

Accessing Gilead OPTICS

This document covers how to do the following in [Gilead OPTICS](#):

- Create a new account (Steps 1-3)
- Accessing the portal (Step 4)
- Grant access to your staff (Step 5)

Step	Description
1	<p><u>Create a New Account</u></p> <p>If it is your first time using Gilead OPTICS you need to register and create a new account.</p> <p>Select “Create a New Account.”</p> <div data-bbox="581 993 1114 1402" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> </div>

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Step	Description
2	<p>Complete the Registration Form: fill in all required fields marked with an asterisk (*).</p> <div data-bbox="516 457 1182 1155" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> </div> <p>Note: The email address will be your Gilead OPTICS username.</p>
3	<p>After submission, the system will confirm your request, and you will receive an email with your username and temporary password.</p> <div data-bbox="581 1402 1117 1705" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> </div> <p>You will be asked to select a new password when you log in.</p> <p>Note: Check your Spam folder in your inbox in case the email was filtered there.</p>

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Step	Description
4	<p>Accessing the Portal</p> <p>To access Gilead OPTICS, enter your username and password.</p> <p>You can select “Remember me” during login to save your information for future sessions.</p> <p>If you forget your password, select “Forgot your password?” and follow the instructions.</p> <div data-bbox="565 674 1130 1108" data-label="Image"> </div> <p>To reset your password, enter your username and click “SEND EMAIL”.</p> <div data-bbox="581 1257 1110 1717" data-label="Image"> </div> <p>Directions for resetting your password will be emailed to you.</p> <p>Note: Check your Spam folder in your inbox in case the email was filtered there.</p>

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Step	Description
5	<p><u>Grant Access to Your Staff</u></p> <p>If you need to provide Gilead OPTICS access to your staff to assist you on your application, you will need to add their email address(es) <u>before</u> submission.</p> <p>Both Letter of Interest (LOI) and Proposal forms ask: “Does anyone else in your organization need access to this submission?”</p> <p>Select “Yes” and enter the email address(es) of the assisting staff. Click “Add Email id(s)” to include multiple users.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Does anyone else in your organization need access to this submission? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please provide their email id(s) *</p> <p>Email</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%; margin-bottom: 5px;"> × </div> <p>Add Email Ids</p> </div> <p>Note: Only the Principal Investigator has the ability to submit the LOI or Proposal. Supporting staff will have editing access but cannot submit the application.</p>