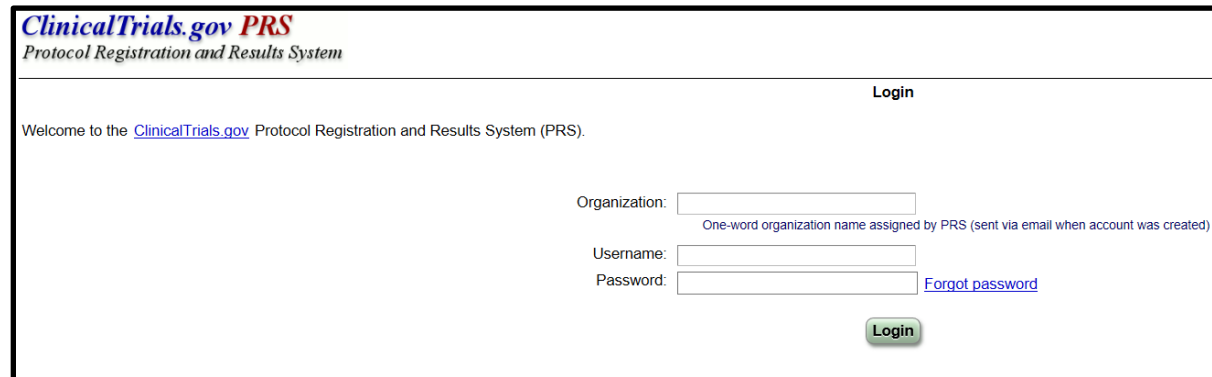


Clinicaltrials.gov quick start guide

New users

General

- If you are new to Clinicaltrials.gov, email Kasandra Lambert at kvlamb2@uky (Clinical Trial Compliance Administrator) to establish a login and password.
- You will receive an automated email message from clinicaltrials.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:



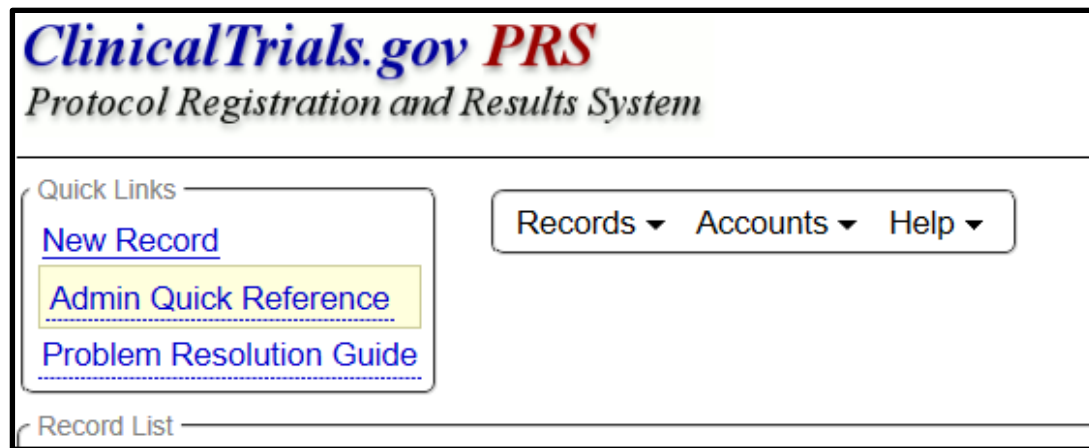
The screenshot shows the login page for the ClinicalTrials.gov Protocol Registration and Results System (PRS). The page title is "ClinicalTrials.gov PRS Protocol Registration and Results System". The main heading is "Login". Below the heading, there is a welcome message: "Welcome to the [ClinicalTrials.gov](https://clinicaltrials.gov)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

- 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:



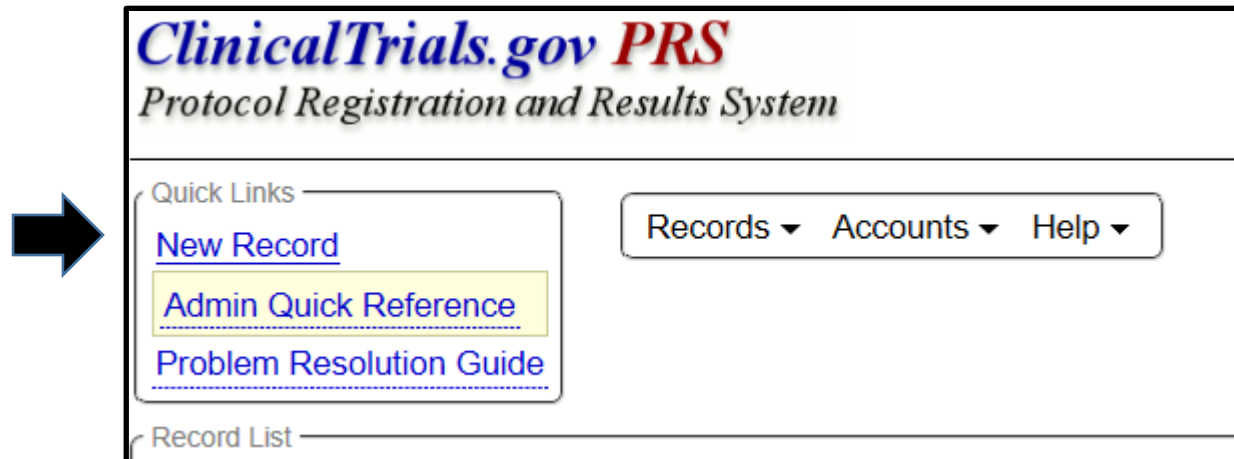
- Select the “Accounts” tab, then “Change Password” to create your own unique password
- If you forget your password, the system administrator can reset it. Simply email Kasandra Lambert at kvlamb2@uky.edu

Forgotten password

- In the event that you have forgotten your Clinicaltrials.gov password, simply email the system administrator Kasandra Lambert at kvlamb2@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:

- Links: [Help](#) [Definitions](#)
- Field 1: * Organization's Unique Protocol ID: [text input]
- Field 2: * Brief Title: [text input] [Special Characters](#)
- Field 3: [*] Acronym: (if any) [text input]
If specified, will be included at end of Brief Title in parentheses.
- Field 4: * Study Type: **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
- Buttons: [Continue](#) [Cancel](#)
- Legend:
 - * Required
 - * § Required if Study Start Date is on or after January 18, 2017
 - [*] Conditionally required (see Definitions)

- Please use your E-IRB protocol number, OnCore or Markey Cancer Center protocol 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.