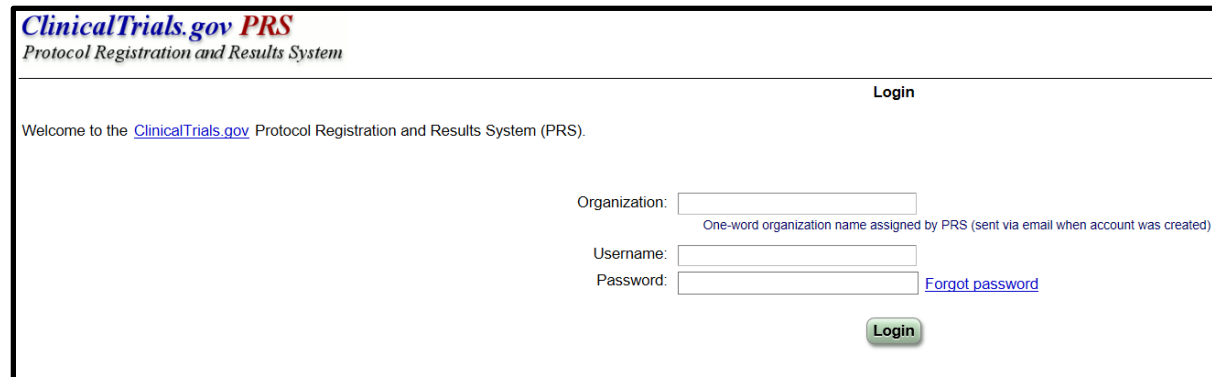


Clinicaltrials.gov quick start guide

New users

General

- If you are new to Clinicaltrials.gov, email Emily.Bradford@uky.edu (UK CT.gov administrator) to establish a login and password.
- You will receive an automated email message from CT.gov informing you that your credentials have been created. Click the link in that email to login. You will be taken to the following screen:



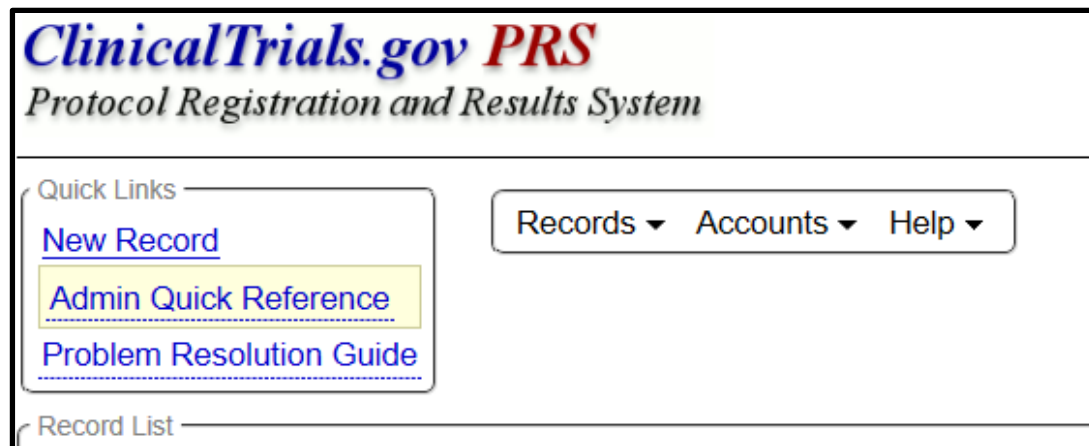
The screenshot shows the login page for the ClinicalTrials.gov Protocol Registration and Results System (PRS). The page title is "ClinicalTrials.gov PRS Protocol Registration and Results System". The main heading is "Login". Below the heading, there is a welcome message: "Welcome to the [ClinicalTrials.gov](https://clinicaltrials.gov) Protocol Registration and Results System (PRS).". The login form consists of three input fields: "Organization:", "Username:", and "Password:". The "Organization:" field has a small text note below it: "One-word organization name assigned by PRS (sent via email when account was created)". To the right of the "Password:" field is a link labeled "Forgot password". At the bottom center of the form is a green "Login" button.

