

GETTING STARTED APPLYING FOR AN ADD HEALTH CONTRACT

The first step in applying for an Add Health contract is to create an application on the CPC Data Portal:

- Go to <http://data.cpc.unc.edu/>
- Log in.
- On your initial visit to the site to create the application, you will:
 - Choose datasets you are interested in using (you may add more later by using the “Request more data” button).
 - Submit your application.
 - Add Health receives an auto-generated notification email whenever you make a request or upload documents.

Some notes on navigating the Portal to initiate an application:

- Scroll down past the descriptions of the types of contracts.
- The tab “Public Data” is highlighted by default; click the tab “Restricted Data (Group View).”
- Core Files are included with all contracts; you can click "Add Bundle" or let the CART do that for you at checkout.
- Hover over pink boxes to read about the requirements.
 - Note that you are not submitting required forms at this point.
 - You can start to do that after submitting the basic application.
- Click on the data category (xxxx Files) to see what datasets are available.
- Submit the application:
 - Click CART (in the blue bar at top of screen).
 - Click “Proceed to checkout.”
 - Click “Submit.”

Continuing your application:

Shortly after you submit your application, you will receive an email from CPC Data Portal with instructions on how to continue.