

# Accessing and Using the Collaborative Space on CCOS

V1.0: June 30<sup>th</sup>, 2025: Estimated 5 minute read

## Overview

The **Collaborative Space** is a secure and dynamic environment designed to enhance teamwork within CCOS Working Groups. Powered by **Google Shared Drives** through the **NCATS Google Suite**, it allows members to collaborate in real-time, share and manage documents, and track group progress—all from a centralized location.

[Email support](#) with any questions.

## Table of Contents

1. [Who can use this feature?](#)
2. [Glossary](#)
3. [Version History](#)
4. [Guidance](#)
  - a. [How to Access Your Collaborative Space](#)
  - b. [Support & Troubleshooting](#)

## Who can use this feature?

This feature is designed for the following roles:

**CCOS Users:** A **CCOS User** is anyone who has an active account on the **CCOS platform**. To become a CCOS User, individuals must [register for a CCOS account](#).

## Glossary

Quick definitions for terms used in this guide:

- **CCOS:** Coordination, Communication, and Operations Support Center
- **Support Ticket:** Each new user request creates a support ticket that the CCOS Support Team uses to track and manage the request. It is recommended you use the support ticket number in your communications with the CCOS Support Team so they can help you with any questions or issues identified with the new user request.
- **Collaborative Space:** A secure, shared Google Drive environment owned by NCATS, where Group members can upload, share, and co-edit documents in real time.
- **NCATS:** The National Center for Advancing Translational Sciences. NCATS manages the backend infrastructure (including the Google Shared Drives) for the Collaborative Space feature.

## Version History

**V1.0:** June 30, 2025

## Guidance

### How to Access Your Collaborative Space

#### Step 1: Start at the CCOS Website

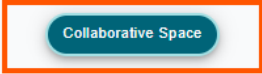
1. Log in to the [CCOS website](#).

2. Navigate to your CTSA Group's landing page.
3. Click the **“Collaborative Space”** button located on the page.

This link will redirect you to the Google login portal for your group’s designated Shared Drive.

## Collaborative Spaces

The collaborative space for the Advancing Dissemination and Implementation Sciences Group can be accessed below.



Collaborative Space

**Note:** While access starts on the CCOS site, the Collaborative Space itself is hosted on the NCATS Google Suite platform and managed by NCATS.

### Step 2: Logging In

To access the Collaborative Space, you’ll need to log in using an identity provider such as **NIH**, **InCommon**, or **Login.gov**. Choose **“New User”** if this is your first time logging in, or **“Returning User”** if you’ve previously set up access to the collaborative space.



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## CTSA Groups & Discussion Forum Login

**Returning users:** Please click "continue" to proceed.



CONTINUE

**New users:**

You will need a login to access this site.



CONTINUE

Use your institution's account. Click the "continue" and then select your organization on the next page. If your organization is not listed, please see below.

**Can I use another account?**

If your organization is not part of the InCommon Federation, you may apply for access using

[Click here to apply for access using login.gov.](#)



[\[Check if your organization is an InCommon participant\]](#)



For assistance with login issues, please email [support@ctsa.io](mailto:support@ctsa.io).

[NCATS Home](#) | [Site Map](#) | [Privacy Notice](#) | [Comment Policy](#) | [Disclaimer](#) | [Accessibility](#) | [Viewers & Players](#) | [FOIA](#) | [OIG](#)

If you have problems viewing PDF files, download the latest version of [Adobe Reader](#)

For [language access](#) (link is external) assistance, contact the [NCATS Public Information Officer](#)

