Tips and Instructions for ClinicalTrials.gov use

1. How do I request a user name and password?

1.1. Provide the following information to Partners PRS Administrator, Jennifer Ballard jpballard@partners.org:
- PHS user name
- Full name
- Home institution
- Email address

1.2. PRS Administrator sends profile request to CT.gov
1.3. ClinialTrials.gov emails Investigator notifying of account (within 2 days)
1.4. You may now log into the ClinicaTrials.gov Protocol Registration System:
https://register.clinicaltrials.gov/

ClinicalTrials.gov
Protocol Registration System

Login

Welcome to the ClinicalTrials.gov Protocol Registration System (PRS).

OMB NO: 0925-0586
EXPIRATION DATE: 04/30/2012
Burden Statement

Organization: [ ]
User Name: [ ]
Password: [ ]   Forgot password

[Login]

2. How do I access ClinicalTrials.gov?

2.1. Go to the ClinicaTrials.gov Protocol Registration System: https://register.clinicaltrials.gov/
2.2. Using your assigned user name and password, log in.
* If you do not have a user name and password, see 'How do I request a user name and password?'

3. What is my Organization name?

Institution	Organization name
Brigham and Women's Hospital	BrighamHospital
Massachusetts General Hospital	MassGH
McLean Hospital	Mclean
Newton-Wellesley Hospital	Newton-WellesleyH
North Shore Medical Center	NorthShoreMC

4. How do I complete the 'Board name, affiliation, and contact information?

For Partners Human Research Committee approved protocols (MGH/BWH):

Board Name: *	Partners Human Research Committee
Board Affiliation: *	Massachusetts General Hospital

Board Contact: *
(Not made public)

NOTE: Incomplete review board information may delay publication of the trial on ClinicalTrials.gov.

Business Phone: 617-424-4127   Extension:
Business Email: ehohmann@partners.org
Business Address: Partners Human Research Committee
116 Huntington Avenue, Suite 1002
Boston, MA 02116

Note: Board Affiliation should reflect the IRB panel that reviewed the protocol

5. What is the Standard Function menu?

The Standard Function menu is the main console for working in ClinicalTrials.gov. From here you can create/modify protocol records, view QA review comments, and change your password and/or email associated with your user name. The 'Help' section in the Standard Function menu provides helpful tools that can be used during protocol registration or results reporting.

ClinicalTrials.gov
Protocol Registration System

Send message to PRS

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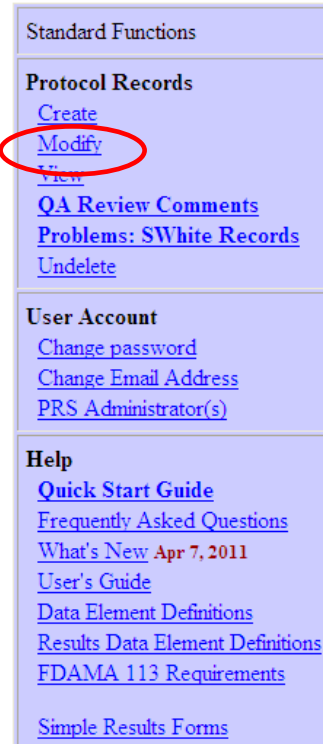Logout

6. How do I update my registration?

ICMJE policy requires you to update/verify your registration at least every 6 months. FDAAA requires updates/verification annually, or within 30 days of status change.

6.1. Log into ClinicalTrials.gov

6.2. Go to Modify

6.3. If changes have been made to the protocol that effect information listed in the ClinicalTrials.gov registration, make appropriate changes.

6.4. If no changes have occurred in the last 6 months, update the Record Verification Date by clicking the 'Edit' button next to the field.

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Edit	**Record Verification Date:**	January 2010
	Overall Status:	Completed
	Study Start Date:	May 2005

6.5. Record current month and year.

Record Verification Date: * FDAAA | January ▼ | Year: 2010

7. I forgot my password, Help!

Contact Jennifer Ballard, PRS Administrator at jpballard@partners.org. She can reset your password.

8. How do I change the email address associated with my username?

8.1. Go to: https://register.clinicaltrials.gov/ and log into your ClinicalTrials.gov account

8.2. Select *Change Email Address* in User Account of the Standard Function list

8.3. Enter new email address. Note, messages from ClinicalTrials.gov will be sent to this address.

ClinicalTrials.gov
Protocol Registration System

Send message to PRS

Change Email Address

Organization: BrighamHospital

Username: SWhite

Enter your full email address. Example: jsmith@mail.nih.gov

Email Address:

Important messages from ClinicalTrials.gov will be sent to this address.

9. PRS User's Guide

This document, created by National Library of Medicine provides step-by-step instructions for entering, modifying, and releasing protocol records using the ClinicalTrials.gov Protocol Registration System.

9.1. Go to: https://register.clinicaltrials.gov/ and log into your ClinicalTrials.gov account

9.2. Select *User's Guide* in Help Section of the Standard Function list

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10. Local contacts

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