- The organization will always be "UKentucky". Enter your login (listed in the email) and the temporary password and select "login"

New users

First time login

- You will now see the following screen upon login:



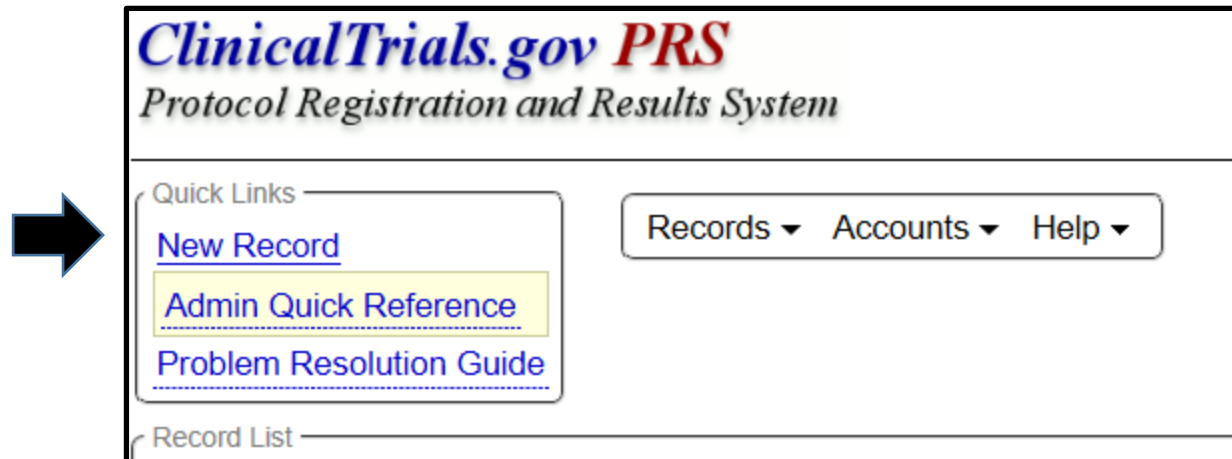
- Select the “Accounts” tab, then “change password” to create your own unique password
- If you forget your password, the system administrator can reset it. Simply email Emily.Bradford@uky.edu

Forgotten password

- In the event that you have forgotten your Clinicaltrials.gov password, simply email the system administrator Emily Bradford at Emily.Bradford@uky.edu to have it reset.

Creating a new record

- To create a new record, select “New Record” in the upper left hand corner of the screen:



Creating a new record

- Having selected “new Record”, you will see the following screen:

The screenshot shows a web form with the following elements:

- At the top right, there are links for [Help](#) and [Definitions](#).
- The first field is labeled "* Organization's Unique Protocol ID:" and has an empty text input box.
- The second field is labeled "* Brief Title:" and has a larger text input box. To its right is a link for [Special Characters](#).
- The third field is labeled "[*] Acronym: (if any)" and has a text input box. Below it is a note: "If specified, will be included at end of Brief Title in parentheses."
- The fourth field is labeled "* Study Type:" and has three radio button options:
 - Interventional** (or clinical trial) — participants assigned to intervention(s) based on a protocol
 - Observational** participants **not** assigned to intervention(s) based on a protocol; typically in context of routine care
 - Expanded Access** availability of an experimental drug or device outside of a clinical trial protocol
- At the bottom left, there are two buttons: **Continue** (highlighted in green) and **Cancel**.
- At the bottom right, there is a legend:
 - * Required
 - * § Required if Study Start Date is on or after January 18, 2017
 - [*] Conditionally required (see Definitions)

- Please use your IRB approval number for the “Organization’s Unique Protocol ID”.
- Then answer the remaining questions on this page and the system will generate the required data elements and you can continue registering your study.