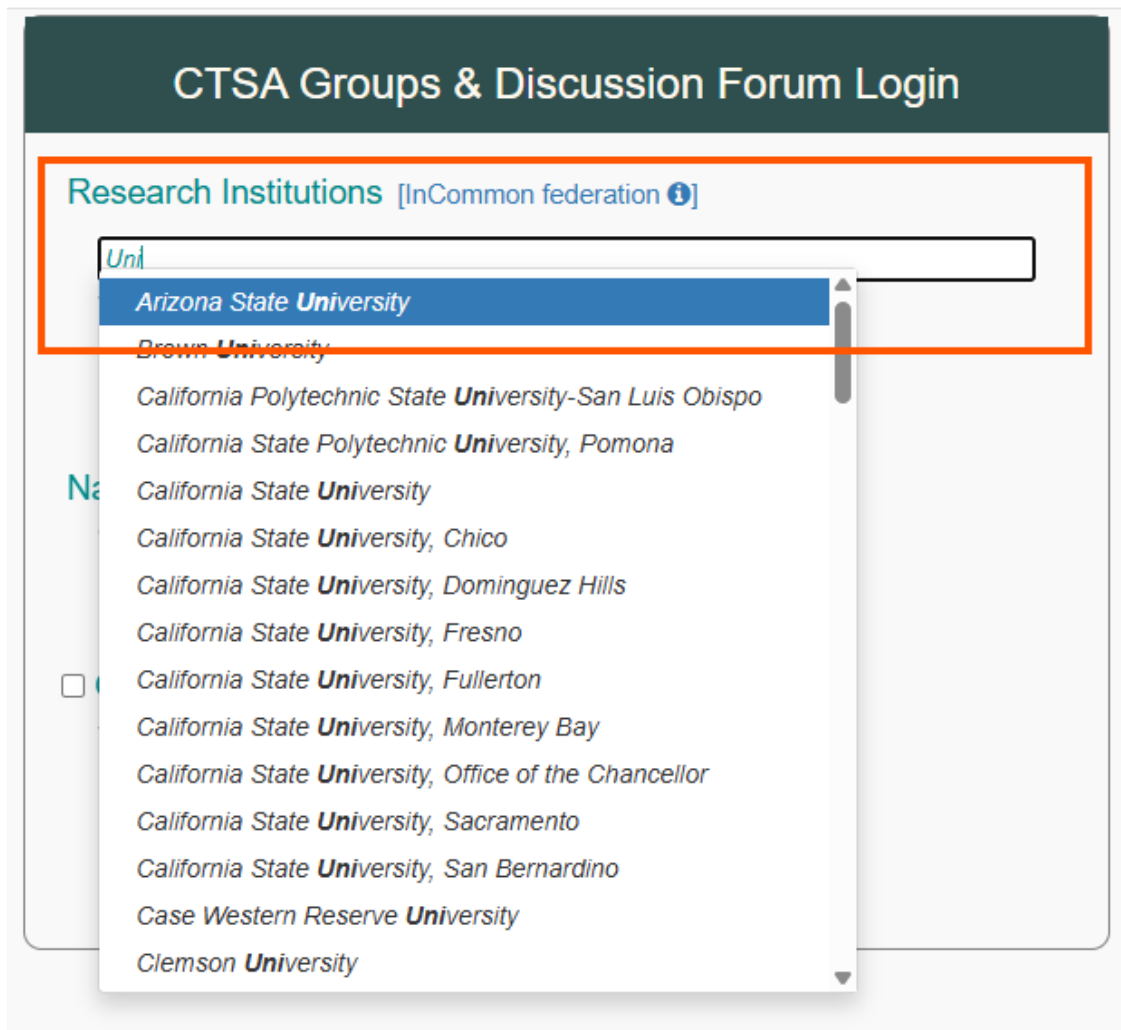
National Center for Advancing Translational Sciences (NCATS), 6701 Democracy Boulevard, Bethesda MD 20892-4874 • 301-594-8966

**Please note:** If you do not login to the collaborative space after 6 months, your account will be deactivated, and you will need to register again as a new user.

### Option A: New User: Logging in with InCommon

1. Click "**Continue**" under **New User** and select **InCommon** as your login method.
2. You'll be redirected to the **CTSA Groups & Discussion Forum Login** screen.

- Find and select your **institution's name** to log in with your institutional credentials.



CTSA Groups & Discussion Forum Login

Research Institutions [InCommon federation ⓘ]

Uni

- Arizona State **University**
- Brown **University**
- California Polytechnic State **University**-San Luis Obispo
- California State Polytechnic **University**, Pomona
- California State **University**
- California State **University**, Chico
- California State **University**, Dominguez Hills
- California State **University**, Fresno
- California State **University**, Fullerton
- California State **University**, Monterey Bay
- California State **University**, Office of the Chancellor
- California State **University**, Sacramento
- California State **University**, San Bernardino
- Case Western Reserve **University**
- Clemson **University**

- Enter your institutional **username and password**. Do not use your alias.
- Confirm your Google account on the verification screen.
- Select your preferred **authentication method** and click **Continue**.
- You'll be redirected to the **Google welcome page**.
- Review the terms of use for your new @ctsa.io account and click "**I Understand.**"
- You'll receive a confirmation email and instructions for forwarding this new account's emails to your institutional email.
- After successful login, you'll be automatically redirected to your **Working Group Collaborative Space**.

11. Click **“Apply to Join”** – your Working Group Chair must approve your request before access is granted.



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Advancing Dissemination and Im...

