Clinicaltrials.gov quick start guide

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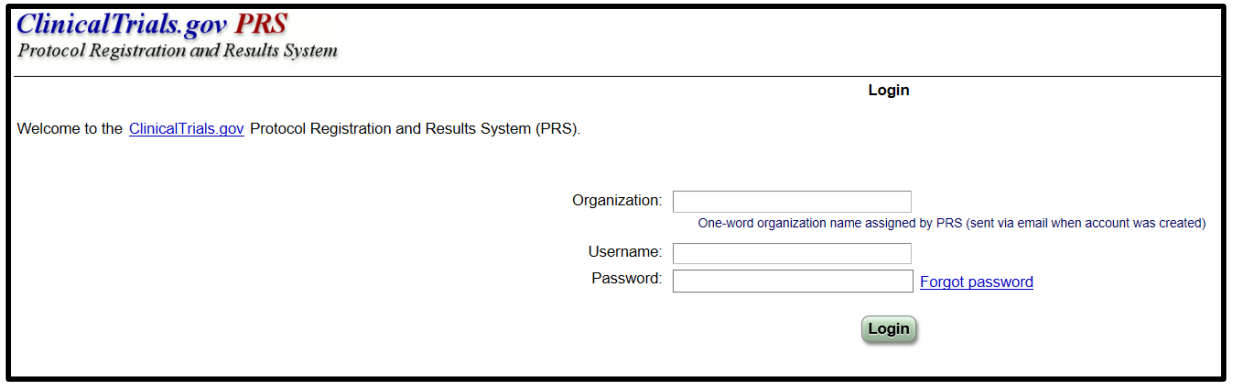
New users
General

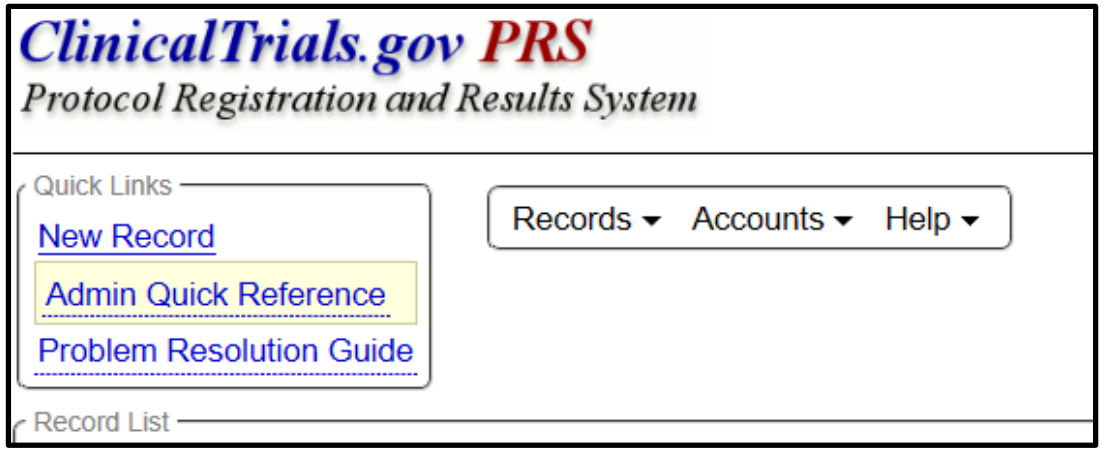
- If you are new to Clinicaltrials.gov, email Emily.Bradford@uky.edu (UK CT.gov administrator) to establish a login and password.
- You will receive an automated email message from CT.gov informing you that your credentials have been created. Click the link in that email to login. You will be taken to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



- The 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:



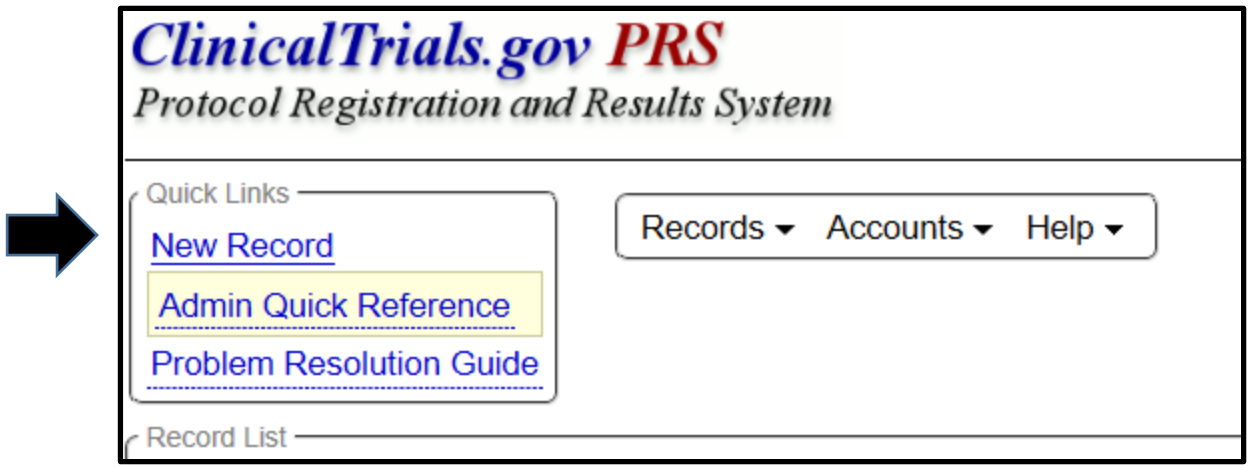
- Select the “Accounts” tab, then “change password” to create your own unique password
- If you forget your password, the system administrator can reset it. Simply email Emily.Bradford@uky.edu

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.

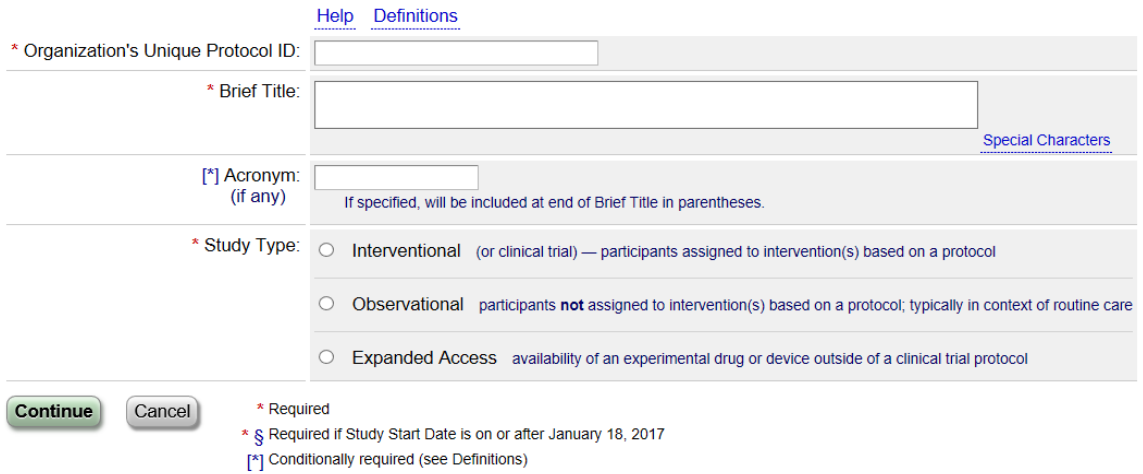
Creating a new record

- 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:



- 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.