MyCCTS   **INSTRUCTIONS FOR INVESTIGATORS**

LOG IN:

1. Go to https://myccts.osu.edu/.
2. Login with your OSU name.##.
3. To request a service, you are asked to first enter information about the project.

Create Project

4. Complete required information on Create Project page and click Save.
5. On the next window, choose CCTS Vouchers under Request a New Service.

> ▶ **CCTS Vouchers**

6. Choose "CCTS Core Voucher Award" from the drop down list, add any notes and click Create Service request.

Project *
testing (5326)

┌─Services requested────────────┐

| **Service** |
| CCTS Core Voucher Award |

- Select a service -   ▼
- Select a service -
CCTS Core Voucher Award
Voucher request

Create Service request

7. When all services have been added to the "cart", click Submit request(s)

Submit request(s)

8. You will be taken to your Dashboard where all of your service requests for all of your projects are listed.
9. To request services on the same project but from a different service provider such as Recruitment, click Request a new service.

> ⚙ **Request a new service**

You will receive an intake form from CCTS Voucher Staff. If you do not, contact cctsvoucher@osumc.edu