Advancing Dissemination and Implementation Sciences

This working group aims to advance the integration of equity-focused dissemination and implementation into the broader spectrum of clinical and translational research, including clinical, practice-based, and community-engaged research, and to build capacity for competency development for equity-focused dissemination and implementation, leveraging the support of current community of practice of D&I experts and users, CTSA consortium, and PBRN models

Apply to Join the group

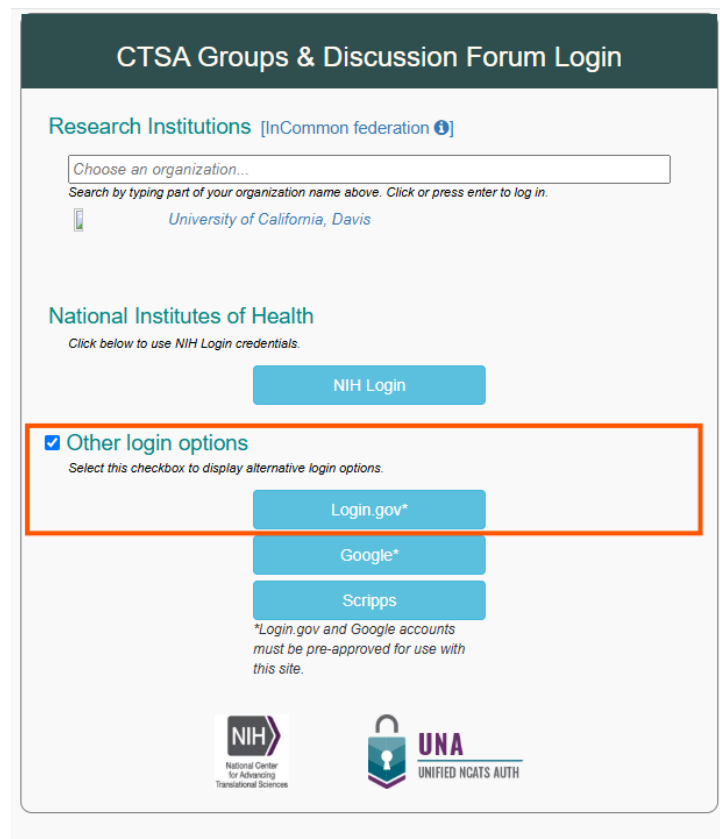
**Shared Drive\*** (Collaborative documents)

\*These links include a special prefix which ensures that your login will use the correct account. You can drag a link onto your bookmark bar or copy and paste it to share with others.



## Option B: Logging in with Login.gov

1. Click “**Continue**” under **New User** and select **Login.gov** as your login method.



CTSA Groups & Discussion Forum Login

Research Institutions [InCommon federation ⓘ]

Choose an organization...

Search by typing part of your organization name above. Click or press enter to log in.

University of California, Davis

National Institutes of Health

Click below to use NIH Login credentials.

NIH Login

☒ Other login options

Select this checkbox to display alternative login options.

Login.gov\*

Google\*

Scripps

\*Login.gov and Google accounts must be pre-approved for use with this site.

NIH National Center for Advancing Translational Sciences

UNA UNIFIED NCATS AUTH

2. You'll be redirected to the **Login.gov** website.
3. Use your **institutional email address** to sign up and select “**Sign In.**”
4. Authenticate using your **authenticator app**:
5. Enter the six-digit code displayed under Login.gov.
6. If you don't have an authenticator app, choose another authentication method.
7. After successful login, you will be redirected to the **Google welcome page**.
8. Review the terms of use for your new @ctsa.io account and click “**I Understand.**”
9. You'll receive a confirmation email and instructions for forwarding this new account's emails to your institutional email.

10. After successful login, you'll be automatically redirected to your **Working Group Collaborative Space**.

11. Click **“Apply to Join”** – your Working Group Chair must approve your request before access is granted.



## Step 3: What You Can Do in the Collaborative Space

Once your access is approved, you can begin collaborating! Within the **Collaborative Space (Google Shared Drive)** you can:

- **Upload and Organize Files:** Store meeting materials, research data, planning documents, and more.
- **Create and Co-edit Documents:** Use Google Docs, Sheets, Slides, and Forms to work collaboratively in real time.
- **Share Files and Folders:** Manage permissions to ensure secure sharing with internal or external collaborators.
- **Search and Filter Content:** Quickly find files with advanced search features.
- **Maintain Version History:** Track document changes and restore previous versions if needed.
- **Manage Access:** Working Group Chairs can manage permissions and content settings to meet group needs.



# Support & Troubleshooting

For a smooth experience, here's who to contact based on your issue:

Issue Type	Contact
Trouble creating or logging into your CCOS account, or difficulty accessing Collaborative Space links on the CCOS site	<b>CCOS Support Team</b> support@ccos.ctsa.io
Problems logging into the Collaborative Space, managing Shared Drive content, or access privileges	<b>NCATS Support Team</b> support@ctsa.io

You're welcome to copy **CCOS Support** when reaching out to NCATS so we can stay informed and assist if possible.