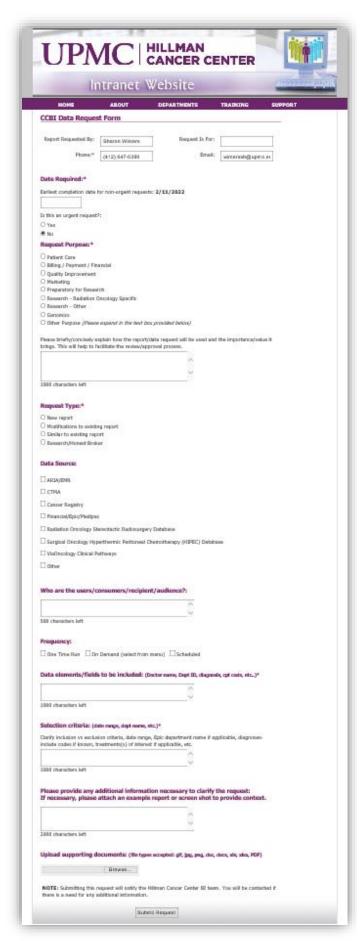
UPMC Hillman Cancer Center Intranet Website for Support and Other Information Sharing

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

- o 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
 - o For Research/Honest Broker data needs, be sure to select that option for proper routing
- Select Data Source(s): from the list provided
 - o 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)
 - o 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:
 - o IRB application and approval letter
 - QRC application and approval email
 - o Preferred sample data format or any forms that are required to be completed for grant applications, etc.