## Translated StudyPages Process Chart

A flow chart to help guide teams through the step-by-step process of requesting and having a Spanish translated studypage listing.

Teams submit a Spanish translation request to OHSU Language Services for their currently published English studypage content to <a href="mailto:translations@ohsu.edu">translations@ohsu.edu</a>.\*

Visit Language Services 02 page for more information on written translations.



Once teams receive translated content and certificate of translation, they email them to StudyPages Administrator at <a href="mailto:octrirecruitment@ohsu.edu">octrirecruitment@ohsu.edu</a>, requesting a translated studypage.



Administrators will confirm documents and turn on translated studypage feature for study.



Teams will access the studypage edit form in Spanish and enter the translated content. Once complete, teams will click the 'Submit for publishing' button.



StudyPages Administrator reviews and approves translated studypage.



Translated studypage is posted and visible in the public facing gallery.

\*New certified translations will be required for all updates to the studypage.

For more information on StudyPages, including training materials and resources, visit the StudyPages section of the OCTRI Recruitment <u>webpage</u> or email <u>octrirecruitment@ohsu.edu</u>.