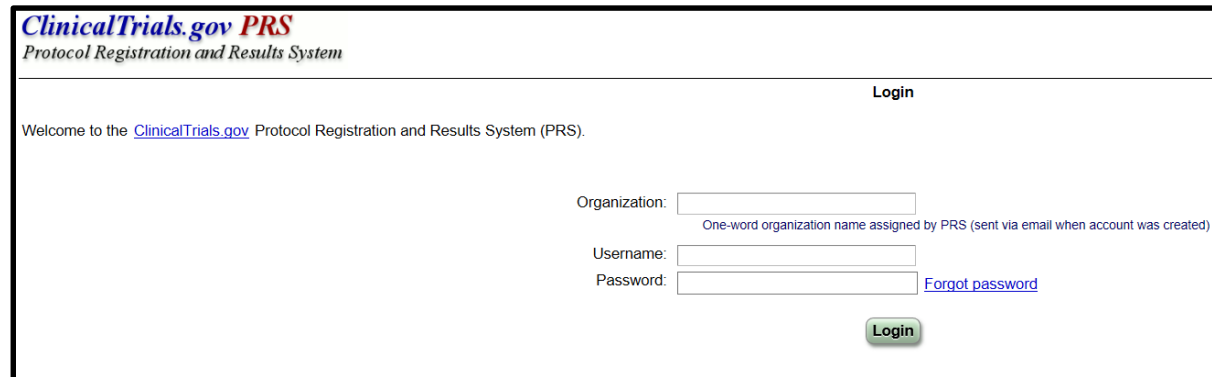


Clinicaltrials.gov quick start guide

New users

General

- If you are new to Clinicaltrials.gov, email Joel.Thompson@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:



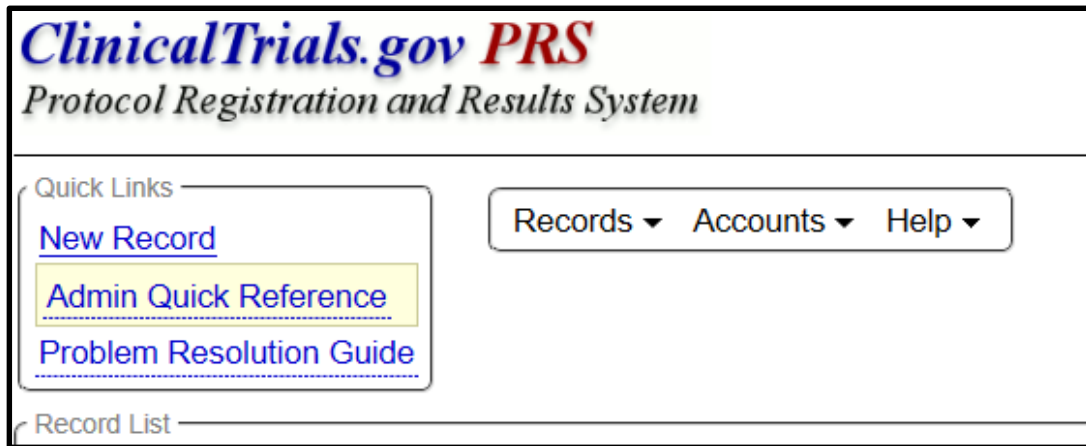
The screenshot shows the login interface for the ClinicalTrials.gov Protocol Registration and Results System (PRS). At the top left, the logo reads "ClinicalTrials.gov PRS" with "Protocol Registration and Results System" underneath. In the top right corner, the word "Login" is displayed. Below the header, a welcome message states: "Welcome to the [ClinicalTrials.gov](https://clinicaltrials.gov) Protocol Registration and Results System (PRS)." The main form area contains three input fields: "Organization:" with a text box and a note below it stating "One-word organization name assigned by PRS (sent via email when account was created)"; "Username:" with a text box; and "Password:" with a text box. To the right of the password field is a blue link labeled "Forgot password". At the bottom center of the form is a green button labeled "Login".

- 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:



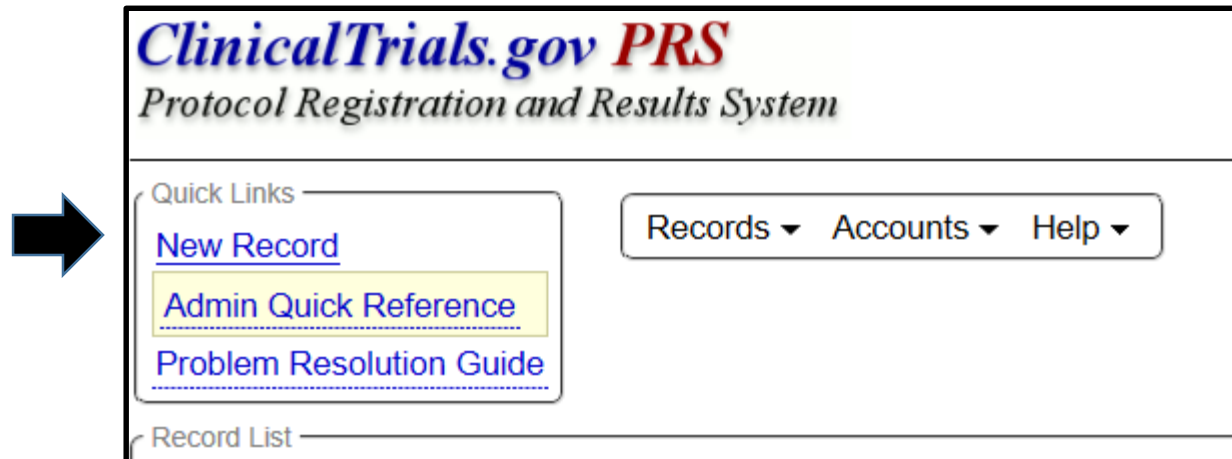
- Select the “Accounts” tab, then “change password” to create your own unique password
- If you forget your password, the system administrator can reset it. Simply email Joel.Thompson@uky.edu

Forgotten password

- In the event that you have forgotten your Clinicaltrials.gov password, simply email the system administrator Joel Thompson at Joel.Thompson@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 for creating a new record. At the top right, there are links for [Help](#) and [Definitions](#). The form contains the following fields and options:

- * Organization's Unique Protocol ID:** A text input field.
- * Brief Title:** A text input field. To its right is a link for [Special Characters](#).
- [*] Acronym: (if any)**: A text input field. Below it is a note: "If specified, will be included at end of Brief Title in parentheses."
- * Study Type:** A group of 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 are two buttons: **Continue** (highlighted in green) and **Cancel**. Below the buttons are three footnotes:

- * 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.